



Republic of the Philippines
Department of Education


26 AUG 2014

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 All provisions of DepEd rules, regulations, and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.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


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

**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 entrant 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 piecemeal 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) PSISOP. 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:

Special Programs	DepED Issuances
a. Special Education	<ul style="list-style-type: none"> • DepED Order No. 15, s. 2014 – FY 2014 Guidelines on the Utilization of Financial Assistance to Schools Implementing Special Curricular Programs • DepED Order No. 99, s. 2009 – Organization of Headstart Classes for the Gifted and Talented Preschoolers • DepED Order No. 6, s. 2006 – Policies and Guidelines for Special Education at the Secondary Level • DECS Order No. 11, s. 2000 – Recognized Special Education (SPED) Centers in the Philippines

Special Programs	DepED Issuances
	<ul style="list-style-type: none"> • DECS Order No. 26, s. 1997 – Institutionalization of SPED Programs in All Schools • DECS Order No. 117, s. 1987 – Policies and Guidelines for Special Education
b. Special Science for Elementary Schools	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • DepED Order No. 15, s. 2014 • DepED Order No. 46, s. 2012
e. Special Program for Journalism	<ul style="list-style-type: none"> • DepED Order No. 46, s. 2012
f. Science, Technology and Engineering Program (formerly ESEP)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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

Special Programs	DepED Issuances
	Secondary Schools <ul style="list-style-type: none"> • DepED Order No. 78, s. 2009 – Guidelines on the Implementation and Operationalization of the Regional ICT Technical-Vocational High Schools Effective SY 2009-2010 • DepED Order No. 73, s. 2009 – Prescribing the Minimum Tools and Equipment Standards for Technical-Vocational Public High Schools • DepED Order No. 69, s. 2009 – Additional Curriculum Guidelines for the 282 Technical-Vocational Secondary Schools Effective SY 2009-2010 • DepED Order No. 48, s. 2007 – Decentralizing Management of the STVEP

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)

CRITERIA	REQUIRED DOCUMENTS
<p>1. School to be established is an urgent need in the area to be served as indicated in the project feasibility study.</p> <ul style="list-style-type: none"> • Kindergarten to Grade 6 – at least one (1) school for every barangay • Grades 7 to 10 – at least one (1) school for every municipality/city 	<ul style="list-style-type: none"> a. Letter-request to open a school addressed to the SDS (either from PTA or Barangay Council). b. Feasibility study, duly recommended/endorsed by the SDS indicating the following: <ul style="list-style-type: none"> 1. Justification on the need to establish a school; 2. Proposed Organizational Structure; 3. School Environment (environmental scanning/situational analysis); 4. Proposed School Development Plan; and 5. Proposed Budget/Budgetary Requirements (to cover the proposed school’s crucial resources). c. Division Inspection Report signed by the SDS.
<p>2. The proposed establishment of school must be supported by the LGU.</p>	<p>Sangguniang Bayan/Panglungsod Resolution supporting the establishment of school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.</p>
<p>3. The proposed school must have at least 100 pupils/students composed of one or more grade levels.</p> <p>In case the aforementioned criterion is not met, the SDS shall make necessary justification.</p>	<ul style="list-style-type: none"> a. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled. b. Justification by the SDS on the need to establish a school, if necessary.
<p>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.</p> <p>In cases where the aforementioned criteria is not met, the SDS shall make the necessary justification.</p>	<ul style="list-style-type: none"> 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.

CRITERIA	REQUIRED DOCUMENTS
<p>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.</p>	<p>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;</p> <p>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</p> <p>c. Justification by the SDS for the waiver on the 2 or 1 km radius requirement.</p>
<p>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.</p> <p>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.</p>	<p>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</p> <p>b. Justification from the SDS in case the required size of school site cannot be met.</p>
<p>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.</p>	<p>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.</p>
<p>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</p> <p><u>All public elementary and high schools shall adopt the standard 7m x 9m classroom dimension regardless of its class size.</u></p>	<p>a. School site development plan;</p> <p>b. School building plan indicating the number and technical specifications of the classrooms to be built;</p> <p>c. School building design duly approved by DepED Education Facilities Division, Administrative Service;</p> <p>d. School building permit issued by the Municipal/City Engineer;</p> <p>e. Bureau of Fire Protection Certificate; and</p> <p>f. In case classrooms are already constructed,</p>

CRITERIA	REQUIRED DOCUMENTS
	Inspection Report from Division In-Charge of Facilities Section.
<p>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.</p>	<p>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: <i>(Refer to Annex E-1 for the sample template)</i></p> <ol style="list-style-type: none"> 1. construction of the new school building(s); 2. procurement of educational facilities, furniture and instructional materials; 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 4. salaries of teaching and non-teaching personnel, preferably at par with national salary rates. <p>The MOA must be supported by the Sangguniang Bayan/Panglalaawigan/Panglungsod Resolution for the purpose; or</p> <p>b. Certification from the SDS that the SDO has sufficient fund to cover resulting expenses; and</p> <p>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 PSIPOP and name of school, if any.</p>

