DepEd ORDER
No. 40, s. 2014

ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/ RENAMING
OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC
SCHOOL ANNEXES IN BASIC EDUCATION

To: Undersecretaries
    Assistant Secretaries
    Bureau Directors
    Directors of Services, Centers and Heads of Units
    Regional Directors
    Schools Division Superintendents
    Heads, Public Elementary and Secondary Schools
    All Others Concerned

1. The Department issues the enclosed Revised Guidelines on the
   Establishment, Merging, Conversion, and Naming/Renaming of Public
   Schools, and Separation of School Annexes in Basic Education. It aims to
   provide comprehensive guidelines to streamline, synchronize and update the
   aforementioned work processes.

2. The systems and procedures including the criteria set therein shall be used
   as guide by the DepEd Central and Field Offices/Units as well as the Department’s
   external stakeholders to ensure that schools to be established, merged, converted,
   and named/renamed and the school annexes separated from their mother schools
   are in accordance with DepEd quality standards to enhance the delivery of basic
   education.

3. All provisions of DepEd rules, regulations, and issuances, which are
   inconsistent with these guidelines are hereby repealed or modified accordingly.

4. This Order shall take effect immediately upon its issuance.

5. Immediate dissemination of and strict compliance with this Order is
   directed.

[Signature]
BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated
Reference: DepEd Order: No. 29, s. 2011
To be indicated in the Perpetual Index under the following subjects:

POLICY RULES AND REGULATIONS SCHOOLS

Model: Guidelines Establishment Merging Conversion Revised
0476-June 27, 2014/7-3

DepEd Complex, Meralco Avenue, Pasig City 1600 633-7208/633-7228/632-1361 636-4876/637-6209 www.deped.gov.ph
# REVISED GUIDELINES FOR THE ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/RENAMING OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN BASIC EDUCATION

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REVISED GUIDELINES ON THE ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/RENAMING OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN BASIC EDUCATION

I. RATIONALE

The Department of Education (DepED), recognizing the complexity of issues brought about by the passage of different laws and issuance of rules and regulations, concerning or pertaining to establishment, merging, conversion and naming/renaming of public elementary and secondary schools as well as the separation of school annexes, has found it necessary to formulate a set of standard and uniform policy guidelines on the matter.

The Order provides comprehensive guidelines to streamline, synchronize and update the process on the aforementioned concerns.

II. LEGAL BASIS

Section 3 of Republic Act No. 9155 (RA 9155), otherwise known as the Governance of Basic Education Act of 2001, provides that one of said Act’s purposes and objectives is to establish schools as facilities where schoolchildren are able to learn a range of core competencies prescribed for elementary and high school education programs.

Corollary to this, Section 7 of RA 9155 mandates that the Regional Director shall have the authority, accountability and responsibility for approving the establishment of public elementary and secondary schools and learning centers.

Likewise, RA 9155 provides that in addition to the powers of the Secretary of DepED under existing laws, he/she shall have the authority, accountability, and responsibility to formulate national education policies and promulgate national educational standards.

Finally, in the establishment, merging and conversion of public schools and separation of public school annexes in basic education, RA 9155 requires that the Secretary of DepED shall be guided by Section 10 of said Act which states among others that resources appropriated for the field offices are adequate and that resources for school personnel, school desks and textbooks, and other instructional materials intended are allocated directly and released immediately by the Department of Budget and Management (DBM) to said offices.

III. SCOPE AND APPLICATION

These guidelines shall apply to the establishment, merging, conversion, and naming/renaming of public schools and separation of school annexes, under the control and supervision of the DepED.
These guidelines shall include systems and processes as well as standards and criteria to be used by DepED and its stakeholders.

IV. DEFINITION OF TERMS

As used in these guidelines, the following terms shall be defined as follows:

1. **School** is a public educational institution, under the control and supervision of the Department of Education, undertaking educational operation with a specific age-group of pupils or students pursuing defined studies at defined levels, receiving instruction from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.

2. **School Head** is a person responsible and accountable for the administrative management and instructional supervision of the school or cluster of schools.

3. **Establishment of School** is the process of initiating, instituting, organizing, operating, conducting and maintaining a new school, in a barangay, municipality, city or province by administrative authority of the DepED Regional Office.

4. **DepED School Identification (ID)** is a unique six-digit number assigned to every school for purposes of identifying schools listed in the database of DepED’s Enhanced Basic Education Information System (EBEIS). It is also used as a system of distinguishing schools with the same name but located in different school districts/divisions/regions.

5. **Mother or Main School** is a school which maintains full administrative management and instructional supervision and control over one or more school annex(es).

6. **School Annex** is an existing public school campus that is fully dependent on its mother school but located in another school site. School annexes are issued separate DepED School IDs for purposes of school site identification. Administration, management and instructional supervision and control rests with the mother school.

7. **Multigrade School** is a school that has at least two (2) grade levels combined in one (1) class either as a pedagogical strategy or due to enrolment.

8. **Separation of School Annex** is the process of detaching an existing school annex from its mother school to become a separate and independent school.

9. **Renaming of School** is the changing, modification or correction of the name of an existing school.
10. **Conversion of School(s)** is the process of changing, altering or transferring of the status, character of the curricular offerings or the administration, maintenance, supervision and conduct of a school from its present status, character, administration or management.

11. **Catchment Area** is the area within a two-kilometer (2-km) radius and one-kilometer (1 km) radius from any existing public school in rural and urban areas, respectively.

12. **Elementary School** is a public school offering elementary education primarily concerned with providing basic education which corresponds to Kindergarten to Grade 6. The entrance age to this level is typically five (5) years old.

13. **Regular High School** is a public school offering secondary education level, following elementary education level primarily concerned with continuing basic education which corresponds to four (4) years of high school, or six (6) years of high school upon the full implementation of K to 12 Law.

Pursuant to Section 7 of Republic Act No. 6655, otherwise known as the “Free Public Secondary Education Act of 1988,” all Public Secondary Schools nationwide shall be considered as National High Schools. Regular High School shall include all existing schools named as General Comprehensive, Municipal and Barangay High Schools.

14. **Regular High School with Special Curriculum Program** is a school offering enriched programs in special education, mathematics, sciences, creative arts, sports, journalism, foreign languages, technical and vocational, Information Technology (IT), entrepreneurial courses, or other similar fields of specialization, in addition to the core curriculum in basic education.

15. **High School With Fiscal Autonomy (Implementing Unit)** is a public high school which meets the requirements set forth under DepED Order No. 60, s. 2011 entitled “Implementing Guidelines on the Direct Release of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools to the Respective Implementing Units” and Item 3.a of DepED Order No. 77, s. 2010 entitled “Guidelines on the Allocation/Deployment of New Teaching, Teaching-Related and Non-Teaching Positions for FY 2010,” thus, receiving its allotment directly from the DBM.

16. **High School Without Fiscal Autonomy (Non-Implementing Unit)** is a public secondary school which does not meet the requirements set forth under DepED Order No. 60, s. 2011 and DepED Order No. 77, s. 2010, and as such, does not receive its allotment directly from the DBM.

17. **Merging of Schools** is the process of joining or combining of two (2) or more existing schools of the same level adjacent to each other into one (1) school.
18. **Integrated School** is a school that offers complete basic education from Kindergarten to Grade 10, or Kindergarten to Grade 12 upon the full implementation of K to 12 Law, in one school site and has unified instructional program.

19. **Science School** is a specialized school that offers the accelerated curriculum on Science and Mathematics, information and technology, with required courses and a wide selection of electives, and opportunities for independent student research.

20. **Technical-Vocational School** is a specialized school which implements technical-vocational education programs major in areas such as but not limited to agriculture, fisheries, and arts and trades. The technical-vocational course to be offered should be aligned with existing Technical Education and Skills Development Authority (TESDA) Training Regulations and should be relevant to the needs of the community/local industry.

21. **Stakeholder** is any person, school, recognized Parent-Teacher Association (PTA), Local Government Unit (LGU), and other organizations that has professional or civic interest or concerns for the interest of the schools and their students.

V. **POLICY STATEMENT**

It is hereby declared the policy of the DepED to protect and promote the right of all citizens to quality basic education and to make such education accessible to all Filipino children. Each child shall have the right to basic education and that no child shall be discriminated.

The Department shall therefore, establish and maintain schools and learning centers as facilities where schoolchildren are able to learn a range of core competencies, or provided with alternative learning programs.

The Department maintains policies to guide its Implementing Units and stakeholders on the establishment, merging, conversion, and naming/renaming of public schools, including separation of school annexes from its mother school. For policy standards, the Department shall issue a set of updated, unified, standardized, synchronized, streamlined processes, rules and criteria relative thereto.

VI. **PROCEDURES**

A. **GENERAL GUIDELINES**

1. The Schools Division Offices (SDO) nationwide shall annually identify, determine, prioritize and initiate the move for the establishment, merging, conversion and naming/renaming of public schools in basic education as
well as the separation of school annexes, as needed. This should also be included in the Budget Proposal for DepED, for funding requirements for the crucial items needed on a multi-year basis (e.g. over a five-year period), such as the creation of teaching and non-teaching items, construction of school buildings/classrooms, provision of school desks/armchairs, and other facilities and requirements for the school's operation.

2. Processing of requests, whether initiated by the Central, Regional or Division Offices, or any stakeholder, must be in accordance with DepED criteria and standards set under these guidelines. (Refer to Annex A for the Work Flow Process including timelines). No request based on a piece-meal basis shall be entertained by the SDO.

3. All requests shall be evaluated by the Division Review and Evaluation Committee (DREC) organized by the Schools Division Superintendent (SDS). Favorable recommendations thereon by DREC shall be validated by the Regional Inspectorate Team (RIT) and approved by the Regional Director. The latter shall prepare a summary list of schools/school annexes to be established, separated and converted, indicating the budgetary requirements for Personal Services (PS), MOOE and Capital Outlay (CO), on a multi-year basis (over a five-year period), for presentation by the Regional Director at the National Management Committee (MANCOM) meeting. The National MANCOM shall have oversight powers in taking into consideration the equitable distribution of DepED resources which will be the basis for the DepED Budget Proposal.

4. Budget Proposals of the Regional Office shall be subject to confirmation by the Department Secretary through the issuance of a DepED Order, enumerating therein the newly established, separated, merged, converted and named/renamed schools with corresponding DepED School IDs.

**A.1 On Establishment of Schools**

1. Establishment of schools shall be considered upon compliance with the criteria set under Part VI, Item B.1 of these guidelines.

2. Priority needs of DepED for the establishment of schools based on current enrolment and inventory data from the EBEIS shall also be considered. Catchment areas with schools found with a large number of enrollees based on standard classroom-student ratio and other relevant EBEIS data (e.g. distance, topography, area, presence of GASTPE recipient school) shall be taken into consideration.

3. It shall be the policy of DepED not to establish new school annexes. Thus, after the effectivity of these guidelines, all requests for the creation of school annexes shall be treated as requests for establishment of new schools.
4. Cost estimates on the establishment of schools to be included in the Budget Proposal per region on a multi-year basis (e.g. over a five-year period) shall be based on the existing DepED ceilings for the construction of school buildings, creation/allocation for teaching and non-teaching items and other crucial resources. For equitable distribution of resources and due to funding constraints, the DepED Central Office shall set a budget ceiling per region, based on actual needs.

5. A school that is operating but not established pursuant to existing DepED Orders, rules and regulations or by law passed by Congress (and has received a DepED School ID from the DepED Central Office) shall comply with the requirements set under these guidelines within one (1) school year from its issuance; otherwise, the school recognition shall be automatically considered cancelled. Until such requirements are complied with, the school may not be entitled to crucial resources such as permanent plantilla items, instructional materials, MOOE, CO, etc.

6. The proposed school’s operation may be authorized on a gradual basis (e.g. for elementary level, the proposed school may accept Grade 1 enrollees for the first year of operation, then may progress to Grade 2 up to Grade 6 in the succeeding years), or the proposed school may be allowed to offer a multi-level curriculum, provided the criteria on the minimum enrolment set under these guidelines are met.

7. No public school shall be established without the availability of a school site duly documented as DepED property through a title or evidence of ownership or Deed of Donation or Contract of Usufruct for 50 years or other modes of acquiring ownership. Tax Declaration and Resolution issued by the LGU donating lots to DepED cannot be considered as substitute ownership document. Procurement of school site using DepED funds shall not be allowed, except if there is a fund specifically appropriated by law for this purpose. Absolute and gratuitous donation is encouraged in acquiring school sites.

8. Clearance shall be secured from the concerned government offices prior to any establishment of a school. No school shall be established on identified high-risk or disaster-prone areas (either man-made or natural). Land characteristics must be of good elevation to avoid flooding and soil erosion. It must have good natural drainage, and safe, healthy and potable water supply.

9. The construction of make-shift and/or demountable classrooms/school building and the temporary use of LGU facilities like covered gymnasium, barangay halls and other structures shall not be allowed in the establishment of schools.
10. The SDO shall take into account additional classrooms to be built in the various school building programs such as the Public-Private Partnership Program in determining the need for the establishment of schools.

11. Applications for the establishment of schools to be named as Integrated Schools, Science High Schools, Technical-Vocational Schools, Rural Farm Schools and others shall comply with Part VI, Items A.1 and B.1 (On Establishment of Schools), and applicable provisions of Part VI, Items A.4 and B.4 (On Conversion of Schools) of these guidelines.

A.2 On Separation of School Annexes

1. The SDS, in consultation with the school head of the mother school, together with the stakeholders, may initiate the separation of a school annex, provided said school annex is offering complete elementary or secondary education program, subject to compliance with the criteria set under Part VI, Item B.2 of these guidelines.

2. Priorities in the separation of school annexes shall be given to those schools with separate appropriation in the General Appropriations Act (GAA) and/or to those schools that are difficult to administer and supervise considering the distance from their mother schools.

3. A school annex (with a separate DepED School ID) shall remain with its mother school once determined by the Planning and Research Section/DREC/RIT to be incapable of complying with existing rules and regulations on separation of school annexes. In such a case, its DepED School ID shall be considered automatically revoked, and shall thereafter, adopt or use the DepED School ID of the mother school with the corresponding label to show that it is an annex.

4. The Officer-In-Charge (OIC) or the Teacher-In-Charge (TIC) of the school annex shall be given priority in the appointment to a School Head item, provided that he/she meets the Qualification Standards (QS) set by DepED.

5. The SDS shall decide as to which teaching and non-teaching plantilla items already assigned in the school annex shall be transferred to the said school. However, in case the school annex is determined to have excess teachers based on the EBEIS Data on Teacher Requirement Analysis for the current school year, the SDS shall identify and recall the concerned teachers back to their mother school or shall be transferred to other schools with shortage of teachers, subject to the existing rules and regulations stipulated under DepED Order No. 22, s. 2013 entitled “Revised Guidelines on the Transfer of Teachers from One Station to Another.”
6. The school site, school building, equipment, furnitures, teaching materials and other school properties used by the school annex shall also be automatically transferred and recorded or booked in the name of the new school.

7. No separation of a school annex shall be approved by the Regional Director without an endorsement by the School Head of the mother school and recommendation by the SDS. In case said School Head fails or refuses to endorse the same within fifteen (15) days from receipt of the application, the SDS shall retrieve the application and forward the same to the Regional Director who shall then decide whether or not to proceed with the proposed separation of the school annex, in accordance with these guidelines. This rule also applies in case the SDS fails or refuses to recommend such application.

A.3 On Merging of Schools

1. Elementary or secondary schools may be merged into one school, provided the following conditions exist:

   a. The schools to be merged are of the same level and adjacent to each other. Adjacent shall mean two or more elementary or secondary schools that are, as far as practicable, contiguous, compact, or located within a radius of not more than 100 meters from each other within the same schools division;

   b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary or secondary school;

   c. There are inadequate equipment and resources to support the operation of a separate elementary or secondary school; and

   d. The adjacent school is under-utilized.

