

Instructions for Filling- out CHED's K to 12 Transition Plan Form A

1. The HEIs shall use the MS Excel file in accomplishing Transition Plan Form A and submit an electronic copy to CHED.
2. Please type the complete Name of the Institution, Address and Region on the space provided (*no abbreviation please*).
3. For items A1, A2, A2a, A2b, A4, C1 and C3, the respondent shall highlight the code that correspond/s the answer.

Example:

	0-100k	101k-250k	250K-500K	501K-1M	1M-2M	2M-4M	4M<
a. Labs and Equipment	1	2	3	4	5	6	7
b. Research	1	2	3	4	5	6	7
c. Faculty Development	1	2	3	4	5	6	7
d. Student Services	1	2	3	4	5	6	7
e. Outreach and Extension	1	2	3	4	5	6	7

4. For items A1a, A3, B1 to B4 (letters a, b and c), C2 and C4 the respondent shall indicate the estimate or exact number/percentage being asked.
5. For items B1 to B4 (letters d, e, f, g, h and i), the respondent shall indicate the code of the *Cost Range* that corresponds to the answer.
 - Scenarios B1 to B4 is making an estimate as to how the HEIs will adjust their operations in terms of personnel (faculty and non teaching) and other improvements, in view of the offering of Grades 11 and 12 (Senior High School). This is with the assumption that the proposed DepEd voucher system will be operational by this time. (*Please see the attached DepEd policy paper on the voucher System*).
 - Scenarios B1 to B4 is a forecast for six years covering the entire K to 12 transition period as illustrated by the matrix on the cover page of the Transition Plan instrument: SY 2016-17, SY 2017-18, SY 2018-19, SY 2019-20, SY 2020-21, and SY 2021-2022.
 - For each of scenarios, the HEI shall indicate their estimates of :
 - a. Its annual employee count:
 - a) Full- time faculty
 - b) Part- time faculty
 - c) Non- teaching personnel
 - b. Annual personnel retention costs unique to the transition, such as:
 - a) Retention of key faculty even if they are not given teaching load or

- given reduced teaching load (e.g. faculty members considered to be the HEI's assets)
- c. Retention of key non-teaching personnel who might not have full teaching load.
 - d. Annual budget for Laboratory and Equipment (including IT equipment)
 - e. Annual budget for Research
 - f. Annual budget for Faculty Development
 - g. Annual budget for Student Services
 - h. Annual budget for Outreach and Extension
6. Kindly follow the format in entering the requested information and double check your entries before you submit the accomplished form.
 7. Please enter the name of the HEI staff who accomplished the form, his/her designation and the date it was accomplished. Likewise, kindly indicate the name of the HEI President or Official that certified the correctness of entries at the space provided.

SENIOR HIGH SCHOOL SPECIALIZED TRACKS

A. Academic Tracks

1. Accountancy, Business and Management (ABM) Strand
2. Humanities and Social Sciences Strand (HUMSS)
3. Science, Technology, Engineering and Mathematics (STEM) Strand
4. General Academic Strand (GAS)

B. Sports Track

1. Safety and First Aid
2. Human Movement
3. Fundamentals of Coaching
4. Sports Officiating and Activity Management
5. Fitness, Sports and Recreation Leadership
6. Psychosocial Aspects of Sports and Exercise
7. Fitness Testing and Basic Exercise Programming
8. Practicum (in-campus)
9. Work Immersion/Research/Career Advocacy/Culminating Activity i.e. Apprenticeship (off-campus)

C. Arts and Design Track

1. Creative Industries I: Arts and Design Appreciation and Production
2. Creative Industries II: Performing Arts
3. Physical and Personal Development in the Arts
4. Developing Filipino Identity in the Arts

5. Integrating the Elements and Principles of Organization in the Arts
6. Leadership and Management in Different Arts Fields
7. Apprenticeship and Exploration of Different Arts Fields
 - a. Media Arts and Visual Arts
 - b. Literary Arts
 - c. Dance
 - d. Music
 - e. Theater

8. Work Immersion/Research/Career Advocacy/Culminating Activity i.e. Exhibit for Arts Production/Performing Arts Production
 - a. Performing Arts Production
 - b. Exhibit for Arts Production
 - i. Media and Visual Arts
 - ii. Literary Arts

D. Technical-Vocational Livelihood Track

1. Home Economics
2. Information and Communication Technology
3. Agri-Fishery Arts
4. Industrial Arts

(<http://www.deped.gov.ph/index.php/resources/curriculum-guides/shs-specialized-subjects>)