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

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

CRITERIA	REQUIRED DOCUMENTS
<p>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.</p> <p>In the event that all the requirements for a separation of school annex are met, and the School Head of the mother school refuses to enter into a MOA with the OIC/TIC of the school annex, the SDS shall require the School Head of the mother school to submit his/her justifications in writing. If the SDS finds the justification not valid, the SDS shall prepare and submit all the requirements even without execution of a MOA. If the SDS finds the justification valid, the SDS shall submit all pertinent documents in connection with the proposed separation of school annex to the Regional Director who shall decide whether or not to proceed with the separation of the school annex.</p>	<p>proposed name of the school.</p> <p>a. Request for separation of the school annex concerned, duly recommended/endorsed by the SDS and/or stakeholders.</p> <p>b. Feasibility study, indicating the following:</p> <ol style="list-style-type: none"> 1. Justification on the need to separate a school annex; 2. Proposed Organizational Structure; 3. School Environment (environmental scanning/situational analysis); 4. Proposed School Development Plan; and 5. Proposed Budget/Budgetary Requirements. <p>c. Inventory of crucial resources to be transferred to the proposed school to be separated, duly signed by the mother school's Property Custodian.</p> <p>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: <i>(Refer to Annex E-2 for the sample MOA template)</i></p> <ol style="list-style-type: none"> 1. teaching and non-teaching items, pursuant to the existing DepED-DBM staffing standards for schools; 2. funds for PS based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred; 3. funds for MOOE; 4. facilities, furniture and equipment and textbooks in all subject areas; and 5. other funding requirements until such time that the school's funding requirement is integrated in the GAA.
	<p>e. Justification from the School Head or SDS in case the required MOA cannot be met.</p> <p>f. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel.</p>

CRITERIA	REQUIRED DOCUMENTS
<p>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.</p> <p>In cases where there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification.</p>	<p>a. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS; or</p> <p>b. Justification from the SDS in case the aforesaid criterion cannot be met.</p>
<p>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.</p> <p>In cases where there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification.</p>	<p>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</p> <p>b. Justification from the SDS in case the aforesaid criterion cannot be met.</p>

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

CRITERIA	REQUIRED DOCUMENTS
<p>1. The schools to be merged are listed in the EBEIS.</p>	<p>DepED School IDs of the schools to be merged.</p>
<p>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).</p>	<p>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.</p>
<p>3. Each of the schools must have less than 100 enrollees and inadequate equipment and resources to support the operation of both schools.</p>	<p>a. Letter-request on the proposed merging of schools addressed to the SDS.</p> <p>b. Feasibility study on the proposed merging of schools, duly endorsed by the SDS.</p> <p>c. Proposed Schools' Implementation Plan, as merged, covering five (5) years to include among others, the following:</p> <ol style="list-style-type: none"> 1. Current and projected enrolment for five (5) school years, by grade level; 2. Proposed budgetary requirements for its PS, MOOE, and CO;

CRITERIA	REQUIRED DOCUMENTS
	<p>3. Strategic Plan re: curriculum and instructional supervision of the proposed school as merged; and</p> <p>4. School Site Development Plan of the schools to be merged, including the proposed school buildings, as needed.</p> <p>d. Inventory of learning resources prepared by the Property Custodian of both schools to be merged.</p> <p>e. Updated PSIPOP of both schools to be merged.</p> <p>f. Updated Status Report of the schools to be merged with regard to their existing crucial resources.</p>
<p>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.</p>	<p>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. <i>(Refer to Annex E-3 for the sample MOA template).</i></p>
<p>5. The SDS shall designate an OIC/TIC who will be assigned to the proposed school to be merged.</p>	<p>Designation Order for the OIC/TIC of the merged schools, duly signed by the SDS.</p>
<p>6. The proposed merging of schools must be supported by the LGU.</p>	<p>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</p> <p>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.</p>
<p>7. School sites of both schools are named in favor of DepED.</p>	<p>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.</p>

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:

CRITERIA	REQUIRED DOCUMENTS
1. The school must have a Principal position per latest PSIPOP and at least twenty (20) teachers.	School's latest and updated PSIPOP.
2. The school must have an agency code and designated/appointed financial staff (<i>Bookkeeper and Disbursing Officer</i>); 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.	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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)

CRITERIA	REQUIRED DOCUMENTS
1. The school(s) is/are listed in the EBEIS.	DepED School ID(s).
2. In case of expansion of school,	a. Letter-request for the conversion of school

CRITERIA	REQUIRED DOCUMENTS
<p>the conversion to IS must satisfy at least three (3) of the following conditions, whichever are applicable:</p> <ol style="list-style-type: none"> a. There are no schools offering complete basic education within the catchment area; b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school; c. There are inadequate equipment and resources to support the operation of separate elementary and secondary schools; d. There is difficulty in acquiring a school site for the secondary school; e. The number of elementary graduates does not warrant the establishment of a separate secondary school; or f. The elementary/secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively. 	<p>(thru expansion) into an IS addressed to the SDS.</p> <ol style="list-style-type: none"> b. Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS. c. IS Implementation Plan covering five (5) years to include among others, the following: <ol style="list-style-type: none"> 1. Current and projected enrolment for five (5) school years, by grade level; 2. Proposed budgetary requirements for its PS, MOOE, and CO; 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. 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. e. Inventory of learning resources prepared by School's Property Custodian, as validated by the SDO. f. Updated PSIPOP of the concerned school. g. Updated Status Report with regard to the school's existing crucial resources.
<p>3. In case of merging or combination of existing elementary and secondary schools, the establishment of IS must satisfy all of the following requirements:</p> <ol style="list-style-type: none"> a. There are no schools offering complete basic education within the catchment area; b. There are not enough items for teachers and school heads that would justify the 	<ol style="list-style-type: none"> a. Letter-request for the conversion of schools into an IS addressed to the SDS. b. Feasibility study on the proposed merging or combination of schools, duly recommended/endorsed by the SDS. c. IS Implementation Plan covering five (5) years to include among others, the following: <ol style="list-style-type: none"> 1. Current and projected enrolment for five (5) school years, by grade level; 2. Proposed budgetary requirements for its