2. The SDS shall designate one (1) School Head for the merged schools. In case the schools merged have two (2) school heads, the most qualified and eligible school head shall be designated by the SDS as recommended by the Division Personnel Selection Board. The School Head who will not be selected shall be re-assigned by the SDS to another school, preferably to the nearest school within the schools division needing his/her services.

3. Once the merging of schools is approved by the Regional Director, the School Head shall work on the following:

   a. Issuance of a DepED School ID under the name of the merged schools, and the subsequent cancellation of the old DepED School ID;
b. In case of merging of secondary schools:

b.1 Issuance of agency code, if none yet;

b.2 Transfer of the corresponding appropriations and Direct Release of Funds to the merged schools, if ready to assume the responsibility as Implementing Unit;

b.3 Merging of plantilla items of the merged high schools into one (1) Personal Services Itemization and Plantilla of Personnel (PSIPOP). Excess teaching and non-teaching plantilla items based on the existing DepED-DBM Staffing Standards shall be transferred to other schools in need of such positions; and

c. Recording or booking up of school properties under the name of the merged schools.

4. The criteria and necessary documents for submission with regard to merging of schools are stipulated under Part VI, Item B.3 of these guidelines.

A.4 On Conversion of Schools

a. **Conversion of a High School without Fiscal Autonomy (Non-Implementing Unit) into a High School with Fiscal Autonomy (Implementing Unit)**

1. A high school without fiscal autonomy may be converted into an Implementing Unit, subject to the criteria set under Part VI, Item B.4.a of these guidelines.

2. The SDS shall request DepED Central Office through the Regional Office, for the issuance of Agency Codes to qualified high schools. All requests evaluated and endorsed by the Regional Office shall be verified and validated by the Accounting Division, Finance Service (FS), DepED Central Office. Requests found in order shall be forwarded to the DBM for approval.

b. **Conversion of School(s) into an Integrated School**

1. **Conversion into Integrated School** is the expansion of an elementary or secondary school, or the combination of existing elementary and secondary schools adjacent to each other into one (1) school to offer complete basic education. Thus, the establishment of an Integrated School (IS) may be done thru the expansion of an existing elementary or secondary school, or the combination of elementary and secondary schools adjacent to each other to offer complete basic education. The
aforesaid conversion shall be authorized subject to compliance with at least three (3) of the following conditions, whichever are applicable:

a. There are no schools offering complete basic education within the catchment area;

b. The number of elementary graduates does not warrant the establishment of a separate secondary school;

c. There are not enough items for teachers and school heads that would justify the establishment of separate elementary and secondary schools;

d. There is difficulty in acquiring a school site of the secondary school; or

e. There are inadequate equipment and resources to support the operation of separate elementary and secondary schools.

2. Schools with excess classrooms of at least four (4) for elementary or seven (7) for high school, and/or those with capacity for expansion are encouraged to apply for establishment of IS.

3. The SDS shall designate one (1) School Head and an Assistant School Head, in case the IS has at least thirty (30) teacher-population. In case the IS has two (2) school heads, the most qualified and eligible school head shall be designated by the SDS as recommended by the Division Personnel Selection Board. The School Head who will not be selected shall be re-assigned by the SDS to another school, preferably to the nearest school within the schools division needing his/her services. The School Head to be designated must satisfy the QS of a School Head for secondary school. However, the Elementary School Head designated to a newly established IS may be given a chance to satisfy the QS requirements of a secondary school until such time that the four (4) years in the secondary school is completed to qualify as School Head of an IS. The SDS shall ensure that the Elementary School Head must undergo the appropriate Administrative Management and Instructional Supervision skills training.

4. Once the IS is approved by the Regional Director, the School Head shall work on the following:

a. Issuance of a DepED School ID under the name of IS, and the subsequent cancellation of the old DepED School ID, if any;

b. Issuance of agency code, if none yet;

c. Transfer of the corresponding appropriations and Direct Release of Funds to the IS;
d. Merging of plantilla items of the concerned elementary and secondary schools into one (1) PSIPPOP. Excess teaching and non-teaching plantilla items based on the existing DepED-DBM Staffing Standards shall be transferred to other schools in need of such positions; and

e. Recording or booking up of school properties under the name of the IS.

5. The criteria and necessary documents for submission with regard to the conversion of school into an IS are stipulated under Part VI, Item B.4.b of these guidelines.

6. It shall be the policy of DepED not to separate or split existing IS. Thus, after the effectivity of these guidelines, all requests for separation or splitting of IS shall not be allowed.

c. Conversion of a High School into a Science or Technical-Vocational School

1. High schools may be converted into a science or technical-vocational school subject to the criteria set under Part VI, Item B.4.c of these guidelines.

2. It is encouraged to convert existing high schools that have a potential to be science or technical-vocational schools instead of establishing new ones, to maximize available resources.

3. The expansion of curricular offerings such as special programs for sports, journalism, special science, special education, foreign language, and others in a regular school does not require the renaming or converting of such school. The implementation of Special Curricular Programs shall be guided by the following DepED issuances:

<table>
<thead>
<tr>
<th>Special Programs</th>
<th>DepED Issuances</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Special Education</td>
<td>• DepED Order No. 15, s. 2014 – FY 2014 Guidelines on the Utilization of Financial Assistance to Schools Implementing Special Curricular Programs</td>
</tr>
<tr>
<td></td>
<td>• DepED Order No. 99, s. 2009 – Organization of Headstart Classes for the Gifted and Talented Preschoolers</td>
</tr>
<tr>
<td></td>
<td>• DepED Order No. 6, s. 2006 – Policies and Guidelines for Special Education at the Secondary Level</td>
</tr>
<tr>
<td></td>
<td>• DECS Order No. 11, s. 2000 – Recognized Special Education (SPED) Centers in the Philippines</td>
</tr>
<tr>
<td><strong>Special Programs</strong></td>
<td><strong>DepED Issuances</strong></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| b. Special Science for Elementary Schools | - DepED Order No. 15, s. 2014  
- DepED Order No. 57, s. 2011 - Policy Guidelines in the Implementation of the Special Science Elementary Schools (SSES) Project. |
| c. Special Program for the Sports | - DepED Order No. 15, s. 2014  
- DepED Order No. 46, s. 2012 - Policy Guidelines on the Implementation of Special Curricular Programs at the Secondary Level |
| d. Special Program for the Arts | - DepED Order No. 15, s. 2014  
- DepED Order No. 46, s. 2012 |
| e. Special Program for Journalism | - DepED Order No. 46, s. 2012 |
| f. Science, Technology and Engineering Program (formerly ESEP) | - DepED Order No. 15, s. 2014  
- DepED Order No. 55, s. 2010 - Policies and Guidelines on Strengthening Science and Mathematics Education at the Secondary Level  
- DepED Order No. 40, s. 2010 - Expansion of S & T Oriented (ESEP) High Schools Effective SY 2010-2011  
- DepED Order No. 41, s. 2004 - Revised Curriculum of the 110 S & T Oriented (ESEP) High Schools  
- DECS Order No. 37, s. 1998 - The Establishment of Pilot Provincial Science and Technology High Schools  
- DECS Order No. 69, s. 1993 - Science High School |
| g. Special Program in Foreign Languages | - DepED Order No. 55, s. 2009 - Guidelines on Offering Foreign Languages Like Spanish, French, and Nihongo (Japanese) as Elective subjects in the Third and Fourth Year Levels of High School |
| h. Strengthened Technical-Vocational Education Program (STVEP) | - DepED Order No. 67, s. 2012 - Guidelines on the Implementation of STVEP and Technology and Livelihood Education (TLE) Curriculum  
- DepED Order No. 65, s. 2012 - Creating Technical-Vocational (TechVoc) Unit Under the Bureau of Secondary (BSE) and Dissolving the Technical Vocational Task Force (TVTF) for Secondary Education  
- DepED Order No. 46, s. 2012  
- DepED Order No. 89, s. 2010 - Manual of Operations for the Technical and Vocational Public Secondary Schools  
- DepEd Order No. 72, s. 2010 - Guidelines on the Adoption of the STVEP by Other Public |

Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education
<table>
<thead>
<tr>
<th>Special Programs</th>
<th>DepED Issuances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Schools</td>
<td>DepED Order No. 78, s. 2009 – Guidelines on the Implementation and Operationalization of the Regional ICT Technical-Vocational High Schools Effective SY 2009-2010</td>
</tr>
<tr>
<td></td>
<td>DepED Order No. 73, s. 2009 – Prescribing the Minimum Tools and Equipment Standards for Technical-Vocational Public High Schools</td>
</tr>
<tr>
<td></td>
<td>DepED Order No. 69, s. 2009 – Additional Curriculum Guidelines for the 282 Technical-Vocational Secondary Schools Effective SY 2009-2010</td>
</tr>
<tr>
<td></td>
<td>DepED Order No. 48, s. 2007 – Decentralizing Management of the STVEP</td>
</tr>
</tbody>
</table>

A.5 On Naming and Renaming of Schools

1. Section 99 (d) of Republic Act No. 7160 (Local Government Code of 1991) authorizes the Local Sanggunian to change the name of schools through an ordinance, with the Local School Board as the recommending body. In addition, all public schools may be named or renamed by the President through a proclamation, or by Congress through legislation. Thus, approval by the Department Secretary on the naming and renaming of such schools is no longer necessary, pursuant to DepED Order No. 29, s. 2011 entitled “Revised Guidelines on the Naming and Renaming of Schools.” For purposes of this Order, all the provisions of said DepED Order No. 29, a copy of which is hereto attached as Annex B, shall remain in full force and effect.

2. All public high schools with DepED School IDs are considered national high schools. The renaming of a public high school into a national high school shall be done consistent with the provisions of DepED Order No. 29, s. 2011.

3. For purposes of monitoring and updating DepED records, the School Head shall furnish the concerned DepED offices/units in the central, regional and schools division offices, especially the person in-charge of EBEIS with a copy of the Municipal or City Ordinance approving the naming and renaming of school.

B. CRITERIA AND NECESSARY DOCUMENTS FOR SUBMISSION

The criteria set hereunder per type of request must be satisfied, and the documents specified therein must all be complied with by the requesting party.
### B.1 ESTABLISHMENT OF SCHOOLS
(Refer to Annexes C-1 and D-1 for the Checklist and Sample Evaluation Sheet, respectively)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. School to be established is an urgent need in the area to be served as indicated in the project feasibility study.</td>
<td></td>
</tr>
<tr>
<td>• Kindergarten to Grade 6 – at least one (1) school for every barangay</td>
<td></td>
</tr>
<tr>
<td>• Grades 7 to 10 – at least one (1) school for every municipality/city</td>
<td>a. Letter-request to open a school addressed to the SDS (either from PTA or Barangay Council).</td>
</tr>
<tr>
<td></td>
<td>b. Feasibility study, duly recommended/endorsed by the SDS indicating the following:</td>
</tr>
<tr>
<td></td>
<td>1. Justification on the need to establish a school;</td>
</tr>
<tr>
<td></td>
<td>2. Proposed Organizational Structure;</td>
</tr>
<tr>
<td></td>
<td>3. School Environment (environmental scanning/situational analysis);</td>
</tr>
<tr>
<td></td>
<td>4. Proposed School Development Plan; and</td>
</tr>
<tr>
<td></td>
<td>5. Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources).</td>
</tr>
<tr>
<td></td>
<td>c. Division Inspection Report signed by the SDS.</td>
</tr>
<tr>
<td>2. The proposed establishment of school must be supported by the LGU.</td>
<td>Sangguniang Bayan/Panglungsod Resolution supporting the establishment of school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.</td>
</tr>
<tr>
<td>3. The proposed school must have at least 100 pupils/students composed of one or more grade levels.</td>
<td>a. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled.</td>
</tr>
<tr>
<td></td>
<td>b. Justification by the SDS on the need to establish a school, if necessary.</td>
</tr>
<tr>
<td>In case the aforementioned criterion is not met, the SDS shall make necessary justification.</td>
<td></td>
</tr>
<tr>
<td>4. There is no private high school participating in the Government Assistance to Students and Teachers in Private Education (GASTPE) Program of DepED; or the GASTPE recipient school(s) has reached its allocation or number of available slots. In cases where the aforementioned criteria is not met, the SDS shall make the necessary justification.</td>
<td>a. Certification from the SDS that no private high school within the municipality/city is participating in the GASTPE Program of DepED, or that GASTPE participating high school has reached its allocation or number of available slots; or</td>
</tr>
<tr>
<td></td>
<td>b. Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enrol in a private high school.</td>
</tr>
<tr>
<td>CRITERIA</td>
<td>REQUIRED DOCUMENTS</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
| 5. The proposed school to be established is not within the 2-km and 1 km radius from any existing public school in rural and urban areas, respectively. However, this limitation may be waived where existing public schools within the 2 or 1 km radius, as the case may be, can no longer accommodate students seeking admission, is geographically inaccessible, or necessary in the best interest of education as justified by the SDS. | a. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer;  
b. Certification from the Municipal City/Engineer that the proposed school is not within the 2-km radius (for rural areas) or 1 km radius (for urban areas) from any existing public elementary/high school; and  
c. Justification by the SDS for the waiver on the 2 or 1 km radius requirement. |
| 6. Existence and availability of a school site of at least 5,000 square meters or one half (1/2) hectare for rural areas; 2,500 square meters for highly urbanized cities. In cases where there is difficulty in meeting the aforementioned guidelines with respect to a standard school site, the SDS shall make the necessary justification. | a. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepED; OCT or TCT in the name of DepED, reflecting the size and boundaries of the school site; or  
b. Justification from the SDS in case the required size of school site cannot be met. |
| 7. School site must not be a high risk area (natural or man-made). The land characteristics of which include good elevation to avoid flooding and soil erosion, good drainage system, and safe/potable water supply. | Clearance/permit from the provincial Mines and Geosciences Bureau (MGB) and the Regional Office of the Department of Environment and Natural Resources (DENR) stating that the proposed school site is not a high risk area. |
| 8. Must have at least two (2) classrooms for the initial operation of the school. Classrooms built/to be built must be in accordance with the existing DepED standards All public elementary and high schools shall adopt the standard 7m x 9m classroom dimension regardless of its class size. | a. School site development plan;  
b. School building plan indicating the number and technical specifications of the classrooms to be built;  
c. School building design duly approved by DepED Education Facilities Division, Administrative Service;  
d. School building permit issued by the Municipal/City Engineer;  
e. Bureau of Fire Protection Certificate; and  
f. In case classrooms are already constructed, |
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. The LGU or SDO has adequate funds for its initial operation, payment for teachers' salaries, allowances and other benefits, maintenance and other operating expenses.</td>
<td>a. Duly notarized MOA by and between DepED, represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds for, among others, the following: <em>(Refer to Annex E-1 for the sample template)</em></td>
</tr>
<tr>
<td></td>
<td>1. construction of the new school building(s);</td>
</tr>
<tr>
<td></td>
<td>2. procurement of educational facilities, furniture and instructional materials;</td>
</tr>
<tr>
<td></td>
<td>3. operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and</td>
</tr>
<tr>
<td></td>
<td>4. salaries of teaching and non-teaching personnel, preferably at par with national salary rates.</td>
</tr>
<tr>
<td></td>
<td>The MOA must be supported by the Sangguniang Bayan/Panglalawigan/Panglungsod Resolution for the purpose; or</td>
</tr>
<tr>
<td></td>
<td>b. Certification from the SDS that the SDO has sufficient fund to cover resulting expenses; and</td>
</tr>
<tr>
<td></td>
<td>c. List of teaching and non-teaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective Item Number per PSIPPOP and name of school, if any.</td>
</tr>
</tbody>
</table>

B.2 SEPARATION OF SCHOOL ANNEX *(Refer to Annexes C-2 and D-2 for the Checklist and Sample Evaluation Sheet, respectively)*

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The school annex is listed in the EBEIS.</td>
<td>DepED School ID.</td>
</tr>
<tr>
<td>2. With legal basis on its establishment.</td>
<td>Approval on the establishment of school annex by DepED Central/Regional Office.</td>
</tr>
<tr>
<td>3. The proposed separation of the school annex must be supported by the LGU.</td>
<td>Sangguniang Bayan/Panglungsod Resolution supporting the separation of the school annex, duly approved by the Municipal/City Mayor, indicating therein the</td>
</tr>
</tbody>
</table>

*Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education*
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Separation of the school annex shall be requested by the school head of the mother school and/or its stakeholders, duly recommended/endorsed by the SDS.</td>
<td>a. Request for separation of the school annex concerned, duly recommended/endorsed by the SDS and/or stakeholders.</td>
</tr>
<tr>
<td></td>
<td>b. Feasibility study, indicating the following:</td>
</tr>
<tr>
<td></td>
<td>1. Justification on the need to separate a school annex;</td>
</tr>
<tr>
<td></td>
<td>2. Proposed Organizational Structure;</td>
</tr>
<tr>
<td></td>
<td>3. School Environment (environmental scanning/situational analysis);</td>
</tr>
<tr>
<td></td>
<td>4. Proposed School Development Plan; and</td>
</tr>
<tr>
<td></td>
<td>5. Proposed Budget/Budgetary Requirements.</td>
</tr>
<tr>
<td></td>
<td>c. Inventory of crucial resources to be transferred to the proposed school to be separated, duly signed by the mother school’s Property Custodian.</td>
</tr>
<tr>
<td></td>
<td>d. Duly notarized MOA regarding the separation of school annex, drawn up by and between the School Head of the mother school and OIC/TIC of the school annex, indicating among others, the transfer of crucial resources to the proposed regular school, to wit: <em>(Refer to Annex E-2 for the sample MOA template)</em></td>
</tr>
<tr>
<td></td>
<td>1. teaching and non-teaching items, pursuant to the existing DepED-DBM staffing standards for schools;</td>
</tr>
<tr>
<td></td>
<td>2. funds for PS based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred;</td>
</tr>
<tr>
<td></td>
<td>3. funds for MOOE;</td>
</tr>
<tr>
<td></td>
<td>4. facilities, furniture and equipment and textbooks in all subject areas; and</td>
</tr>
<tr>
<td></td>
<td>5. other funding requirements until such time that the school’s funding requirement is integrated in the GAA.</td>
</tr>
<tr>
<td></td>
<td>e. Justification from the School Head or SDS in case the required MOA cannot be met.</td>
</tr>
<tr>
<td></td>
<td>f. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel.</td>
</tr>
</tbody>
</table>

*Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education*
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. The school annex has an enrolment from Kinder to Grade 6 or Grades 7 to 10 for the current school year, with a total enrolment of at least 400 pupils/students, duly signed by the School Head/OIC and attested by the SDS. In cases where there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification.</td>
<td>a. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS; or</td>
</tr>
<tr>
<td></td>
<td>b. Justification from the SDS in case the aforesaid criterion cannot be met.</td>
</tr>
<tr>
<td>6. Existence and availability of a school site of at least 5,000 square meters or one half (1/2) hectare for rural areas; 2,500 square meters for highly urbanized cities. In cases where there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification.</td>
<td>a. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepED; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepED, reflecting the size and boundaries of the school site; or</td>
</tr>
<tr>
<td></td>
<td>b. Justification from the SDS in case the aforesaid criterion cannot be met.</td>
</tr>
</tbody>
</table>

**B.3 MERGING OF SCHOOLS** *(Refer to Annexes C-3 and D-3 for the Checklist and Sample Evaluation Sheet, respectively)*

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The schools to be merged are listed in the EBEIS.</td>
<td>DepED School IDs of the schools to be merged.</td>
</tr>
<tr>
<td>2. Both schools must be adjacent to each other (i.e. they are contiguous, compact, or located directly in front of the other or separated by a road).</td>
<td>Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer and validated by the SDO.</td>
</tr>
<tr>
<td>3. Each of the schools must have less than 100 enrollees and inadequate equipment and resources to support the operation of both schools.</td>
<td>a. Letter-request on the proposed merging of schools addressed to the SDS.</td>
</tr>
<tr>
<td></td>
<td>b. Feasibility study on the proposed merging of schools, duly endorsed by the SDS.</td>
</tr>
<tr>
<td></td>
<td>c. Proposed Schools’ Implementation Plan, as merged, covering five (5) years to include among others, the following:</td>
</tr>
<tr>
<td></td>
<td>1. Current and projected enrolment for five (5) school years, by grade level;</td>
</tr>
<tr>
<td></td>
<td>2. Proposed budgetary requirements for its PS, MOOE, and CO;</td>
</tr>
<tr>
<td>CRITERIA</td>
<td>REQUIRED DOCUMENTS</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3. Strategic Plan re: curriculum and instructional supervision of the proposed school as merged; and</td>
<td>Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school. <em>(Refer to Annex E-3 for the sample MOA template).</em></td>
</tr>
<tr>
<td>4. School Site Development Plan of the schools to be merged, including the proposed school buildings, as needed.</td>
<td>Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school. <em>(Refer to Annex E-3 for the sample MOA template).</em></td>
</tr>
<tr>
<td>d. Inventory of learning resources prepared by the Property Custodian of both schools to be merged.</td>
<td>Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school. <em>(Refer to Annex E-3 for the sample MOA template).</em></td>
</tr>
<tr>
<td>e. Updated PSIPPOP of both schools to be merged.</td>
<td>Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school. <em>(Refer to Annex E-3 for the sample MOA template).</em></td>
</tr>
<tr>
<td>f. Updated Status Report of the schools to be merged with regard to their existing crucial resources.</td>
<td>Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school. <em>(Refer to Annex E-3 for the sample MOA template).</em></td>
</tr>
<tr>
<td>4. The SDS and School heads concerned must agree on the merging of necessary teaching and non-teaching items as well as other crucial resources of the merged school.</td>
<td>Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school. <em>(Refer to Annex E-3 for the sample MOA template).</em></td>
</tr>
<tr>
<td>5. The SDS shall designate an OIC/TIC who will be assigned to the proposed school to be merged.</td>
<td>Designation Order for the OIC/TIC of the merged schools, duly signed by the SDS.</td>
</tr>
<tr>
<td>6. The proposed merging of schools must be supported by the LGU.</td>
<td>a. Sangguniang Bayan/Panglungsod Resolution supporting the merging of schools, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school; and</td>
</tr>
<tr>
<td></td>
<td>b. Certification from the LGU signed by the Municipal/City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance of the merged school.</td>
</tr>
<tr>
<td>7. School sites of both schools are named in favor of DepED.</td>
<td>Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepED; OCT or TCT in the name of DepED, reflecting the sizes and boundaries of the sites of both schools.</td>
</tr>
</tbody>
</table>
B.4 CONVERSION OF SCHOOLS

a. Conversion of a High School Classified as Non-Implementing Unit Into a High School Classified as Implementing Unit (refer to Annexes C-4a and D-4a for the Checklist and Sample Evaluation Sheet, respectively)

The school must meet the following conditions:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The school must have a Principal position per latest PSIPOP and at least twenty (20) teachers.</td>
<td>School’s latest and updated PSIPOP.</td>
</tr>
</tbody>
</table>
| 2. The school must have an agency code and designated/appointed financial staff (Bookkeeper and Disbursing Officer); and capability to comply with the submission of financial reports to oversight agencies such as Commission on Audit (COA), DBM, National Economic and Development Authority (NEDA), Senate, House of Representatives, etc. | a. Approval of School’s Agency Code by DBM  
  b. Designation documents duly signed by the School Head;  
  c. Certificates of Training attended by the designated/appointed financial staff related to financial management; and  
  d. Certification of the School Head as to the capability of the school to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, House of Representatives, etc. |
| 3. With at least PhP 6 million appropriations based on current GAA (i.e PS, MOOE and CO) | a. Copy of the current GAA where the appropriation of the school is reflected; and  
  b. EBEIS data on enrolment per grade level for the current school year. |
| 4. The proposed conversion was requested by the School Head, and reviewed/evaluated and endorsed by the Division and Regional Offices before forwarding the same to DepED Central Office. | a. Letter-request from the School Head addressed to the SDO;  
  b. Endorsement letter from the SDO to Regional Office; and  
  c. Endorsement letter from the Regional Office to DepED Central Office. |

b. Conversion of School(s) into an Integrated School (Refer to Annexes C-4b and D-4b for the Checklist and Sample Evaluation Sheet, respectively)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The school(s) is/are listed in the EBEIS.</td>
<td>DepED School ID(s).</td>
</tr>
<tr>
<td>2. In case of expansion of school,</td>
<td>a. Letter-request for the conversion of school</td>
</tr>
<tr>
<td>CRITERIA</td>
<td>REQUIRED DOCUMENTS</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>the conversion to IS must satisfy at least three (3) of the following conditions, whichever are applicable:</td>
<td>(thru expansion) into an IS addressed to the SDS.</td>
</tr>
<tr>
<td>a. There are no schools offering complete basic education within the catchment area;</td>
<td>b. Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS.</td>
</tr>
<tr>
<td>b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school;</td>
<td>c. IS Implementation Plan covering five (5) years to include among others, the following:</td>
</tr>
<tr>
<td>c. There are inadequate equipment and resources to support the operation of separate elementary and secondary schools;</td>
<td>1. Current and projected enrolment for five (5) school years, by grade level;</td>
</tr>
<tr>
<td>d. There is difficulty in acquiring a school site for the secondary school;</td>
<td>2. Proposed budgetary requirements for its PS, MOOE, and CO;</td>
</tr>
<tr>
<td>e. The number of elementary graduates does not warrant the establishment of a separate secondary school; or</td>
<td>3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and</td>
</tr>
<tr>
<td>f. The elementary/secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively.</td>
<td>4. School Site Development Plan to include proposed school buildings, as needed.</td>
</tr>
<tr>
<td>3. In case of merging or combination of existing elementary and secondary schools, the establishment of IS must satisfy all of the following requirements:</td>
<td>d. For Item f criterion, a Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school.</td>
</tr>
<tr>
<td>a. There are no schools offering complete basic education within the catchment area;</td>
<td>e. Inventory of learning resources prepared by School’s Property Custodian, as validated by the SDO.</td>
</tr>
<tr>
<td>b. There are not enough items for teachers and school heads that would justify the</td>
<td>f. Updated PSIPOP of the concerned school.</td>
</tr>
<tr>
<td></td>
<td>g. Updated Status Report with regard to the school’s existing crucial resources.</td>
</tr>
</tbody>
</table>

Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education

Page 21
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>establishment of a separate elementary and a secondary school;</td>
<td>PS, MOOE, and CO;</td>
</tr>
<tr>
<td>c. There are inadequate equipment and resources to support the operation</td>
<td>3. Operational Plan regarding curriculum and instructional supervision of the</td>
</tr>
<tr>
<td>of separate elementary and secondary schools;</td>
<td>proposed IS; and</td>
</tr>
<tr>
<td>d. The elementary and secondary schools are adjacent or located within</td>
<td>4. School Site Development Plan to include proposed school buildings, as needed.</td>
</tr>
<tr>
<td>a radius of not more than 100 meters from each other within the same</td>
<td>d. Inventory of learning resources prepared by the School’s Property Custodian for</td>
</tr>
<tr>
<td>schools division;</td>
<td>both schools to be integrated.</td>
</tr>
<tr>
<td>e. The School Heads concerned must agree on the merging of necessary</td>
<td>f. Map, preferably drawn to scale, showing the distances of the existing schools</td>
</tr>
<tr>
<td>teaching and non-teaching items as well as other crucial resources of the</td>
<td>within the catchment area, duly certified by the Municipal/City Engineer and</td>
</tr>
<tr>
<td>integrated school.</td>
<td>validated by the SDO.</td>
</tr>
<tr>
<td>4. The proposed conversion of school(s) into an IS must be supported by</td>
<td>g. Duly notarized MOA on merging or combination of schools, drawn up by and</td>
</tr>
<tr>
<td>the LGU.</td>
<td>between the School Heads of both schools indicating among others, the integration</td>
</tr>
<tr>
<td></td>
<td>of crucial resources for the proposed IS. (Refer to Annex E-4 for the sample MOA</td>
</tr>
<tr>
<td></td>
<td>template).</td>
</tr>
<tr>
<td></td>
<td>a. Sangguniang Bayan/Panglunsod Resolution supporting the conversion of school(s)</td>
</tr>
<tr>
<td></td>
<td>into an IS, duly approved by the Municipal/City Mayor, indicating therein the</td>
</tr>
<tr>
<td></td>
<td>proposed name of the school; and</td>
</tr>
<tr>
<td></td>
<td>b. Certification from the LGU signed by the Municipal/City Mayor, as the case may be,</td>
</tr>
<tr>
<td></td>
<td>where the LGU shall continue to provide funds for the operation and maintenance for</td>
</tr>
<tr>
<td></td>
<td>at least 5 years or until such time that such funds are incorporated in the national</td>
</tr>
<tr>
<td></td>
<td>budget.</td>
</tr>
<tr>
<td>5. The School Head to be designated to the IS must satisfy the DepED-CSC</td>
<td>a. Designation Order for the proposed School Head;</td>
</tr>
<tr>
<td>QS of a School Head for secondary school.</td>
<td>b. Transcript of Records, Certificates of Relevant Training, Service Record and</td>
</tr>
<tr>
<td></td>
<td>Civil Service eligibility of the proposed School Head, duly certified as true copies</td>
</tr>
<tr>
<td></td>
<td>by the SDO’s Records Unit;</td>
</tr>
<tr>
<td></td>
<td>c. Justification by the SDS, in case the aforementioned criterion is not met; and</td>
</tr>
<tr>
<td></td>
<td>d. Certification from the SDS as to the school assignment of the other School Head</td>
</tr>
</tbody>
</table>

Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education  
Page 22
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>REQUIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>will not be selected, in case both schools to be merged or combined are with existing School Heads.</td>
</tr>
</tbody>
</table>

c. Conversion of a High School to a Science or Technical-Vocational School

c.1 Science High School *(Refer to Annexes C-4c and D-4c for the Checklist and Sample Evaluation Sheet, respectively)*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The school must meet the performance ratings including but not limited to the following:</td>
<td></td>
</tr>
<tr>
<td>a. Results in National Achievement Test (NAT) for the past three (3) years must be average of 80 Mean Percentage Score (MPS); and</td>
<td>a. Certification of NAT Results for the past 3 years from the National Education and Testing Research Center/Bureau of Education Assessment; and</td>
</tr>
<tr>
<td>b. Earned or gained awards from International, National, or Regional Mathematics and Science competitions.</td>
<td>b. Certification from the organizers of International/National/Regional Mathematics and Science competitions</td>
</tr>
<tr>
<td>2. Must offer a Science, Mathematics and English enriched curriculum to all students, in addition to the K to 12 curriculum.</td>
<td>a. Current School Program, signed by the School Head and approved by the SDS; and</td>
</tr>
<tr>
<td>a.</td>
<td>b. Copy of curriculum guide and special science curriculum.</td>
</tr>
<tr>
<td>b.</td>
<td></td>
</tr>
<tr>
<td>3. School Head must possess any of the following:</td>
<td>a. Certified true copies of the Transcript of Records of School Head; and</td>
</tr>
<tr>
<td>a. holder of Master’s Degree in Science/Mathematics Education with relevant training(s) in the field of administration, supervision, leadership or management for at least 72 hours; or</td>
<td>b. Certified true copies of Certificates of Training in Science/Mathematics subject attended by the School Head</td>
</tr>
<tr>
<td>b. holder of Master’s Degree in the field of administration, supervision, leadership or management with at least 120 hours special training in Science/Mathematics at the international, national and/or regional level in teacher training institutions duly</td>
<td></td>
</tr>
<tr>
<td>Criteria</td>
<td>Required Documents</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>recognized by DepED, including DOST and UP-NISMED.</td>
<td></td>
</tr>
<tr>
<td>4. Teachers in Science and Mathematics of the school must possess the following:</td>
<td></td>
</tr>
<tr>
<td>a. Graduates of Bachelor of Secondary Education degree major in Science/Mathematics or its equivalent; and</td>
<td></td>
</tr>
<tr>
<td>b. With relevant training in Science/Mathematics for at least 40 hours.</td>
<td></td>
</tr>
<tr>
<td>5. Crucial learning resources are adequate (e.g. science and computer laboratories, equipment, apparatus, instructional materials, references, etc.).</td>
<td></td>
</tr>
<tr>
<td>6. The proposed conversion of the school must be supported by the LGU.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Certificate on the availability of learning resources signed by the School Head and attested by the SDS; and</td>
</tr>
<tr>
<td></td>
<td>b. Inventory of learning resources prepared by the School's Property Custodian, and validated by the SDO.</td>
</tr>
<tr>
<td></td>
<td>Sangguniang Bayan/ Panglungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.</td>
</tr>
<tr>
<td>c.2 Technical-Vocational School (Refer to Annexes C-4d and D-4d for the Checklist and Sample Evaluation Sheet, respectively)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Criteria</td>
<td>Required Documents</td>
</tr>
<tr>
<td>1. Must offer technical-vocational course aligned with TESDA Training Regulations, in addition to the K to 12 curriculum.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Current School Program, signed by the School Head and approved by the SDS;</td>
</tr>
<tr>
<td></td>
<td>b. Copy of the Technical-Vocational</td>
</tr>
</tbody>
</table>

Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>The technical-vocational course being offered must be relevant to the</td>
<td>a. Certification by the School Head that the technical-vocational course being offered:</td>
</tr>
<tr>
<td>needs of the community/local industry.</td>
<td>1. is relevant to the needs of the community/local industry; 2. has available localized curriculum in partnership with local industry/ies; and 3. is based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.</td>
</tr>
<tr>
<td></td>
<td>b. Feasibility Study, duly recommended by the SDS, indicating the following: 1. Need to convert into a Technical-Vocational School; 2. Current and projected enrolment for a period of five (5) years; 3. Demand to Open a Technical-Vocational course; 4. Organizational Structure; 5. School Development Plan; and 6. Proposed Budget/Budgetary Requirements.</td>
</tr>
<tr>
<td>School Head must have a specialization in the technical-vocational</td>
<td>a. Certified true copy of the Transcript of Records of School Head; and b. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head as issued by TESDA.</td>
</tr>
<tr>
<td>course, in addition to the DepED and CSC requirements for a regular</td>
<td></td>
</tr>
<tr>
<td>School Head item.</td>
<td></td>
</tr>
<tr>
<td>Technical-Vocational Teachers must have a specialization in the</td>
<td>a. Certified true copies of the Transcript of Records of Technical-Vocational Teachers;</td>
</tr>
<tr>
<td>technical-vocational course being offered; and must be at least NC II</td>
<td></td>
</tr>
<tr>
<td><strong>Criteria</strong></td>
<td><strong>Required Documents</strong></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>holders as assessed by TESDA</td>
<td>b. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special technical-vocational skills;</td>
</tr>
<tr>
<td></td>
<td>c. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration; and</td>
</tr>
<tr>
<td></td>
<td>d. Updated Teachers' Profile.</td>
</tr>
<tr>
<td>5. Relevant learning resources are adequate (e.g. laboratories, equipment, apparatus, instructional materials, references, etc.)</td>
<td>a. Inventory of relevant learning resources per specialization prepared by the School’s Property Custodian, and validated by the SDO; and</td>
</tr>
<tr>
<td>Laboratory/workshop must meet the training facilities for the specialization per TESDA Training Regulations.</td>
<td>b. Certification from the School Head that the relevant resources of the school are adequate, duly validated by the SDS.</td>
</tr>
<tr>
<td>6. The proposed conversion of the school must be supported by the LGU.</td>
<td>Sangguniang Bayan/Panglungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.</td>
</tr>
<tr>
<td>7. Must have LGU financial support, in case the school’s fund is not adequate for its daily operation as technical-vocational school.</td>
<td>Certification from the LGU, duly signed by the Municipal/City Mayor, as the case may be, where the LGU shall provide funds for the operation and maintenance for at least 5 years or until such time when the funds for the purpose are incorporated in the national budget.</td>
</tr>
<tr>
<td>8. Existence and availability of a school site of at least 5,000 square meters or one half (1/2) hectare for rural areas; or 2,500 square meters for highly urbanized cities; or at least two (2) hectares for industrial or agricultural technical-vocational schools.</td>
<td>a. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepED; OCT or TCT in the name of DepED, reflecting the size and boundaries of the school site; or</td>
</tr>
<tr>
<td>In cases where there is difficulty in meeting the aforementioned guidelines with respect to a standard technical-vocational school site, the SDS shall make the necessary justification.</td>
<td>b. Justification from the SDS in case the required size of technical-vocational school site cannot be met.</td>
</tr>
</tbody>
</table>
C. PROCEDURAL GUIDELINES

1. Within January to March of the year, the SDS, through the Planning and Research Section shall:
   a. conduct inventory of existing schools and feasibility study;
   b. prioritize and recommend the need for the establishment, merging and conversion of schools, and separation of school annexes;
   c. compute for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a five-year period); and
   d. coordinate with appropriate school heads or stakeholders and/or present to the Local School Board on the priority needs for the establishment, merging and conversion of schools, and separation of school annexes.

2. The concerned School Heads and/or Stakeholders shall:
   a. work on the completion of necessary documents for submission to the Planning and Research Section; and
   b. Collaborate/coordinate with the possible sponsor/donor of the school site, in case of the establishment of schools.

3. The SDS, through the Planning and Research Section, shall:
   a. receive requests/applications from Schools, LGUs or stakeholders (Congressmen, Senators, etc.), together with the supporting documents specified under Part VI, Item B hereof. The applicant shall be accountable for the authenticity of the documents submitted;
   b. review applications and notify the requesting parties of the action taken thereon within 15 days from receipt of the requests/applications; and
   c. re-compute for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis, taking into consideration the LGU financial support.

4. The recommendations of the Planning and Research Section shall then be forwarded to the DREC which shall perform the initial evaluation as to the completeness and veracity of the submitted documents. The composition of the DREC shall be as follows:

<table>
<thead>
<tr>
<th>Chair</th>
<th>Schools Division Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chair</td>
<td>Assistant Schools Division Superintendent</td>
</tr>
<tr>
<td>Members</td>
<td>One (1) Division Administrative Officer</td>
</tr>
<tr>
<td></td>
<td>One (1) Division Planning Officer</td>
</tr>
</tbody>
</table>

Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education

Page 27
One (1) Division Accountant and/or Division Budget Officer
One (1) Public Schools District Supervisor (for elementary level)
One (1) Chief Education Program Supervisor (for high school level)
One (1) In-Charge of Education Facilities Section
One (1) PTA Federation President

5. Once all the requirements are complied with, the DREC shall conduct on-site validation as to whether or not the existing school buildings/classrooms or plans for classrooms to be constructed are in accordance with the technical specifications stipulated in the latest DepED Educational Facilities Manual, the pertinent provisions of the National Building Code and this DepED Order. A letter of notification shall be provided by the Office of the SDS to the applicants of the action taken on their requests within fifteen (15) days upon receipt of such request.

6. The DREC shall also include in its evaluation the Staffing Complement/Position Requirement Analysis, for purposes of determining the required number of teaching and non-teaching positions (e.g. required number of teachers in the school, based on existing DepED-DBM staffing standards less existing number of teacher items based on PSIPOP for the Fiscal Year), as well as the funding requirements for PS, MOOE and CO, on multi-year basis (e.g. over a five-year period), without prejudice to consideration of such application for the next/succeeding school years.

7. If the requirements have been satisfied, the SDS shall submit his/her recommendation to the Office of the Regional Director through the Assistant Regional Director. The deadline for submission of recommendation shall be June 30 of the current year. If there is failure to comply with the requirements, the DREC, through the SDS shall disapprove the application, copy furnished the Planning and Research Section.

8. From July to August 31 of the current year, the documents submitted by the SDS shall then be submitted to the RIT that shall review the supporting documents, conduct on-site inspection and/or interview local stakeholders to validate the need for establishment, separation, merging and/or conversion of such school and re-calculate the funding requirements for crucial items to be included in the Budget Proposal on a multi-year basis. The RIT created by the Regional Director is composed of the following officials:

Chair : Assistant Regional Director
Co-Chairs : Chief Education Program Supervisor (CEPS), Quality Assurance Division (QAD)
Members : Chief Administrative Officer (CAO), Administrative Division CAO, Budget and Finance Division
Two (2) Education Program Supervisors (EPS) from QAD
One (1) EPS from Curriculum Implementation Division
One (1) In-Charge of Education Facilities Section
9. The recommendation of the RIT shall be forwarded to the Regional Director who shall present this every year to the National MANCOM for the month of November. The latter shall then decide which proposals should be approved and included in the DepED Budget Proposal for the succeeding year.

10. The Department Secretary, through the Planning Service shall confirm which schools are to be established, separated, integrated and converted through the issuance of a DepED Memorandum and corresponding DepED School ID issued by the Planning Service, copy furnished DBM.

11. The Regional Director shall, from December 1 to 31 of the current year, finalize its DepED Budget Proposal incorporating the agreements made during the National MANCOM meeting and submit to the Budget Division, FS copy furnished Planning Service, DepED Central Office, for review and consolidation. A Status Report of each school concerned as validated by Regional Policy, Planning and Research Division shall also be submitted to Budget Division and Planning Service annually at the end of every fiscal year.

12. The Budget Division and Planning Service shall make a summary/priority list of schools to be established, separated, integrated and converted for the year, with corresponding funding requirements for PS, MOOE and CO, distributed over a five-year period, and present the same to the Department Secretary for confirmation.

VII. MONITORING AND EVALUATION

1. The SDS shall undertake progress monitoring to ensure continuous compliance with this Order and the submission of Division Progress Monitoring Report for the preceding calendar year to the Regional Director for review and consolidation. The Regional Director shall forward the Regional Consolidated Progress Monitoring Report every January of the following year to the Secretary, copy furnished Policy Research and Development Division (PRDD) and Education Management Information System Division (EMISD), Planning Service (for EBEIS) and Education Facilities Division (EFD), Administrative Service.

2. The SDS through the Division Planning and Research Section shall ensure compliance by the School Head on the submission of the Government Elementary School Profile/Government Secondary School Profile through the EBEIS, at the beginning and end of the school year, for efficient and effective collection and processing of relevant school-level data needed for planning, allocation of resources and generation of performance indicators.

3. The School Head is required to submit the list of learners for the issuance of individual Learners’ Reference Number and completion of the learners’ details through the Learners’ Information System to the Division Planning and Research Section.

4. The PRDD and EFD shall conduct thorough evaluation and validation of the aforementioned status reports, and prepare a separate report on their analysis,
findings and recommendations on the matter, to be submitted to the Organizational Effectiveness Division, Bureau of Human Resource and Organizational Development (OED-BHROD) which will then recommend to the Executive Committee whether this Order is to be amended, for systems improvement.

5. A periodic-inventory of schools shall be made by the Division Planning and Research Unit and PRDD, for purposes of validating whether all the identified schools in the GAA and EBEIS have been duly established.

VIII. REPEALING CLAUSE

All provisions of DepED rules, regulations and issuances which are inconsistent with these guidelines are hereby repealed or modified accordingly.

IX. SPECIAL PROVISION

The establishment of “stand-alone” schools offering solely alternative delivery modes of learning basic education such as, but not limited to, on-line school or home school, distance education, open-high school, and others shall be subject to future issuances by this Department.

X. TRANSITORY PROVISIONS

1. The processing of applications for conversion of a regular school to science or technical-vocational high school shall be held in abeyance, pending finalization of the requirements of the Senior High Schools or high schools that will offer technical-vocational and/or special science curriculum under the K to 12 Enhanced Basic Education pursuant to Republic Act No. 10533.

2. Consistent with RA No. 10533, the Department shall issue a separate DepED Order enumerating the guidelines on the establishment of a “stand-alone” Senior High School, or the expansion of an existing high school to offer Senior High School.

XI. EFFECTIVITY

This Order shall take effect immediately upon its issuance.

XII. REFERENCES

2. Republic Act No. 10533, An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and For Other Purposes.
5. DepED Order No. 22, s. 2013, Revised Guidelines on the Transfer of Teachers from One Station to Another.
7. DepED Order No. 65, s. 2012, Creating Technical-Vocational (TechVoc) Unit Under the Bureau of Secondary Education (BSE) and Dissolving the Technical-Vocational Task Force (TVTF) for Secondary Education.
9. DepED Order No. 29 s. 2011, Revised Guidelines on the Naming and Renaming of Schools.
11. DepED Order No. 60, s. 2011, Implementing Guidelines on the Direct Release of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools to the Respective Implementing Units.
14. DepED Order No. 72, s. 2010, Guidelines on the Adoption of the Strengthened Technical Vocational Education Program (STVEP) By Other Public Secondary Schools.
17. DepED Order No. 99, s. 2009, Organization of Headstart Classes for the Gifted and Talented Preschoolers.
21. DepED Order No. 55, s. 2009, Guidelines on Offering Foreign Languages Like Spanish, French, and Nihongo (Japanese) as Elective subjects in the Third and Fourth Year Levels of High School.
22. DepED Order No. 48, s. 2007, Decentralizing the Management of the Strengthened Technical-Vocational Education Program (STVEP).
23. DepED Order No. 6, s. 2006, Policies and Guidelines for Special Education at the Secondary Level.
24. DepED Order No. 41, s. 2004, Revised Curriculum of the 110 S & T Oriented (ESEP) High Schools.

Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education
25. DepED Order No. 71, s. 2003, Transfer of delegated Authority from the Office of the Secretary to the Regional Offices Regarding Approval of the Establishment, Separation of school annexes, Merging, Conversion and Renaming of Public Elementary and Secondary Schools.
27. DECS Memorandum No. 216, s. 2001, Revised Implementing Guidelines of the Special Sports Program at the Secondary Level.
28. DECS Order No. 11, s. 2000, Recognized Special Education (SPED) Centers in the Philippines.
29. DECS Order No. 91, s. 1999, Guidelines on the Establishment and Operation of Integrated Schools.
30. DECS Order No. 37, s. 1998, The Establishment of Pilot Provincial Science and Technology High Schools.
31. DECS Order No. 26, s. 1997, Institutionalization of SPED Programs in All Schools.
32. DECS Order No. 84 s. 1996, Guidelines for the Separation of Public Secondary School Annexes.
33. DECS Order No. 69, s. 1993, Science High School.
34. DECS Order No. 5, s. 1989, Guidelines and Procedures on the Implementation of Section 7 of Republic Act No. 6655.

BR. ARMIN A. LUISTRO FSC
Secretary
PROPOSED GENERAL PROCEDURE
Processing of Requests for the Establishment, Merging and Conversion of Public Schools, and Separation of Public School Annexes
(For Inclusion in the Budget Proposal for the Succeeding Years)

FLOWCHART

DIVISION INITIATIVE
The SDS, thru the Division Planning Unit:
1) conducts inventory of existing schools and feasibility study;
2) prioritizes and recommends the need for the establishment, merging and conversion of schools and separation of annexes;
3) computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a five-year period); and
4) coordinates with appropriate school heads or stakeholders/presents to the Local School Board re: priority needs for the establishment, merging, and conversion of schools and separation of school annexes.
Timelines: within January to March of the current year

SCHOOL/STAKEHOLDER INITIATIVE
The School Head and/or Stakeholder:
1) in accordance with the guidelines set therein, works on the completion of necessary documents for submission to Division Planning Unit;
2) collaborates/coordinates with the possible sponsor/donor of school site, in case of the establishment of schools; and
3) submits application/request to the Division Planning Unit.
Timelines: within January to April of the current year

The SDS, thru the Division Planning Unit:
1) receives requests/applications from Schools, LGUs, or stakeholders (Congressmen, Senators, etc.);
2) reviews applications and notifies the requesting parties of the action taken within 15 days from receipt of the requests;
3) re-computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on multi-year basis (e.g. over a 5-year period), taking into consideration the LGU support (financial or in kind); and
4) submits to the Division Review and Evaluation Committee (DREC) for further evaluation.
Timelines: within January to April of the current year

Proposals found in order?