CRITERIA	REQUIRED DOCUMENTS
<p>establishment of a separate elementary and a secondary school;</p> <p>c. There are inadequate equipment and resources to support the operation of separate elementary and secondary schools;</p> <p>d. The elementary and secondary schools are adjacent or located within a radius of not more than 100 meters from each other within the same schools division; and</p> <p>e. The School Heads concerned must agree on the merging of necessary teaching and non-teaching items as well as other crucial resources of the integrated school.</p>	<p>PS, MOOE, and CO;</p> <p>3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and</p> <p>4. School Site Development Plan to include proposed school buildings, as needed.</p> <p>d. Inventory of learning resources prepared by the School's Property Custodian for both schools to be integrated.</p> <p>e. Updated PSIPOP of both schools to be integrated.</p> <p>f. 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 SDO.</p> <p>g. 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. <i>(Refer to Annex E-4 for the sample MOA template).</i></p>
<p>4. The proposed conversion of school(s) into an IS must be supported by the LGU.</p>	<p>a. Sangguniang Bayan/Panglungsod 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; and</p> <p>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 for at least 5 years or until such time that such funds are incorporated in the national budget.</p>
<p>5. The School Head to be designated to the IS must satisfy the DepED-CSC QS of a School Head for secondary school.</p> <p>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</p>	<p>a. Designation Order for the proposed School Head;</p> <p>b. 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 SDO's Records Unit;</p> <p>c. Justification by the SDS, in case the aforementioned criterion is not met; and</p> <p>d. Certification from the SDS as to the school assignment of the other School Head who</p>

CRITERIA	REQUIRED DOCUMENTS
	will not be selected, in case both schools to be merged or combined are with existing School Heads.

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)

Criteria	Required Documents
<p>1. The school must meet the performance ratings including but not limited to the following:</p> <p style="padding-left: 40px;">a. Results in National Achievement Test (NAT) for the past three (3) years must be average of 80 Mean Percentage Score (MPS); and</p> <p style="padding-left: 40px;">b. Earned or gained awards from International, National, or Regional Mathematics and Science competitions.</p>	<p>a. Certification of NAT Results for the past 3 years from the National Education and Testing Research Center/Bureau of Education Assessment; and</p> <p>b. Certification from the organizers of International/National/Regional Mathematics and Science competitions</p>
<p>2. Must offer a Science, Mathematics and English enriched curriculum to all students, in addition to the K to 12 curriculum.</p>	<p>a. Current School Program, signed by the School Head and approved by the SDS; and</p> <p>b. Copy of curriculum guide and special science curriculum.</p>
<p>3. School Head must possess any of the following:</p> <p style="padding-left: 40px;">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</p> <p style="padding-left: 40px;">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</p>	<p>a. Certified true copies of the Transcript of Records of School Head; and</p> <p>b. Certified true copies of Certificates of Training in Science/Mathematics subject attended by the School Head</p>

Criteria	Required Documents
recognized by DepED, including DOST and UP-NISMED.	
<p>4. Teachers in Science and Mathematics of the school must possess the following:</p> <p>a. Graduates of Bachelor of Secondary Education degree major in Science/Mathematics or its equivalent; and</p> <p>b. With relevant training in Science/Mathematics for at least 40 hours.</p>	<p>a. Certified true copies of the Transcript of Records of Science and Mathematics teachers;</p> <p>b. 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.);</p> <p>c. 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); and</p> <p>d. Updated Teachers' Profile.</p>
<p>5. Crucial learning resources are adequate (e.g. science and computer laboratories, equipment, apparatus, instructional materials, references, etc.).</p>	<p>a. Certificate on the availability of learning resources signed by the School Head and attested by the SDS; and</p> <p>b. Inventory of learning resources prepared by the School's Property Custodian, and validated by the SDO.</p>
<p>6. The proposed conversion of the school must be supported by the LGU.</p>	<p>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.</p>

c.2 **Technical-Vocational School** (Refer to Annexes C-4d and D-4d for the Checklist and Sample Evaluation Sheet, respectively)

Criteria	Required Documents
<p>1. Must offer technical-vocational course aligned with TESDA Training Regulations, in addition to the K to 12 curriculum.</p>	<p>a. Current School Program, signed by the School Head and approved by the SDS;</p> <p>b. Copy of the Technical-Vocational</p>

Criteria	Required Documents
	<p>Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum; and</p> <p>c. 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.</p>
<p>2. The technical-vocational course being offered must be relevant to the needs of the community/local industry.</p>	<p>a. Certification by the School Head that the technical-vocational course being offered:</p> <ol style="list-style-type: none"> 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. <p>b. Feasibility Study, duly recommended by the SDS, indicating the following:</p> <ol style="list-style-type: none"> 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.
<p>3. School Head must have a specialization in the technical-vocational course, in addition to the DepED and CSC requirements for a regular School Head item.</p>	<p>a. Certified true copy of the Transcript of Records of School Head; and</p> <p>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.</p>
<p>4. Technical-Vocational Teachers must have a specialization in the technical-vocational course being offered; and must be at least NC II</p>	<p>a. Certified true copies of the Transcript of Records of Technical-Vocational Teachers;</p>