SDS requests concerned party to submit additional documents to comply with the requirements, or disapproves the application

DREC evaluates recommendations of the Division Planning Unit, and pre-inspects proposed school sites and school building plan
Timelines: within May to June of the current year
DREC thru the SDS notifies applicant and returns the requests/application, copy furnished Division Planning Unit

No

Proposals found in order?

5

Yes

SDS indorses to RD for appropriate action

Timelines: within 1st week of July of the current year

6

RD thru the Regional Inspectorate Team (RIT) conducts review and on-site validation, and re-compute for the funding requirements for crucial items to be included in the Budget Proposal, on multi-year basis (e.g. over a 5-year period)

Timelines: within August 1 to Sept. 30 of the current year

No

Proposals found in order?

7

Yes

RD requests the SDS to complete the requirements, or disapproves the proposal

RD presents the budgetary requirements to the National MANCOM; the latter decides which crucial items are to be included in the Budget Proposal for each of the concerned schools

Timelines: between November 1 to 30 of the current year

8

Department Secretary confirms the schools to be established, separated, integrated and/or converted thru the issuance of DepEd Memorandum, copy furnished DBM, indicating therein the School IDs issued by the DepEd Planning Service.

Timelines: December of the current year

9

Regional Director submits for review to Budget Division, FMS and Office of Planning Service, the Budget Proposal for the schools listed under the DepEd Memorandum

Timelines: between December 1 to 31 of the current year

10

Budget Division, FMS and Office of Planning Services synchronize the Regional Budget Proposals, and submit priority lists to the Department Secretary, for confirmation

Timelines: January to March of the succeeding year (before Budget Call)

END
REVISED GUIDELINES ON THE NAMING AND RENAMING OF SCHOOLS

To: Undersecretaries
   Assistant Secretaries
   Bureau Directors
   Regional Directors
   Directors of Services, Centers and Heads of Units
   Schools Division/City Superintendents
   Heads, Public Elementary and Secondary Schools
   All Others Concerned

1. The National Historical Commission of the Philippines (NHCP) formerly known as
   the National Historical Institute issues the revised guidelines (copy enclosed) on the
   naming and renaming of streets, public schools, plazas, buildings and other public
   structures for the guidance of all concerned.

2. Renaming of an annex school requires its prior separation and grant of
   independence from the mother school.

3. Consultation with the NHCP regarding the renaming of schools is required under
   Section 13 of the Local Government Code of 1991. Furthermore, only the Sangguniang
   Bayan may change the name of public schools and only upon the recommendation of
   the Local School Board (LSB) concerned (Section 13-(c)-(1) and Section 13-(e) of the
   same law.

4. This Order amends DepEd Order No. 12, s. 2003 entitled “Reiterating the Policy
   on the Renaming of Schools”.

5. Immediate dissemination of and strict compliance with this Order is directed.

ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encl:
As stated
Reference:
DepEd Order: (No. 12, s. 2003)
To be indicated in the Perpetual Index
under the following subjects:

CHANGE
POLICY
RULES and REGULATIONS
SCHOOLS

JLC: DO-Renaming of Schools
March 22, 2011

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”
Revised Guidelines on the Naming and Renaming of Streets, Public Schools, Plazas, Building, Bridges and other Public Structures

I. Who May Name or Rename

1. All public places may be named or renamed by the President, through a proclamation, or by Congress, through legislation.
   1.a. Local government units can not rename public place if the original name was created by an act of Congress or by a proclamation of the President of the Philippines;
   1.b. No national road, school, hospital and other national property can be named or renamed by a local government unit.

2. Public places under the jurisdiction of the local governments with the exception of barangays may be named or renamed by the local government unit concerned (e.g. a provincial road cannot be renamed by a municipal or city government)
   2.a. The change of name of any local government unit shall be effective only upon ratification in a plebiscite conducted for the purpose in the political unit directly affected. (Letter “f” of Sec. 13 of Local Government Code)

3. The sanggunians of component cities and municipalities may, in consultation with the National Historical Institute, change the name of streets, roads, schools, health facilities or any other public place or building within its territorial jurisdiction (see “c” Sec. 13 of Local Government Code)

4. Renaming of a public school shall be made only upon the recommendation of the local school board concerned, while those of public hospitals, health centers, and other health facilities shall be made only upon the recommendation of the local health board concerned (Letters “e” and “f” of Section 13 of Local Government Code)

II. What May Be Renamed

1. Present names of provinces, cities, towns and barangays may be renamed provided that the renaming shall be a reversion to their old names, found to be more culturally and historically significant.

2. National roads, schools, bridges, buildings, plazas and other structures can be renamed by the Office of the President or the Congress of the Philippines.

3. Public roads, schools, bridges, buildings and other structures under the jurisdiction of the local governments may be renamed by the local government unit concerned;

III. Character of Names

1. Proposed names must have historical and cultural significance and must contribute
to the positive development of national pride through the good example exhibited by the name being used.

2. Recommended names for public places should be appropriate in terms of historical value and significance to the place to be named or renamed.

3. Indigenous names of roads, streets, barangays and other places should always be preserved especially if that name is unique to the place. (e.g. places named Sampaguita, Tagaytay, Kundiman, Tayuman, etc., should not be renamed).

4. Hispanized and foreign terms should be retained if they have attained a degree of historical significance and has been sanctified by usage.

5. The use of Filipino words should be encouraged in the naming or renaming of streets, plazas and other public places.

6. Names should be short and simple for practical and aesthetic reasons. However, the use of nicknames or aliases in the naming of public places should be discouraged.

7. The use of names which are complicated and confusing shall be discouraged. In cases where the name and initials are the same with other prominent personages, the full name of the person intended to be honored should be specified.

8. Schools, hospitals and other public structures named after the province or municipality are considered appropriately named and, therefore, shall not be renamed.

9. The old name, of streets, schools, hospitals, etc., which have been sanctified by usage by the residents of the community, should be placed underneath the new name in the signage to facilitate the delivery of postal matter and serve as direct guide for people accustomed to the former names.

10. Natural features such as islands, rivers, seas, oceans, mountains, plains shall not be renamed, unless there are being reverted to their old indigenous names.

IV. Naming/Renaming after Persons

1. Street, plaza or any public place may be named or renamed to honor a person or family who contributed to the welfare of the Filipino people.

2. Streets bearing the names of religious personalities identified with the national movement should be retained or recommended for street names as well as for other public places.
3. Public places such as those already named after presidents, national heroes cannot be replaced with names of people of lesser importance. (e.g. places named after national heroes cannot be renamed after local heroes; places named after Presidents cannot be renamed after Senators);

4. No local government units, institutions, places or buildings shall be named or renamed after a living person.

5. **Roads can be named/renamed after the following:**
   
   a. Presidents and national heroes for primary roads;
   b. Senators and congressmen for secondary roads; and
   c. Local officials for tertiary roads

6. No public place should be named or renamed after a person within ten (10) years of his death **except for highly exceptional reasons** (e.g. his death was due to assassination in the service of the country, he/she gave exceptional service to the nation, death while trying to save others, death was a result of his patriotism, and death while in performance of one's duty).

7. A change of name cannot be made unless for a justifiable reason and, in any case, not oftener than once every ten (10) years. (see letter "d" of Sec. 13 of Local Government Code)

8. In the naming of public places after people, the use of the word "memorial" should be deleted as it is already understood that the person being honored is already deceased.

9. Honorific titles like "Don," "Doña," etc., should be deleted in naming or renaming of streets, plazas and other public places for aesthetic and practical reasons.

10. To avoid confusion in the maintenance of records and delivery of postal matters the former name of the public place must always be recommended to be placed beneath the new name in the signage.

11. No public place should be named or renamed after a person when questionable propriety might arise from the said act.

**IV. Historical Significance**

1. No public place should be renamed if the present name has attained a degree of historical association and has developed an importance of its own.
2. Names of places, which have been sanctified by long usage by the people, shall be retained and preserved.

3. Names of public places named after foreigners or places with foreign names may be retained if these names were associated with the place and attained a degree of historical significance.

V. Aesthetic Unity
1. No street or road should be renamed if it is one of complex of related street names in one district and renaming one of them would destroy aesthetic unity.

VI. Continuity
1. No portion of a street or road may be renamed if it would tend to disrupt the continuity of its present name.

*new guidelines

downloaded from website of the
NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES
(www.nhcp.gov.ph)
Department of Education
Division of ____________, Region ________

APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/SECONDARY SCHOOL

Requesting Office/School: ________________________________

Name of Proponent(s): ________________________________

Position/Designation: ________________________________

Proposed Name of School: ________________________________

Address: ___________________________________________

CHECKLIST OF DOCUMENTS

1. Letter request to open a school addressed to the Schools Division Superintendent (SDS) (either from PTA or Barangay Council).

2. Feasibility study, duly recommended/endorsed by the SDS indicating the following:
   a. Justification on the need to establish a school;
   b. Proposed Organizational Structure;
   c. School Environment (environmental scanning/situational analysis);
   d. Proposed School Development Plan; and
   e. Proposed Budget/Budgetary Requirements (to cover the proposed school’s crucial resources).

3. Division Inspection Report signed by the SDS.

4. Sangguniang Bayan/Panglungsod Resolution supporting the establishment of a school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.

5. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled.

6. Justification on the need for the establishment of an MG school, if necessary.

7. a. Certification from the SDS that no private high school within the Municipality/City is participating in the GASTPE Program of DepED, or that GASTPE participating high school has reached its allocation or number of available slots; OR
   b. Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enrol in a private high school.

8. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer.

9. Certification from the Municipal/City Engineer that the proposed school is not within the 2-km radius (for rural areas) and 1 km radius (for urban areas) from any existing public elementary/high school.

10. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary.

11. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepED; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepED, reflecting the size and boundaries of the school site.

12. Justification from the SDS in case the required size of school site cannot be met.

13. Clearance/permit from the provincial Mines and Geosciences Bureau (MGB) and the Regional Office of the Department of Environment and Natural Resources (DENR) stating that the proposed school site is not a high risk area.

14. School site development plan.

15. School building plan indicating the number and technical specifications of the classrooms to be built.

16. School building design duly approved by DepED Education Facilities Division, Administrative Service.

17. School building permit issued by the Municipal/City Engineer.


19. Inspection Report from Division In-Charge of Facilities Section, in case classrooms are already constructed.
20. Duly notarized MOA* by and between DepED, represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds for, among others, the following:
   a. Construction of the new school building(s);
   b. Procurement of educational facilities, furniture, textbooks and instructional materials;
   c. Operation and maintenance for at least five (5) years or until such time when funds for
      the purpose are incorporated in the national budget; and
   d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates.

21. Sangguniang Bayan/Panglalawigan/ Panglungsod Resolution for the purpose.

22. Certification from the Schools Division Superintendent that the Division Office has sufficient fund to
    cover resulting expenses, if any.

23. List of teaching and non-teaching personnel to be borrowed from the existing nearby school(s), duly
    identified by the respective Item Number per Personal Services Itemization and Plantilla of Personnel
    (PSIPOP) and name of school, if any.

Notes:
  a. Please indicate N/A, if not applicable.
  b. Kindly submit all the lacking documents on or before ____________________.
  c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence
     above and labeled appropriately.
  d. To facilitate evaluation, please do not include other documents not listed above.

Documents Received by:

(Signature over Printed Name and Designation)

Date: ______________________
Department of Education  
Division of __________, Region __________  
APPLICATION FOR SEPARATION OF SCHOOL ANNEX  

Requesting Office/School: ___________________________  
Name of Proponent(s): _______________________________  
Position/Designation: ________________________________  
Proposed Name of School: ___________________________  
Address: _________________________________________  

CHECKLIST OF DOCUMENTS  

1. DepED School ID.  
2. Approval on the establishment of school annex by DepED Central/Regional Office.  
3. Sangguniang Bayan/Panlungsod Resolution supporting the separation of the school annex, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.  
4. Request for separation of the school annex concerned, duly recommended/endorsed by the Schools Division Superintendent (SDS) and/or stakeholders.  
5. Feasibility study, indicating the following:  
   a. Justification on the need to separate a school annex;  
   b. Proposed Organizational Structure;  
   c. School Environment (environmental scanning/situational analysis);  
   d. Proposed School Development Plan; and  
   e. Proposed Budget/Budgetary Requirements.  
6. Inventory of crucial resources to be transferred to the proposed school to be separated, duly signed by the mother school’s Property Custodian.  
7. Duly notarized MOA regarding the separation of school annex, drawn up by and between the School Head of the mother school and Officer-In-Charge (OIC)/Teacher-In-Charge (TIC) of the school annex, indicating among others, the transfer of crucial resources to the proposed regular school, as follows:  
   a. Teaching and non-teaching items, pursuant to the existing DepEd-DBM staffing standards for schools;  
   b. Funds for Personal Services based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred;  
   c. Funds for Maintenance and Other Operating Expenses (MOOE);  
   d. Facilities, furniture, equipment and textbooks in all subject areas; and  
   e. Other funding requirements until such time that the school’s funding requirement is integrated in the General Appropriations Act (GAA).  
8. Justification from the School Head or SDS in case the required MOA (Item 7 above) cannot be met.  
9. Latest and updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) including proposal for the items for Principal I and additional teachers and support personnel.  
10. List of enrollees by grade level, duly signed by the School Head/Officer-In-Charge and attested by the SDS.  
11. Justification from the SDS in case Item 10 above cannot be met.  
12. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract ofUsufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site.  
13. Justification from the SDS in case Item 12 above cannot be met.  

Notes:  

a. Please indicate N/A, if not applicable. 
b. Kindly submit all the lacking documents on or before ___________________________.  
c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.  
d. To facilitate evaluation, please do not include other documents not listed above.  

Documents Received by:  
______________________________  
(Signature over Printed Name and Designation)  
Date: ___________________________
APPLICATION FOR MERGING OF ELEMENTARY/SECONDARY SCHOOLS

Requesting Office/School: ________________________________
Name of Proponent(s): ________________________________
Position/Designation: ________________________________
Proposed Name of School: ______________________________
Address: ________________________________

CHECKLIST OF DOCUMENTS

1. DepED School IDs of the schools to be merged.
2. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer and validated by the Schools Division Office.
3. Letter-request on the proposed merging of schools addressed to the Schools Division Superintendent (SDS).
4. Feasibility study on the proposed merging of schools, duly endorsed by the SDS.
5. Proposed Schools' Implementation Plan, as merged, covering five (5) years to include among others, the following:
   a. Current and projected enrolment for five (5) school years, by grade level;
   b. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;
   c. Strategic Plan regarding curriculum and instructional supervision of the proposed school as
   d. School Site Development Plan of the schools to be merged, including proposed school buildings, as needed.
6. Updated Status Report of the schools to be merged with regard to their existing crucial resources.
7. Inventory of learning resources prepared by Property Custodian of both schools to be merged.
8. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of both schools to be merged.
9. Duly notarized MOA on merging of schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school.
10. Designation Order for the OIC/TIC of the merged schools, duly signed by the SDS.
11. Sangguniang Bayan/Panlungsod Resolution supporting the merging of schools, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
12. Certification from the LGU signed by the Municipal /City Mayor, as the case maybe, where the LGU shall continue to provide funds for the operation and maintenance of the merged school.
13. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepED; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepED, reflecting the sizes and boundaries of the sites of both schools.

Notes:

a. Please indicate N/A, if not applicable.
b. Kindly submit all the lacking documents on or before ____________________.
c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.
d. To facilitate evaluation, please do not include other documents not listed above.

Documents Received by: ________________________________

(Signature over Printed Name and Designation)

Date: ________________________________
APPLICATION FOR CONVERSION OF SCHOOLS

Requesting Office/School: ____________________________

Name of Proponent(s): ____________________________

Position/Designation: ____________________________

Proposed New Name of School: ____________________________

Address: ____________________________

CHECKLIST OF DOCUMENTS

a. High School classified as Non-Implementing Unit into a High School classified as Implementing Unit

____ 1. School's latest and updated Personal Services Itemization and Plantilla of Personnel (PSIPOP).
____ 2. Approval of school’s Agency Code by DBM.
____ 3. Designation documents duly signed by the School Head.
____ 4. Certificates of Training attended by the designated/appointed financial staff related to financial management.
____ 5. Certification of the School Head as to the capability of the school to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, House of Representatives, etc.
____ 6. Copy of the current General Appropriations Act (GAA) where the appropriation of the school is reflected.
____ 7. Enhanced Basic Education Information System (EBEIS) data on enrolment per grade level for the current school year.
____ 8. Letter-request from the School Head addressed to the Schools Division Office (SDO).
____ 9. Endorsement letter from the SDO to Regional Office.
____ 10. Endorsement letter from the Regional Office to DepED Central Office.

b. Elementary/Secondary School(s) into an Integrated School

____ 1. DepED School ID(s).
____ 2. Letter-request for the conversion of school(s) into an Integrated School (IS) addressed to the Schools Division Superintendent (SDS).
____ 3. In case of expansion of existing school:
   a. Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS;
   b. IS Implementation Plan covering five (5) years to include among others, the following:
      1. Current and projected enrolment for five (5) school years, by grade level;
      2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;
      3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and
      4. School Site Development Plan to include proposed school buildings, as needed;
   c. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school;
   d. Inventory of learning resources prepared by the School’s Property Custodian, as validated by the Schools Division Office;
   e. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school(s); and
   f. Updated Status Report with regard to the school’s existing crucial resources.
____ 4. In case of merging or combination of existing elementary and secondary school(s):
   a. Feasibility study on the proposed merging or combination of schools, duly recommended/endorsed by the SDS;
   b. IS Implementation Plan covering five (5) years to include among others, the following:
      1. Current and projected enrolment for five (5) school years, by grade level;
      2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;
      3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and
      4. School Site Development Plan to include proposed school buildings, as needed.
   c. Inventory of learning resources prepared by the School’s Property Custodian for both schools to be integrated.
   d. Updated PSIPOP of both schools to be integrated.
   e. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the Schools Division Office; and
f. Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools indicating among others, the integration of crucial resources for the proposed IS.

5. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.

6. Certification from the LGU signed by the Municipal/City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget.

7. Designation Order for the proposed School Head.

8. Transcript of Records, Certificates of Relevant Training, Service Record and Civil Service eligibility of the proposed School Head, duly certified as true copies by the Division Office's Records Unit.

9. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for School Head item for secondary school.

10. Certification from the SDS as to the school assignment of the other School Head who will not be selected, in case both schools to be merged or combined are with existing School Heads.

c. High School to a Science School

1. Certification of National Achievement Test (NAT) Results for the past 3 years from the National Education and Testing Research Center (NETRC)/Bureau of Education Assessment.

2. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions.

3. Current School Program, signed by the School Head and approved by the Schools Division Superintendent (SDS).

4. Copy of curriculum guide and special science curriculum.

5. Certified true copies of the Transcript of Records of School Head.

6. Certified true copies of Certificate of Training in Science/Mathematics subject attended by the School Head.

7. Certified true copies of the Transcript of Records of Science and Mathematics Teachers.

8. Copy of the PRC-LET Ratings of teachers indicating their field of specialization/concentration (i.e. mathematics, physical science, biological science, chemistry, general science, etc.).

9. Certified true copies of Certificate of Relevant Training attended by the Teachers (e.g. Certification Program or other related trainings for non-major math & science teachers).

10. Updated School Profile.

11. Certificate on the availability of learning resources signed by the School Head and attested by the SDS.

12. Inventory of learning resources prepared by School's Property Custodian and validated by the School Division Office.

13. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.

d. High School to a Technical-Vocational School

1. Current School Program, signed by the School Head and approved by the SDS.

2. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum.

3. Approval from the Office of the Undersecretary for Programs and Projects on the technical-vocational course to be offered by the school, aligned with TESDA Training Regulations.

4. Certification by the School Head that the technical-vocational course being offered:
   __ a. is relevant to the needs of the community/local industry;
   __ b. has available localized curriculum in partnership with local industry/ies; and
   __ c. is based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.

5. Feasibility Study, duly recommended by the SDS, indicating the following:
   __ a. Need to convert into a Technical-Vocational School;
   __ b. Current and projected enrolment for a period of five (5) years;
   __ c. Demand to Open a Technical-Vocational course;
   __ d. Organizational Structure;
   __ e. School Development Plan; and
   __ f. Proposed Budget/Budgetary Requirements.

6. Certified true copy of the Transcript of Records of School Head.

7. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head as issued by TESDA.

8. Certified true copies of the Transcript of Records of Technical-Vocational Teachers.

9. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special
__10. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration.
__11. Updated Teachers’ Profile.
__12. Inventory of relevant learning resources per specialization prepared by School’s Property Custodian and validated by the Schools Division Office.
__13. Certification from the School Head that the relevant resources of the school are adequate, duly validated by the SDS.
__14. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
__15. Certification from the LGU, duly signed by the Municipal/City Mayor, as the case maybe, where the LGU shall provide funds for the operation and maintenance for at least 5 years or until such time when the funds for the purpose are incorporated in the national budget.
__16. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site.
__17. Justification from the SDS in case the required size of technical-vocational school site cannot be met.

Notes:

a. Please indicate N/A, if not applicable.
b. Kindly submit all the lacking documents on or before ____________________.
c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.
d. To facilitate evaluation, please do not include other documents not listed above.

Documents Received by:

(Signature over Printed Name and Designation)

Date: __________________________
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**Evaluation**

- **PER EVALUATION**
- **REQUIRED DOCUMENTS**
- **CURRICULA**

**Evaluation Sheet**

Applicant for Establishment of Public Elementary/Secondary School

Department of Education

Annex D - 1
<table>
<thead>
<tr>
<th>Remarks</th>
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<th>Name of School</th>
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**ESTATE PARTICIPATION HIGH SCHOOLS**

- Date: 
- Position/Designation: 
- Signature: 

**PARTICULARS**

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**TOTAL**

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<td></td>
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</tr>
</tbody>
</table>

**PER EVALUATION**

- Position/Designation: 
- Approved by: 
- Date: 

**REQUIRED DOCUMENTS**

- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student
- Certificate of attendance of student

**CRITERIA**

- The proposal received must have a copy of the following:
  - The signed statement of the student
  - The signed statement of the parent/guardian
  - The signed statement of the principal
  - The signed statement of the head of the department
  - The signed statement of the regional director
  - The signed statement of the district director
<table>
<thead>
<tr>
<th>PROJECT NO.</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED COST</th>
<th>NET AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction of new school building</td>
<td>$500,000</td>
<td>$450,000</td>
</tr>
<tr>
<td>2</td>
<td>Purchase of educational materials</td>
<td>$200,000</td>
<td>$180,000</td>
</tr>
<tr>
<td>3</td>
<td>Support staff in the area of position</td>
<td>$100,000</td>
<td>$90,000</td>
</tr>
</tbody>
</table>

**TOTAL:** $1,450,000

**Note:** Funds must be approved by the Director of Education and the School Board before expenditure. Upon approval, the school superintendent will dispense funds as per the approved budget.
<table>
<thead>
<tr>
<th>PARTIALS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Overall Performance Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDED BY:**

**EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):**

**VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):**

**APPROVED:**

**Regional Director:**

**Schools Division Superintendent:**

---

**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

---

**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

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**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

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**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

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**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

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**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**

---

**Position/Designation:**

**Signature:**

**Position/Designation:**

**Signature:**
<table>
<thead>
<tr>
<th>Position Title</th>
<th>No. of Positions</th>
<th>Required Documents</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The table above is an example of a form used for the application for the separation of school annex. It includes spaces for the position title, number of positions, required documents, and criteria. The actual form may vary depending on the specific requirements of the school or regional division.
### Evaluation Sheet

#### Annex D - 3

---

**APPLICATION FOR MERGING OF SCHOOLS**

**DIVISION OF REGION**

**DEPARTMENT OF EDUCATION**

---

<table>
<thead>
<tr>
<th>Name of School</th>
<th>School ID</th>
<th>Address</th>
<th>Distance Between the Schools</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>School 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The merged schools are indicated in the 'Remarks' section.

---

**REMARKS**

- The need to merge schools due to low enrollment.
- Schools are located within a radius of 5 miles.
- The proposed merger is supported by the SSS.
- The feasibility study on the proposed merger is recommended by the SSS.

---

**RECOMMENDATION**

- The proposed merger is recommended by the SSS.
- The feasibility study on the proposed merger is recommended by the SSS.
- Both schools are located within a radius of 5 miles.

---

**CCHINERIA**

- The merged schools are indicated in the 'Remarks' section.
- The proposed merger is recommended by the SSS.
- The feasibility study on the proposed merger is recommended by the SSS.

---

**EVALUATION**

- The merged schools are indicated in the 'Remarks' section.
- The proposed merger is recommended by the SSS.
- The feasibility study on the proposed merger is recommended by the SSS.
<table>
<thead>
<tr>
<th>Particulars</th>
<th>School 1</th>
<th>School 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Support Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Teaching Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Teaching Terms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Head Terms</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Particulars</th>
<th>School 1</th>
<th>School 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position/Function</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventories of the Property (as prepared by)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

1. Preparatory Equipments for the School Year, to be included in the proposed school plan.
2. Proposed Budgetary Requirements
3. Selection of the Instructional Curriculum and Instructional needs
4. School Size
5. Existing needs
6. Proposed School as a Model for other schools
7. Office/Division
8. Position/Function
9. Strategic Plan Prepared by
10. Capital Outlay

**DIRECTIONS:**

- No of Preparatory Equipments
- Required Documents
- Certification

**REMARKS:**

- Pass or Fail
- Stated reason (if failed)
<table>
<thead>
<tr>
<th>Position/Description</th>
<th>Date</th>
<th>Resource Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital Outlay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Capital Outlay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Services</td>
</tr>
</tbody>
</table>

**Criteria:**
- The SDS and School must be satisfied with the proposed location of the school.
- The SDS will be satisfied with the proposed location of the school.

**Remark:**
- The SDS and School must be satisfied with the proposed location of the school.

**Per Evaluation:**
- The SDS and School must be satisfied with the proposed location of the school.

**Required Documents:**
- The SDS and School must be satisfied with the proposed location of the school.

**Note:**
- The SDS and School must be satisfied with the proposed location of the school.

[Table continued with detailed entries]
### RECOMMENDED BY:

<table>
<thead>
<tr>
<th>Position/Designation</th>
<th>Name</th>
<th>Signature/Hand Print Name</th>
</tr>
</thead>
</table>

### EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

- Both schools
- Both schools
- Both schools

<table>
<thead>
<tr>
<th>School</th>
<th>Division</th>
<th>Position/Designation</th>
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<tbody>
<tr>
<td></td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration</td>
<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Remarks:**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PER EVALUATION**

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grade:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EVALUATION SHEET

**Non-Implementing Unit into a High School Classified as Implementing Unit School**

**Application for Conversion of a High School Classified As Division of Education Region**

#### REQUIRED DOCUMENTS

- Application Form
- Certificate of Recognition
- Financial Audits
- School Building Plan
- Teacher Reports
- Student Records
- Other Required Documents

#### CRITERIA

- **1. The school must have a**
  - Twenty (20) teachers
  - Updated Position
  - School Rules and Regulations

- **2. The school must have an**
  - New Accreditation
  - Updated Position
  - School Building Plan

#### REMARKS

- **4a.**

#### EVALUATION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher I</td>
<td></td>
</tr>
<tr>
<td>Teacher II</td>
<td></td>
</tr>
<tr>
<td>Teacher III</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL

- **Teacher:**
- **Total:**
**Regional Director**

**APPROVED:**

**School Division Superintendent**

---

**RECOMMENDED BY:**

**EVALUATED BY:**

**VALUATED BY REGIONAL INSPECTORATE TEAM (RT):**

---

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PER EVALUATION</strong></td>
<td><strong>PER EVALUATION</strong></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>CURRENT SCHOOL YEAR</strong></td>
<td><strong>CURRENT SCHOOL YEAR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PERCENTAGE OF ONGOING COSTS</strong></td>
<td><strong>PERCENTAGE OF ONGOING COSTS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FINANCIAL SUPPORT</strong></td>
<td><strong>FINANCIAL SUPPORT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APPENDIX</strong></td>
<td><strong>APPENDIX</strong></td>
<td></td>
</tr>
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</table>

---

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong></td>
<td><strong>A.</strong></td>
</tr>
<tr>
<td><strong>B.</strong></td>
<td><strong>B.</strong></td>
</tr>
<tr>
<td><strong>C.</strong></td>
<td><strong>C.</strong></td>
</tr>
<tr>
<td><strong>D.</strong></td>
<td><strong>D.</strong></td>
</tr>
<tr>
<td><strong>E.</strong></td>
<td><strong>E.</strong></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Fiscal Year 03-04 (as of 4/5)</th>
<th>Fiscal Year 03-04 (as of 4/5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School</strong></td>
<td><strong>School</strong></td>
</tr>
<tr>
<td><strong>Grade Levels</strong></td>
<td><strong>Grade Levels</strong></td>
</tr>
<tr>
<td><strong>Total Students</strong></td>
<td><strong>Total Students</strong></td>
</tr>
<tr>
<td><strong>Total Students</strong></td>
<td><strong>Total Students</strong></td>
</tr>
<tr>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** No of Prospective Enrollee:

- **Projected:**
- **Current:**

---

### Implementation Plan

Distribution on the Need for Expansion of School:
- Position/Expression:
  - By recommended School Survey:
  - By Feasibility Study:

### Remarks

- **Infeasible:**
  - (Reasons:
    - Insufficient Enrolment
    - Insufficient Funding
    - Insufficient Land
  )

- **Lacks:**
  - Education Support
  - Feasibility Study

- **Pending:**
  - Additional Supports

---

### Evaluation Sheet

**APPROVAL FOR CONVERSION OF A SCHOOL INTO AN INTEGRATED SCHOOL**

**Criteria**

- Region
- Division of Education

---

**Required Documents**

- Application Form
- Support Documents

---

**Per Evaluation**

- Decision:
  - Approved
  - Rejected

---

**Remarks**

- **Reasons:**
  - Insufficient Funding
  - Insufficient Land

---

**Application of location for additional elementary or secondary school:**

- Site:
  - Location:
  - Area:
  - Proposed School Type:
<table>
<thead>
<tr>
<th>Particulars</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Support Staff</td>
<td></td>
</tr>
<tr>
<td>No. of Teaching Items</td>
<td></td>
</tr>
<tr>
<td>School Head</td>
<td></td>
</tr>
<tr>
<td>No. of Positions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Prep or Per Position/Office/Department</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal/Staff</td>
<td></td>
</tr>
<tr>
<td>Teacher/Staff</td>
<td></td>
</tr>
<tr>
<td>Resource/Staff</td>
<td></td>
</tr>
<tr>
<td>Learning/Staff</td>
<td></td>
</tr>
<tr>
<td>Inventory of Learning</td>
<td></td>
</tr>
<tr>
<td>Learning Resource Office</td>
<td></td>
</tr>
<tr>
<td>Learning Resource Office</td>
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<tr>
<td>Learning Resource Office</td>
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<tr>
<td>Learning Resource Office</td>
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<td>Learning Resource Office</td>
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</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Criteria</th>
<th>Required Documents</th>
<th>Per Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The number of staff for the Learning Resource Office does not exceed the number of teaching items.
- The Learning Resource Office is supported by the Learning Resource Office.
- All Learning Resource Office staff positions are filled.