Criteria	Required Documents
holders as assessed by TESDA	b. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special technical-vocational skills; c. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration; and d. Updated Teachers' Profile.
5. Relevant learning resources are adequate (e.g. laboratories, equipment, apparatus, instructional materials, references, etc.) - Laboratory/workshop must meet the training facilities for the specialization per TESDA Training Regulations.	a. Inventory of relevant learning resources per specialization prepared by the School's Property Custodian, and validated by the SDO; and b. Certification from the School Head that the relevant resources of the school are adequate, duly validated by the SDS.
6. The proposed conversion of the school must be supported by the LGU.	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.
7. Must have LGU financial support, in case the school's fund is not adequate for its daily operation as technical-vocational school.	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.
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. 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.	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 technical-vocational school site cannot be met.

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:

Chair	:	Schools Division Superintendent
Co-Chair	:	Assistant Schools Division Superintendent
Members	:	One (1) Division Administrative Officer
		One (1) Division Planning Officer

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 PSISOP 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-compute 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

1. Republic Act No. 9155, *Governance of Basic Education Act of 2001*.
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*.

3. Republic Act No. 7160, *Local Government Code of 1991*.
4. DepED Order No. 15, s. 2014, *FY 2014 Guidelines on the Utilization of Financial Assistance to Schools Implementing Special Curricular Programs*.
5. DepED Order No. 22, s. 2013, *Revised Guidelines on the Transfer of Teachers from One Station to Another*.
6. DepED Order No. 67, s. 2012, *Guidelines on the Implementation of Strengthened Technical-Vocational Education Program (STVEP) and Technology and Livelihood Education (TLE) Curriculum*.
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*.
8. DepED Order No. 46, s. 2012, *Policy Guidelines on the Implementation of Special Curricular Programs at the Secondary Level*.
9. DepED Order No. 29 s. 2011, *Revised Guidelines on the Naming and Renaming of Schools*.
10. DepED Order No. 57, s. 2011, *Policy Guidelines in the Implementation of the Special Science Elementary Schools (SSES) Project*.
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*.
12. DepED Order No. 29, s. 2010, *Manual of Operations for the Technical and Vocational Public Secondary Schools*.
13. DepED Order No. 77, s. 2010, *Guidelines on the Allocation/Deployment of New Teaching, Teaching-Related and Non-Teaching Positions for FY 2010*.
14. DepED Order No. 72, s. 2010, *Guidelines on the Adoption of the Strengthened Technical Vocational Education Program (STVEP) By Other Public Secondary Schools*.
15. DepED Order No. 55, s. 2010, *Policies and Guidelines on Strengthening Science and Mathematics Education at the Secondary Level*.
16. DepED Order No. 40, s. 2010, *Expansion of S & T Oriented (ESEP) High Schools Effective SY 2010 to 2011*.
17. DepED Order No. 99, s. 2009, *Organization of Headstart Classes for the Gifted and Talented Preschoolers*.
18. DepED Order No. 78, s. 2009, *Guidelines on the Implementation and Operationalization of the Regional ICT Technical-Vocational High Schools Effective SY 2009-2010*.
19. DepED Order No. 73, s. 2009, *Prescribing the Minimum Tools and Equipment Standards for Technical-Vocational Public High Schools*.
20. DepED Order No. 69, s. 2009, *Additional Curriculum Guidelines for the 282 Technical-Vocational Secondary Schools Effective SY 2009-2010*.
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*.

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.*
26. DepED Order No. 1, s. 2003, *Implementing Rules and Regulations of RA 9155.*
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.*