Note: The number of teaching items is different in the Learning Resource Office.
The above items are supported by funding.

<table>
<thead>
<tr>
<th>Party</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other local support</td>
<td></td>
</tr>
<tr>
<td>Students support</td>
<td></td>
</tr>
<tr>
<td>Other support (not included)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Party</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other local support</td>
<td></td>
</tr>
<tr>
<td>Students support</td>
<td></td>
</tr>
<tr>
<td>Other support (not included)</td>
<td></td>
</tr>
</tbody>
</table>

--

**Remarks:**

1. The proposal is supported by the resolution of the board of the school.
2. The proposal is approved by the Board of Directors.
3. The proposal is supported by the school's budget.
4. The proposal is supported by the school's budget.

**Criteria:**

1. The proposal is supported by the resolution of the board of the school.
2. The proposal is approved by the Board of Directors.
3. The proposal is supported by the school's budget.

**Per Evaluation:**

- **Evaluation:**
  - Criteria
  - Standards
  - Evidence

**Required Documents:**

- **Documents:**
  - Budget Proposal
  - Approval Letter
  - School Board Resolution
**RECOMMENDED BY:**

<table>
<thead>
<tr>
<th>Position/Designation</th>
<th>Signature-over Printed Name</th>
<th>Position/Designation</th>
<th>Signature-over Printed Name</th>
<th>Position/Designation</th>
<th>Signature-over Printed Name</th>
</tr>
</thead>
</table>

---

**DEPARTMENT OF EDUCATION**

---

**REASONS**

**PER EVALUATION**

---

**RECOMMENDATION**

- **YES**
- **NO**

---

**PER EVALUATION**

---

**REASONS**

---

**RECOMMENDATION**

- **YES**
- **NO**

---

**REASONS**

---

**RECOMMENDATION**

- **YES**
- **NO**

---

**PER EVALUATION**

---
### EVALUATION SHEET

**Application for Conversion of Schools into an Integrated School**

**Division of Education**

**Department of Education**

**Pre-Evaluation**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Evaluating School**

1. Name of School
   - 1 School 1
   - 1 School 2

2. Date of School Report
   - Yes
   - No

3. Verdict
   - Correct

4. Remarks

**Grade Level**

<table>
<thead>
<tr>
<th>School</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**No. of Proposites Enrolled**

- Total
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

**Impression of Enrolled**

- Current and Projected

**Justification of the Need for Conversion/Intergation**

- Distribution of the Need for Conversion/Intergation
- Projected/Assigned
- Recommended by

**Reporting Study**

- Projected/Assigned
- distribution
- Recommended by

**Estimated Costs**

- Estimated by
- Projected by
- Recommended by

**Conversion Process**

- Estimated by
- Projected by
- Recommended by

**Remarks**

- (Passed or Failed)
<table>
<thead>
<tr>
<th>TOTAL</th>
<th>No. of Support Staff</th>
<th>No. of Teaching Items</th>
<th>School 1</th>
<th>School 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**School 1**

- 4. Equipment
- 5. Furnishings and Fixtures
- 2. Textbooks
- 1. Teacher/Faculty

**School 2**

- 4. Equipment
- 5. Furnishings and Fixtures
- 2. Textbooks
- 1. Teacher/Faculty

**Additional Resources**

- Adequate Position/Remuneration

**Quantity**

- Proposed Budgetary Requirements (16% Projected)

---

**Criteria**

1. The School Heads
2. Proposed Budgetary Requirements
3. Operational Plan
4. School Site
5. School/Project
6. Proposed Budgetary Requirements
7. Site/Project
8. School/Project
9. School/Project
10. School/Project

**Remarks**

Page 72
<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Resolution establishing the willingness of the City to support the establishment of the school

Resolution establishing the willingness of the City to support the establishment of the school

<table>
<thead>
<tr>
<th>Page 73</th>
</tr>
</thead>
</table>

The proposed...
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
<th>Remarks</th>
</tr>
</thead>
</table>

**Approved:**

**Regional Director**

---

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

---

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

---

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

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Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation
<table>
<thead>
<tr>
<th>Position/Designation</th>
<th>Name</th>
<th>Awarded</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
<th>6th Year</th>
<th>7th Year</th>
<th>8th Year</th>
<th>9th Year</th>
<th>10th Year</th>
<th>11th Year</th>
<th>12th Year</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

**Science Competitors:**
- Regional Mathematics and Science Competition (RMCSC)
- Regional Science Fair (RSF)
- National Science Fair (NSF)
- International Science Fair (ISF)
- State Science Fair (SSF)
- National Science Olympiad (NSO)
- International Science Olympiad (ISO)

**Mathematics and Science Foundation**:
- National Mathematics and Science Foundation (NMSP)
- Regional Mathematics and Science Foundation (RMSF)
- State Mathematics and Science Foundation (SMSF)
- National Science Olympiad Foundation (NSOF)
- International Science Olympiad Foundation (ISOF)

**Criteria**

- The school must meet the
- Minimum requirements for Science Education
- For the past 3 years,
- NAT Results for the past 3 years
- GAT/SE/SAE scores
- Must have passed the 11th and 12th years
- Must have passed the 11th and 12th years

**Remarks**

- **Pass Evaluation**
- **Required Documents**

---

**APPLICATION SHEET**

**APPLICATION FOR CONVERSION OF A REGULAR SCHOOL TO SCIENCE SCHOOL**

**DEPARTMENT OF EDUCATION**

---

**ANNUAL**

---

**SUBMITTED TO**

---

**CURRICULUM**

---

**SPECIAL SERVICE CURRICULUM**

---

**APPROVED BY**

---

**APPENDIX**

---

**ANNEX**

---
### Criteria

1. The candidate must possess a Master's Degree in Science or Mathematics, and an additional 120 hours of special training in the field of mathematics.

### Required Documents

- Copy of the Master's Degree Certificate
- A copy of the transcript of records of the School Head
- The personal affidavit of the candidate

### Evaluation

- The amount of hours of preparation in the field of Science or Mathematics must be at least 120 hours of special training in the field of Mathematics.
- The candidate must possess any of the following:
  - A Master's Degree in Science or Mathematics
  - A doctoral degree in the field of Mathematics
<table>
<thead>
<tr>
<th>REMARKS</th>
<th>PER EVALUATION</th>
<th>REQUIRED DOCUMENTS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EVALUATED BY REGIONAL INSPECTORATE TEAM (RT): [Signature/Position]

APPROVED: [Signature/Position]

REGIONAL DIRECTOR

POSITION/DEPARTMENT

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

RECOMMENDED BY:

POSITION/DEPARTMENT

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

VALUATED BY REGIONAL INSPECTORATE TEAM (RT):
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Current school program approved by the school head</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of the Technical-Vocational Education and Training Program (TVET) approved by the Regional Office of Education</td>
</tr>
<tr>
<td>3.</td>
<td>Special Technical-Vocational Curriculum</td>
</tr>
<tr>
<td>4.</td>
<td>Technical-Vocational Education and Training Program (TVET) approved by the school head</td>
</tr>
<tr>
<td>5.</td>
<td>Submit the following documents:</td>
</tr>
<tr>
<td>-</td>
<td>Certificate of Registration (COF)</td>
</tr>
<tr>
<td>-</td>
<td>Technical-Vocational Education and Training Program (TVET) approved by the school head</td>
</tr>
<tr>
<td>-</td>
<td>Current school program approved by the school head</td>
</tr>
</tbody>
</table>

**Note:**
- The Technical-Vocational Education and Training Program (TVET) must be approved by the Regional Office of Education.
- The current school program must be approved by the school head.
- The certificate of registration (COF) is required for the program to be considered valid.
**Budget Proposal to be Allocated in Multi-Year:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>1000</td>
</tr>
<tr>
<td>Year 2</td>
<td>2000</td>
</tr>
<tr>
<td>Year 3</td>
<td>3000</td>
</tr>
</tbody>
</table>

**School Development Plan:**

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of Positions</th>
<th>Pupil-Teacher Ratio</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>2</td>
<td>1:20</td>
<td>4</td>
</tr>
<tr>
<td>Teacher I</td>
<td>3</td>
<td>1:30</td>
<td>9</td>
</tr>
<tr>
<td>Teacher II</td>
<td>4</td>
<td>1:35</td>
<td>14</td>
</tr>
</tbody>
</table>

**Organizational Structure:**

- **Department:**
  - Administrative Assistant
  - Teacher I
  - Teacher II

**Curriculum and Program:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Vocational Course</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Year 2</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Year 3</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Year 4</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Year 5</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>

**Remarks:**

- Need to develop into a Technical Vocational School.
- Need to convert into a Technical Vocational School.

**Proposal Budget/Budgetary Requirement:**

- Total: 5000

---

**Required Documents:**

- Organizational Structure
- Curriculum and Program
- Budget Proposal to be Allocated in Multi-Year

**Criteria:**

- Proposal Budget/Budgetary Requirement
- Organizational Structure
- Curriculum and Program
<table>
<thead>
<tr>
<th>School Year</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- Updated Teacher's Profile: [ ] Yes [ ] No
- Submitted Updated School Profile: [ ] Yes [ ] No

**Required Documents**

- Copy of Teacher's Profile
- Copy of Teaching Credential
- Copy of Educational Preparation Based on TESDA

**Criteria**

- At least 11 credits in education and teaching-related courses
- Must have passed TESDA
- Must have at least 4 credit courses in the technical-vocational field
- Must submit at least one copy of the Teaching Credential and the Educational Preparation
- Must have a secondary school head or in charge who signed the form

**Per Evaluation**

- Name of School Head
- Office
- Position/Designation
- Signature/Stamp

- Name of School Head
- Office
- Position/Designation
- Signature/Stamp

- Office
- Position/Designation
- Signature/Stamp
<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGE Support</td>
<td></td>
</tr>
<tr>
<td>BOR Support</td>
<td></td>
</tr>
<tr>
<td>Other Mon. Support</td>
<td></td>
</tr>
<tr>
<td>Grant made by the LGU, Donors, School, Industry, or Other Sources</td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

**Required Documents**

- Certification from the LGU
- Proposed Budget
- Proposed Allocation
- Budgetary Appropriation
- Budgetary Expenditure
- Financial Statements
- Other documents as required

**Remarks**

- The school is supported by the LGU.
- The proposed expenses are for the operation and maintenance of the school.
- The proposed budget is for the operation and maintenance of the school.
- The school is approved by the Department of Education for the operations and maintenance of the school.
- The budget is for the operation and maintenance of the school.
- The school is approved by the Department of Education for the operation and maintenance of the school.
- The school is approved by the Department of Education for the operation and maintenance of the school.

**PEA Evaluation**

- PEA Evaluation:  |
- Remarks:  |

**Criteria**

- PEA Evaluation:  |
- Remarks:  |
- Required Documents:  |
- Criteria:  |

**Other Mon. Support**

- Proposal/Action:  |
- Amount:  |
- Date:  |
- Certification:  |
- Remarks:  |

**Financial Statements**

- Title:  |
- Date:  |
- Certification:  |
- Remarks:  |

**Regulations**

- Title:  |
- Date:  |
- Certification:  |
- Remarks:  |
- Required Documents:  |
- Criteria:  |

**Approval of the School**

- Title:  |
- Date:  |
- Certification:  |
- Remarks:  |
- Required Documents:  |
- Criteria:  |
<table>
<thead>
<tr>
<th>Position/Designation</th>
<th>Signature/Date Signed</th>
<th>Position/Designation</th>
<th>Signature/Date Signed</th>
<th>Position/Designation</th>
<th>Signature/Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director</td>
<td></td>
<td>Schools Division Superintendent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVED:**

**VALIDATED BY REGIONAL INSPECTORATE TEAM (RTI):**

**EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (OPEC):**

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Required Documents</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2023/24 (Fiscal)</td>
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<td></td>
</tr>
<tr>
<td>PER EVALUATION</td>
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</tbody>
</table>

Note: The above table shows the evaluation process and the various positions involved in the approval and validation of a project. The table includes columns for remarks, required documents, and criteria, with specific details filled in. The evaluation process appears to be comprehensive, involving multiple levels of review and signatures. The table also highlights the fiscal year and specific evaluation dates.
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement executed by and between:

DepEd DIVISION OF _____________, a government office under the Department of Education (DepEd), with principal office at municipality/city, represented herein by its Schools Division Superintendent, ________________, hereinafter referred to as “DepEd”.

- and -

MUNICIPALITY OF ________________, a Local Government Unit (LGU) created under the Philippine laws, with principal office at municipality/city, represented herein by name of Municipal/City Mayor, hereinafter referred to as “LGU”;

WITNESSETH—

WHEREAS, the DepEd Division of ______, is in need of additional elementary/secondary school, particularly within the catchment area of the Municipality/City of ______, to accommodate ___ or more prospective enrollees;

WHEREAS, the establishment of the proposed NAME OF SCHOOL is considered an urgent need in the Municipality/City of ____________ as indicated in the project feasibility;

WHEREAS, the Municipality/City of ____________ agrees to be a counterpart of DepEd in the establishment of the proposed school;

NOW THEREFORE, for and in consideration of the terms and conditions hereinafter set forth, the parties hereby agree to the following provisions:

Establishment of NAME OF SCHOOL
DepEd Division of ______________ and Municipality of ______
Date of MOA
1. **ROLES AND RESPONSIBILITIES OF DEPED**

1.1 The DepEd shall ensure the issuance of DepED School ID in the name of **NAME OF SCHOOL**;

1.2 The DepEd shall spearhead the implementation of the school’s education curriculum;

1.3 The DepEd shall work for the school’s funding requirements for Personal Services, Maintenance and Other Operating Expenses, and Capital Outlay in the General Appropriations Act, and the subsequent issuance of Agency Code;

1.4 The DepEd shall request for the creation of vital positions, both teaching and non-teaching, to the Department of Budget and Management (DBM), through the DepEd Regional and Central Offices;

1.5 The DepEd shall ensure the designation of an Officer-In-Charge of the **NAME OF SCHOOL**, and eventually the appointment of a School Head who possesses the necessary qualifications pursuant to DepEd, DBM and CSC applicable rules and regulations; and

1.6 The DepEd shall monitor the operation of the **NAME OF SCHOOL**.

2. **ROLES AND RESPONSIBILITIES OF THE LGU**

2.1 The LGU shall provide funds for the **NAME OF SCHOOL**, among others, the following:

   2.1.1 Construction of the new school building/s;

   2.1.2 Procurement of educational facilities, furniture and instructional materials;

   2.1.3 Operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and

   2.1.4 Salaries of teaching and non-teaching personnel, preferably at par with national salary rates.
2.2 Continue to provide financial assistance through the Special Education Fund.

3. OTHER CONDITIONS OF THE MOA

3.1 This MOA does not in any way prevent the parties from entering into other stipulations as may hereafter be agreed to by the said parties; and

3.2 No part or portion of this MOA shall be amended or modified without the written approval of the parties hereto.

4. FINAL PROVISIONS

This MOA shall be the sole governing document of the relationship between DepEd and LGU with reference to the establishment of the NAME OF SCHOOL.

5. EFFECTIVITY OF THE MOA

This MOA shall be valid upon signing by both parties and shall be effective for a period of ____________ from the date of signing, or until such time that sufficient funding is provided for in the General Appropriations Act in favor of NAME OF SCHOOL.

IN WITNESS WHEREOF, the parties hereto affix their signatures this _____ day of ______________ in the municipality/city of ______________, Philippines.

DepEd

By:

NAME
Schools Division Superintendent

LGU

By:

NAME
City/Municipal Mayor

SIGNED IN THE PRESENCE OF:

__________________________   __________________________
Signature Over Printed Name and Designation   Signature Over Printed Name and Designation

REPUBLIC OF THE PHILIPPINES   )
CITY OF   ) S.S.
BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EVIDENCE OF IDENTITY</th>
<th>DATE/PLACE ISSUED</th>
</tr>
</thead>
</table>

Name of Representative

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of ______ (___) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ______ day of _____________, 20___ in the municipality/city of ______________, Philippines.