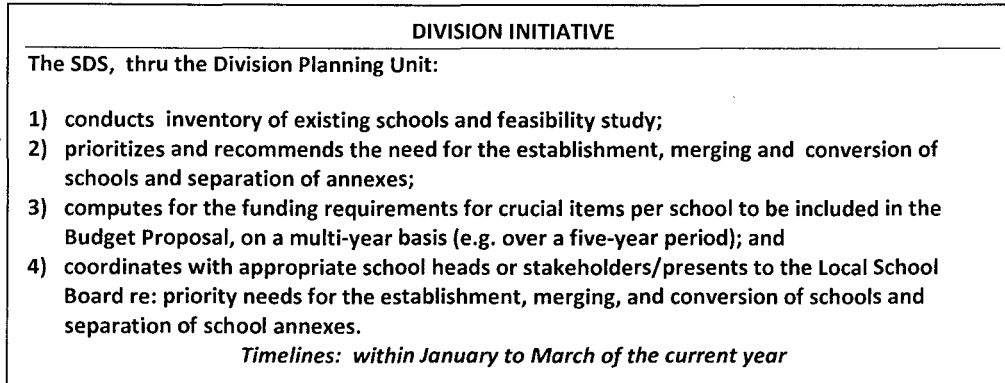


BR. ARMIN A. LUISTRO FSC
Secretary

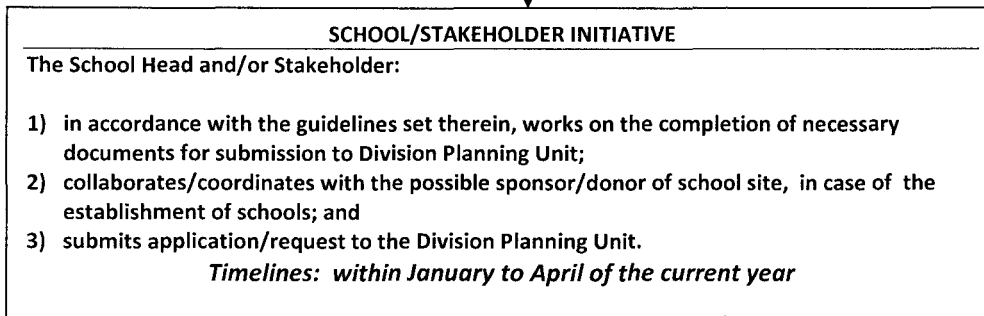
PROPOSED GENERAL PROCEDURE
*Processing of Requests for the Establishment, Merging and Conversion
of Public Schools, and Separation of Public School Annexes*
(Far Inclusion in the Budget Proposal for the Succeeding Years)

FLOWCHART

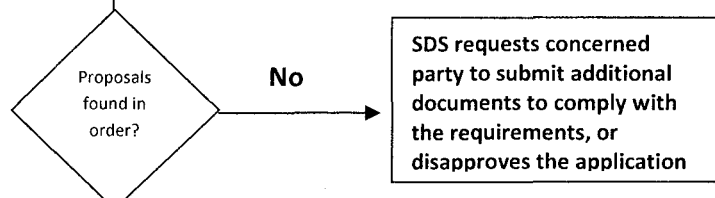
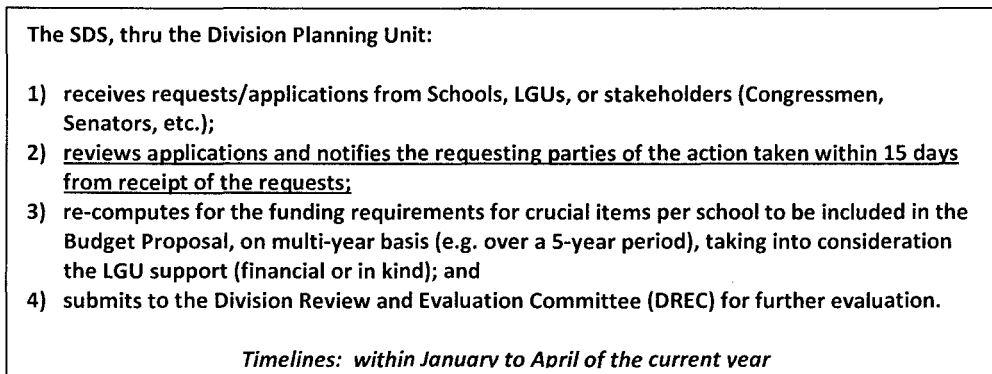
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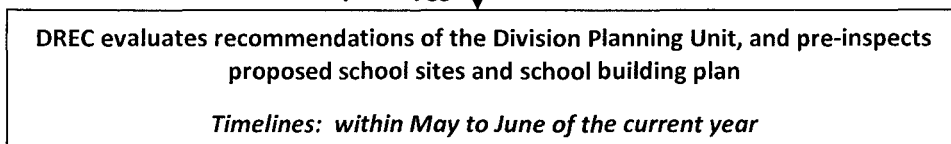
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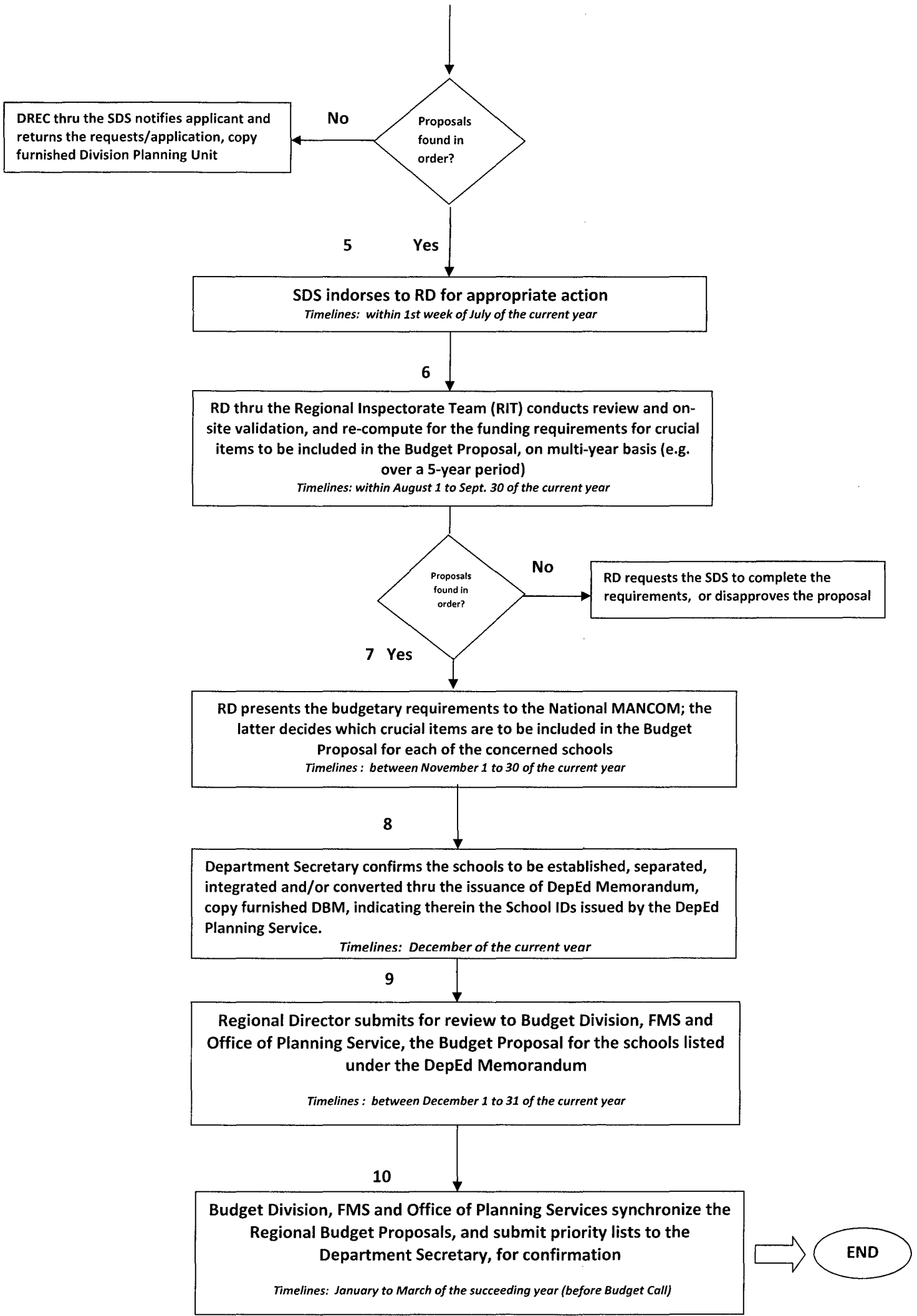


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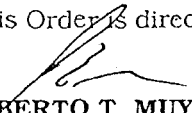
DepEd ORDER
No. 29 s. 2011

MAR 24 2011

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



(Enclosure to DepEd Order No. 29, s. 2011)

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

1

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**
- _____ 7. 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.
- _____ 18. Bureau of Fire Protection Certificate.
- _____ 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/Panglalarawan/ 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 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.
- _____ 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: _____

Department of Education

Division of _____, Region _____

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: _____

Department of Education

Division of _____, Region _____

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 Schools 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

technical-vocational skills.

- _____ 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: _____

Department of Education
 DIVISION OF _____ REGION _____
APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/SECONDARY SCHOOL
EVALUATION SHEET

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <small>PASSED OR FAILED (Please state reason, if failed)</small>																														
<p>1. School to be established is an urgent need in the area to be served as indicated in the project feasibility study</p> <ul style="list-style-type: none"> > Kindergarten to Grade 6 – at least one (1) school for every barangay > Grades 7 to 10 – at least one (1) for every municipality/city 	<p>a. Letter request to open a school addressed to the Schools Division Superintendent (SDS), either from PTA or Barangay Council.</p> <p>b. Feasibility study, duly recommended/ endorsed by the SDS, indicating the following:</p> <ol style="list-style-type: none"> 1. Justification on the need to establish a school; 2. Proposed Organizational 3. School Environment (environmental scanning/ situational analysis); 4. Proposed School Development Plan; and 5. Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources). 	<p>a. Requesting Officer _____ Designation/Position _____ Office/School _____ Date of Request _____</p> <p>b. Feasibility Study Prepared By _____ Designation/Position _____ Office/School _____</p> <p>Proposed Name of School _____ Address/location _____</p> <p>Recommended/ endorsed by the SDS? YES _____ NO _____</p> <p>Date Recommended _____</p> <p>b.1 Justification on the need for the establishment of school: <small>(must come from the contents of feasibility study)</small> _____ _____ _____</p> <p>b.2 Organizational Structure (As proposed)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Position Title</th> <th colspan="2">No. of Positions</th> <th rowspan="2">Total</th> </tr> <tr> <th>Nationally-paid</th> <th>Locally-paid</th> </tr> </thead> <tbody> <tr> <td>School Principal</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Master Teacher I/II</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Teacher I/II/III</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative Assistant</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- and Others</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b.3 School Environment (environmental scanning/ situational analysis) Location/Classification : Urban Area _____ Rural Area _____ Topography/Geographical Condition of the Site : Mountainous _____ Coastal _____ plain _____ Catchment Area : Within _____ km. Radius from the nearest school (see Item 5.d)</p>	Position Title	No. of Positions		Total	Nationally-paid	Locally-paid	School Principal				Master Teacher I/II				Teacher I/II/III				Administrative Assistant				- and Others				TOTAL				
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CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

REMARKS
PASSED OR FAILED
(Please state
reason, if failed)

Model(s) of transportation in going from home to school and vice versa:

Mode	Frequency *	Travel Time (in minutes/hours)
1. Land Transportation		
a. Tricycle		
b. Jeepney		
c. Bus		
d. Motorcycle		
e. <i>Jabal-jabal</i>		
f. Others		
2. Banca Ride		
3. Animal Ride		
4. Hiking		

* whether once a day, twice, every hour, etc.

b.4 Proposed School Development Plan

- > Prepared By _____ :
- > Position/Designation _____ :
- > Office _____ :
- > Date _____ :

b.5 Proposed Budget/Budgetary Requirements (must be supported with breakdown)

Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported w/ Breakdown?
Personal Services						Yes / No
MODE						
Capital Outlay						
Total						

Budget Proposal to be Allocated in Multi-Year? YES _____ NO _____
If yes, how many years? _____

Source of Fund for the initial operation of the proposed school : DepED _____ LGU _____

c. Division Inspection Report signed by the SDS

c. DREC Inspection In Order?