Doc. No. __________
Page No. __________
Book No. __________
Series of __________
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement executed by and between:

NAME OF MOTHER SCHOOL, a DepEd school created by or in accordance with Philippine laws, with principal office at address, municipality/city, represented herein by NAME OF SCHOOL HEAD, hereinafter referred to as “Mother School”;

- and -

NAME OF SCHOOL ANNEX, a DepEd school annex of NAME OF MOTHER SCHOOL, with principal office at address, municipality/city, represented herein by NAME OF TEACHER/OFFICER-IN-CHARGE, hereinafter referred to as “School Annex”;

- WITNESSETH -

WHEREAS, NAME OF SCHOOL ANNEX with E-BEIS School ID No. _____ was established as a school annex of NAME OF MOTHER SCHOOL on ________, duly approved by DepEd Regional Director/Secretary ________________;

WHEREAS, there is a need for the School Annex to be separated from its mother school;

WHEREAS, the separation of the School Annex is supported by the Sangguniang Bayan/Panlungsod Resolution No. ___, s. 20___, of the Municipality/City of ___________________;

Separation of NAME OF SCHOOL ANNEX
From NAME OF MOTHER SCHOOL
Date of MOA
WHEREAS, the separation of the School Annex is also supported by the school head of its Mother School, duly endorsed by the Schools Division Superintendent;

NOW THEREFORE, for and in consideration of the terms and conditions hereinafter set forth, the parties hereby agree to the following provisions:

1. ROLES AND RESPONSIBILITIES OF THE MOTHER SCHOOL

1.1 The Mother School shall recommend the permanent transfer of the necessary teaching and non-teaching items to the School Annex, pursuant to the existing DepEd-DBM staffing standards for secondary schools;

1.2 The Mother School shall ensure the continuous release of funds intended for the items below until such time that the funding is integrated in the General Appropriations Act of the newly separated School Annex:

1.2.1 Personal Services for the actual salaries of the school personnel (both teaching and non-teaching) assigned to the Annex School;

1.2.2 Maintenance and Other Operating Expenses (MOOE) based on the current enrolment of the School Annex;

1.2.3 Procurement of facilities, furniture, equipment, textbooks and other necessary instructional materials for the School Annex; and

1.2.4 Other funding requirements as may be deemed necessary for the smooth operation of the School Annex.

1.3 The Mother School shall continue to provide technical assistance to the School Annex in terms of education curriculum and instruction, as the need arises, until such time that the School Annex becomes fully independent.

2. ROLES AND RESPONSIBILITIES OF THE ANNEX SCHOOL

2.1 The School Annex shall request the issuance of School ID in the name of NAME OF SCHOOL;

2.2 The School Annex shall spearhead the implementation of the school’s education curriculum;

2.3 The School Annex shall work on the incorporation of the school’s funding requirements for Personal Services, Maintenance and Other Operating
Expenses, and Capital Outlay in the General Appropriations Act, and the subsequent issuance of Agency Code; and

2.4 The School Annex shall request for the creation of vital positions, both teaching and non-teaching, to the Department of Budget and Management (DBM), through the DepEd Regional and Central Offices.

3. OTHER CONDITIONS OF THE MOA

3.1 This MOA does not in any way prevent the parties from stipulating such other terms and conditions as may hereafter be agreed upon by the parties; and

3.2 No part or portion of this MOA shall be amended or modified without the written approval of the parties hereto.

4. FINAL PROVISIONS

This MOA shall be the sole governing document of the relationship between the Mother School and School Annex with reference to the separation of the NAME OF SCHOOL ANNEX from its Mother School.

5. EFFECTIVITY OF THE MOA

This MOA shall be valid upon signing by both parties and shall be effective from the date of signing, or until such time that sufficient funding is provided for in the General Appropriations Act in favor of NAME OF SCHOOL.

IN WITNESS WHEREOF, the parties hereto affix their signatures this _____
day of _____, 20____, in the municipality/city of ________________, Philippines.

MOTHER SCHOOL

By:

NAME
Position/Designation

SCHOOL ANNEX

By:

NAME
Position/Designation
SIGNED IN THE PRESENCE OF:

[Signature Over Printed Name and Designation]

REPUBLIC OF THE PHILIPPINES   )
CITY OF   ) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EVIDENCE OF IDENTITY</th>
<th>DATE/PLACE ISSUED</th>
</tr>
</thead>
</table>

Name of Representative

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of ______ (__) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ______ day of __________, 20____ in the municipality/city of __________, Philippines.

Doc. No. __________
Page No. __________
Book No. __________
Series of __________
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement executed by and between:

DepED DIVISION OF ________________, a government office under the Department of Education (DepEd), with principal office at municipality/city, represented herein by its Schools Division Superintendent, ________________, hereinafter referred to as “Schools Division”;

NAME OF SCHOOL I, an elementary/secondary school duly organized and existing, with principal office at address, municipality/city, represented herein by name of School Head or Officer/Teacher-In-Charge, hereinafter referred to as “School I”;

- and -

NAME OF SCHOOL II, another elementary/secondary school of the same level duly organized and existing, with principal office at address, municipality/city, represented herein by name of School Head or Officer/Teacher-In-Charge, hereinafter referred to as “School II”;

WITNESSETH—

WHEREAS, DepEd Order No. ____ s. 2013 allows the merging of two (2) adjacent elementary or secondary schools of same level provided any three (3) of the following conditions are met: 1) there are not enough items for teachers and school heads that would justify the establishment of a separate elementary or secondary school; or 2) there are inadequate equipment and resources to support the operation of separate elementary or secondary school;

WHEREAS, the Schools Division finds it necessary to merge School I and School II and be named as __________ School, following the guidelines set under the aforesaid DepEd Order;
WHEREAS, the Sangguniang Bayan/Panlungsod of _____ has pledged to support the merging of School I and School II;

NOW THEREFORE, for and in consideration of the terms and conditions hereinafter set forth, the parties hereby agree to the following provisions:

1. That the merging of School I and School II into one (1) school to be named as ______________ School have been agreed upon by the Schools Division Superintendent and School Heads/OICs/TICs of said schools;

2. That both aforementioned School Heads/OICs/TICs are aware that only one (1) School Head shall be retained in the merged school, based on the review to be made by the Division Personnel Selection Board;

3. That the School Head who will not to be selected shall be re-assigned by the Schools Division Superintendent to another school, preferably to the nearest school within the Schools Division needing his/her services;

4. That the School Head to be retained in the ______________ School shall request for the issuance of new DepED School ID and the subsequent cancellation of the old DepED School ID/s;

5. (For Secondary Schools only) That the School Head to be retained shall further work on the following:
   a. Issuance of agency code, if none yet;
   c. Transfer of the corresponding appropriations and Direct Release of Funds to the ______________ School;
   d. Integration of Personal Services Itemization and Plantilla of Personnel (PSIPOP) of School I and School II into one (1) PSIPOP. Excess teaching and non-teaching plantilla items based on the existing DepED-DBM Staffing Standards, if any, shall be transferred to other schools in need of such positions;
   e. Request for the creation of vital positions, both teaching and non-teaching, to the Department of Budget and Management (DBM), through the DepEd Regional and Central Offices; and
   f. Recording or Booking up of school properties under the name of ______________ School.

Merging of Schools of the Same Level
_______ Elementary/High School and _______ Elementary/High School

Date of MOA
6. That this MOA shall be valid upon signing by both parties and shall be effective from the date of signing, or until such time that sufficient funding is provided for in the General Appropriations Act in favor of ______________ School;

7. That this MOA does not in any way prevent the parties from stipulating such other terms and conditions as may hereafter be agreed upon by the parties; and

8. That no part or portion of this MOA shall be amended or modified without the written approval of the parties hereto.

9. That this MOA shall be the sole governing document of the relationship between the School I and School II with reference to their merging.

IN WITNESS WHEREOF, the parties hereto affix their signatures this _____ day of __________, 20__ in the municipality/city of ______________, Philippines.

School I

By:

NAME
Designation

School II

By:

NAME
Designation

Schools Division Office

By:

NAME
Designation

SIGNED IN THE PRESENCE OF:

______________________________  ______________________________
Signature Over Printed Name and Designation  Signature Over Printed Name and Designation

Merging of Schools of the Same Level

_______ Elementary/High School and ________ Elementary/High School

Date of MOA
BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EVIDENCE OF IDENTITY</th>
<th>DATE/PLACE ISSUED</th>
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</table>

Name of Representative

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of ______ (___) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _______ day of ______, 20___ in the municipality/city of ________________, Philippines.

Doc. No. _________
Page No. _________
Book No. _________
Series of _________
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement executed by and between:

NAME OF ELEMENTARY SCHOOL, an elementary school duly organized and existing, with principal office at address, municipality/city, represented herein by name of School Head or Teacher-In-Charge, hereinafter referred to as “Elementary School”; 

and

NAME OF SECONDARY SCHOOL, a secondary school duly organized and existing, with principal office at address, municipality/city, represented herein by name of School Head or Officer-In-Charge, hereinafter referred to as “Secondary School”;

WITNESSETH—

WHEREAS, DepEd Order No. __, s. 2013 allows the conversion of school/s into an Integrated School provided any three (3) of the following conditions are met: 1) there are no schools offering complete basic education within the catchment area; 2) the number of elementary graduates does not warrant the establishment of a separate secondary school; 3) there are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school; 4) there is difficulty in acquiring school site of secondary school; or 5) there are inadequate equipment and resources to support the operation of separate elementary and secondary schools;

WHEREAS, the Division of _________ finds it necessary to combine or merge the NAME OF ELEMENTARY SCHOOL AND NAME OF SECONDARY SCHOOL and be named as ______ Integrated School, following the guidelines set under aforesaid DepEd Order;
WHEREAS, the Sangguniang Bayan/Panglungsod of _____ has pledged to support the establishment of ____________ Integrated School;

NOW THEREFORE, for and in consideration of the terms and conditions hereinafter set forth, the parties hereby agree to the following provisions:

1. That the combination or merging of Name of Elementary School and Name of Secondary School into one (1) school to be named as ____________ Integrated School is agreed upon by the School Heads of said schools;

2. That both aforementioned School Heads are aware that only one (1) School Head shall be retained in ____________ Integrated School based on the review to be made by the Division Personnel Selection Board;

3. That the School Head who will not be selected shall be re-assigned by the Schools Division Superintendent to another school, preferably to the nearest school within the schools division needing his/her services;

4. That the School Head to be retained in the ____________ Integrated school shall work on the following:

   a. Issuance of new School ID under the name of the Integrated School, and the subsequent cancellation of the old School ID/s;

   b. Issuance of agency code, if none yet;

   c. Transfer of the corresponding appropriations and Direct Release of Funds to the Integrated School;

   d. Integration of plantilla items of the Elementary School and Secondary School into one (1) Personal Services Itemization and Plantilla of Personnel (PSIPOP). Excess teaching and non-teaching plantilla items based on the existing DepED-DBM Staffing Standards, if any, shall be transferred to other schools in need of such positions;

   e. Request for the creation of vital positions, both teaching and non-teaching, to the Department of Budget and Management (DBM), through the DepEd Regional and Central Offices; and

   f. Recording or booking up of school properties under the name of ____________ Integrated School.

5. That this MOA shall be valid upon signing by both parties and shall be effective from the date of signing, or until such time that sufficient funding is provided for in the General Appropriations Act in favor of ____________ Integrated School;
6. That this MOA does not in any way prevent the parties from stipulating such other terms and conditions as may hereafter be agreed upon by the parties; and

7. That no part or portion of this MOA shall be amended or modified without the written approval of the parties hereto.

8. That this MOA shall be the sole governing document of the relationship between Name of Elementary School and Name of Secondary School with reference to the establishment of the ____________ Integrated School.

IN WITNESS WHEREOF, the parties hereto affix their signatures this _____ day of ____________, 20____ in the municipality/city of ____________, Philippines.

Elementary School

By:

NAME
Designation

Secondary School

By:

NAME
Designation

SIGNED IN THE PRESENCE OF:

Signature Over Printed Name and Designation

Signature Over Printed Name and Designation

REPUBLIC OF THE PHILIPPINES
CITY OF

) ) S.S.
BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EVIDENCE OF IDENTITY</th>
<th>DATE/PLACE ISSUED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Representative</td>
<td></td>
<td></td>
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</tbody>
</table>

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of ______ (____) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ______ day of __________, 20____ in the municipality/city of __________, Philippines.

Doc. No. _________
Page No. _________
Book No. _________
Series of _________
### GLOSSARY OF ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CAO</td>
<td>Chief Administrative Officer</td>
</tr>
<tr>
<td>CEPS</td>
<td>Chief Education Program Supervisor</td>
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<tr>
<td>CO</td>
<td>Capital Outlay</td>
</tr>
<tr>
<td>COA</td>
<td>Commission on Audit</td>
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<tr>
<td>CSC</td>
<td>Civil Service Commission</td>
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<tr>
<td>DBM</td>
<td>Department of Budget and Management</td>
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<tr>
<td>DENR</td>
<td>Department of Environment and Natural Resources</td>
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<tr>
<td>DepED</td>
<td>Department of Education</td>
</tr>
<tr>
<td>DOST</td>
<td>Department of Science and Technology</td>
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<tr>
<td>DREC</td>
<td>Division Review and Evaluation Committee</td>
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<tr>
<td>EBEIS</td>
<td>Enhanced Basic Education Information System</td>
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<tr>
<td>EFD</td>
<td>Education Facilities Division</td>
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<tr>
<td>EPS</td>
<td>Education Program Supervisors</td>
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<tr>
<td>ESEP</td>
<td>Engineering and Science Education Program</td>
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<tr>
<td>FMS</td>
<td>Financial and Management Service</td>
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<tr>
<td>FS</td>
<td>Finance Service</td>
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<tr>
<td>GAA</td>
<td>General Appropriations Act</td>
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<tr>
<td>GASTPE</td>
<td>Government Assistance to Students and Teachers in Private Education</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
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<tr>
<td>IS</td>
<td>Integrated School</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>K to 12</td>
<td>Kindergarten to Grade 12</td>
</tr>
<tr>
<td>LET</td>
<td>Licensure Examination for Teachers</td>
</tr>
<tr>
<td>LGU</td>
<td>Local Government Unit</td>
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<tr>
<td>MANCOM</td>
<td>Management Committee</td>
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<tr>
<td>MG</td>
<td>Multi-Grade</td>
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<tr>
<td>MGB</td>
<td>Mines and Geosciences Bureau</td>
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<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
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<tr>
<td>MOOE</td>
<td>Maintenance and Other Operating Expenses</td>
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<tr>
<td>MPS</td>
<td>Mean Percentage Score</td>
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<tr>
<td>NAT</td>
<td>National Achievement Test</td>
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<tr>
<td>NC</td>
<td>National Certificate</td>
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<tr>
<td>NEDA</td>
<td>National Economic and Development Authority</td>
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</table>
OCT  Original Certificate of Title
OED-BHROD  Organizational Effectiveness Division – Bureau of Human Resource Organizational Development
OIC  Officer-In-Charge
PRC  Professional Regulation Commission
PRDD  Policy Research and Development Division
PS  Personal Services
PSIPOP  Personal Services Itemization and Plantilla of Personnel
PTA  Parent-Teacher Association
QAD  Quality Assurance Division
QS  Qualification Standards
RA 9155  Republic Act No. 9155
RIT  Regional Inspectorate Team
SDO  Schools Division Office
SDS  Schools Division Superintendent
SPED  Special Education
SSES  Special Science Elementary Schools
TCT  Transfer Certificate of Title
TESDA  Technical Education and Skills Development Authority
TIC  Teacher-In-Charge
UP-NISMED  University of the Philippines National Institute of Science and Mathematics