PARTICULARS	COMPLIANT TO STANDARDS?	
	YES	NO
1. School Building/Classroom		
2. No. of available classrooms, if any		
3. Size of school site in square meters		

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS PASSED OR FAILED (Please state reason, if failed)																																																						
2. The proposed establishment of school must be supported by the LGU	Sangguniang Bayan/Panglungsod Resolution supporting the establishment of school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.	<p>Sangguniang Bayan/Panglungsod Resolution No. _____</p> <p>Approved By : _____ Date : _____</p> <p>Position/Designation : _____</p> <p>Proposed Name of School : _____</p> <p>Resolution stipulates the willingness of the LGU to provide financial support to the establishment of the school? YES _____ NO _____</p>																																																							
3. The proposed school must have at least 100 pupils/students composed of one or more grade levels. In case the aforementioned criterion is not met, the SDS shall make necessary justification.	List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled. Justification by the SDS on the need to establish a school, if necessary.	<p>No. of Prospective Enrollees :</p> <table border="1" data-bbox="785 891 1177 1288"> <thead> <tr> <th>Grade Level</th> <th>No. of Enrollees</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>TOTAL</td><td></td></tr> </tbody> </table> <p>List contains complete information as to the:</p> <table border="1" data-bbox="545 891 726 1803"> <thead> <tr> <th>PARTICULARS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr><td>1. Names of pupils/students</td><td></td><td></td></tr> <tr><td>2. Ages</td><td></td><td></td></tr> <tr><td>3. Addresses and/or school where currently or were enrolled</td><td></td><td></td></tr> <tr><td>4. Prospective enrollees are bonafide residents of the barangay/municipality</td><td></td><td></td></tr> </tbody> </table> <p>Justification Signed By : _____</p> <p>Position/Designation : _____</p> <p>Date : _____</p> <p>a. Certification Signed By : _____</p> <p>Position/Designation : _____</p> <p>Date : _____</p> <table border="1" data-bbox="135 891 274 2027"> <thead> <tr> <th colspan="2">GASTPE Participating High School(s)</th> <th>No. of Slots Allocated</th> <th>No of Slots Filled</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1.</td><td>Name of School</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Grade Level	No. of Enrollees	1		2		3		4		5		6		7		8		9		10		TOTAL		PARTICULARS	YES	NO	1. Names of pupils/students			2. Ages			3. Addresses and/or school where currently or were enrolled			4. Prospective enrollees are bonafide residents of the barangay/municipality			GASTPE Participating High School(s)		No. of Slots Allocated	No of Slots Filled	Remarks	1.	Name of School				2.					
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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	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	<p>a. Certification Signed By : _____</p> <p>Position/Designation : _____</p> <p>Date : _____</p> <table border="1" data-bbox="135 891 274 2027"> <thead> <tr> <th colspan="2">GASTPE Participating High School(s)</th> <th>No. of Slots Allocated</th> <th>No of Slots Filled</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1.</td><td>Name of School</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	GASTPE Participating High School(s)		No. of Slots Allocated	No of Slots Filled	Remarks	1.	Name of School				2.																																												
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<p>In cases where the aforementioned criteria is not met, the SDS shall make the necessary justification.</p>	<p>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 enroll in a private high school.</p>	<p>b. Justification, if any, duly signed by Position/Designation Reason(s)</p>													
<p>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.</p>	<p>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.</p> <p>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;</p> <p>-OR-</p> <p>c. Justification by the SDS for the waiver on the 2 or 1 km radius requirement.</p>	<p>a. Map shows the distances of the proposed school from the existing school? YES _____ NO _____</p> <table border="1" data-bbox="997 896 1181 2027"> <thead> <tr> <th>Name of Nearest School</th> <th>Distance to the Proposed School (in km)</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Certification Signed by Position/Designation Office Date</p> <p>c. Justification Signed by Position/Designation Reason(s)</p>	Name of Nearest School	Distance to the Proposed School (in km)	Address	1.			2.			3.			<p>Please also note if the nearest school is outside the barangay for elementary level, or outside the municipality</p>
Name of Nearest School	Distance to the Proposed School (in km)	Address													
1.															
2.															
3.															
<p>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.</p> <p>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.</p>	<p>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</p> <p>b. Justification from the SDS in case the required size of school site cannot be met.</p>	<p>a. Document Submitted In favor or in the name of DepED? Address/Location Size based on boundaries of proposed school site (in square meters)</p> <p>e.g. Deed of Donation YES _____ NO _____</p> <p>b. Justification, if any, duly signed by Position/Designation Reason(s)</p>													

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>PASSED OR FAILED (Please state reason, if failed)</i>
<p>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.</p>	<p>Clearance/permit from the provincial Mines and Geosciences Bureau (MGB) and the Regional Office (RO) of the Department of Environment and Natural Resources (DENR) stating that the proposed school site is not a high-risk area.</p>	<p>a. Clearance/permit from provincial MGB (<i>must be updated</i>)</p> <p>Signed By _____</p> <p>Position/Designation _____</p> <p>Date _____</p> <p>b. Certification from RO-DENR (<i>must be updated</i>)</p> <p>Signed By _____</p> <p>Position/Designation _____</p> <p>Date _____</p> <p>Declared as safe or not a high risk area? YES _____ NO _____</p>	
<p>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.</p> <p><u>All public elementary and high schools shall adopt the standard 7m x 9m classroom dimension regardless of its class size.</u></p>	<p>a. School site development plan</p> <p>b. School building plan indicating the number and technical specifications of the classrooms to be built</p> <p>c. School building design, duly approved by DepED Education Facilities Division, Administrative Service</p> <p>d. School Building Permit issued by the Municipal/City engineer</p> <p>e. Bureau of Fire Protection (BFP) Certificate</p> <p>f. Inspection Report from Division In-Charge of Education Facilities Section, in case classrooms are already constructed</p>	<p>a. School Site Devt. Plan Prepared By _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Prepared _____</p> <p>b. School Building Plan Prepared By _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Prepared _____</p> <p>No. of Classrooms to be built _____</p> <p>With attached technical specifications? YES _____ NO _____</p> <p>Proposed classrooms built/to be built are compliant with DepED standards? YES _____ NO _____</p> <p>If no, pls. state the classroom dimension/other deviations _____</p> <p>c. School Building Design Approved By _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Approved _____</p> <p>d. School Building Permit issued by _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Issued _____</p> <p>e. Bureau of Fire Protection Certificate issued by _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Issued _____</p> <p>f. Inspection Report issued by _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Issued _____</p>	

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>PASSED OR FAILED (Please state reason, if failed)</i>														
<p>9. The LGU or DepED Division Office has adequate funds for its initial operation, payment for teachers' salaries, allowances and other benefits, maintenance and other operating expenses.</p>	<p>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: (Refer to Annex E-1 for the sample template)</p> <ol style="list-style-type: none"> 1. construction of the new school building(s); 2. procurement of educational facilities, furniture and instructional materials; 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 4. salaries of teaching and non-teaching personnel, preferably at par with the national salary rates. <p>b. Certification from the Schools Division Superintendent that the Schools Division Office has sufficient fund to cover resulting expenses.</p>	<p>a. Signatories of Contracting Parties</p> <ol style="list-style-type: none"> 1. For the DepED Signed By _____ Position/Designation _____ 2. For the LGU Signed By _____ Position/Designation _____ <p>Date Notarized _____</p> <p>LGU Support specified in the MOA or SB Resolution</p> <table border="1" data-bbox="782 896 1133 1803"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>a. Construction of the new school building(s)</td> <td>Php</td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, instructional materials.</td> <td></td> </tr> <tr> <td>c. Operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the budget</td> <td></td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates</td> <td></td> </tr> <tr> <td>e. Other LGU support</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>Php</td> </tr> </tbody> </table> <p>Availability of Funds Certified by : _____ Position/Designation : _____ Office : _____ Date Approved : _____</p> <p>Sangguniang Bayan/Panglungsod Resolution Prepared by _____ Position/Designation _____ Date Signed _____</p> <p>b. Certification Signed by _____ Position/Designation _____ Office _____ Date _____</p> <p>Availability of Funds Certified by _____ Position/Designation _____ Office _____ Date Approved _____</p>	Particulars	Amount	a. Construction of the new school building(s)	Php	b. Procurement of educational facilities, furniture, 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 budget		d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates		e. Other LGU support		TOTAL	Php	
Particulars	Amount																
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TOTAL	Php																

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>PASSED OR FAILED (Please state reason, if failed)</i>																
	c. List of teaching and non-teaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective item numbers per PSlPOP and name of school, if any.	<p>No. of Teachers to be Borrowed, if any : _____</p> <p>No. of Non-Teaching Personnel to be Borrowed, if any : _____</p> <p>List contains complete information as to:</p> <table border="1" data-bbox="1125 896 1252 1545"> <thead> <tr> <th colspan="2">PARTICULARS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Position Titles</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Item Number per latest PSlPOP</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Name of Lending School</td> <td></td> <td></td> </tr> </tbody> </table>	PARTICULARS		YES	NO	1.	Position Titles			2.	Item Number per latest PSlPOP			3.	Name of Lending School			
PARTICULARS		YES	NO																
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3.	Name of Lending School																		

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Schools Division Superintendent

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Regional Director

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Department of Education
 DIVISION OF _____ REGION _____
APPLICATION FOR SEPARATION OF SCHOOL ANNEX
EVALUATION SHEET

Annex D - 2

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <small>(PASSED OR FAILED Pls. state reason if failed)</small>																															
1. The school annex is listed in the EBELS.	DepED School ID	Name of School : _____ DepED School ID No. as presented : _____ DepED School ID No. as verified with Planning Unit : _____ Document submitted : _____ Approved/Signed By : _____ Position/Designation : _____ Date : _____																																
2. With legal basis on its establishment	Approval on the establishment school annex by DepED Central/Regional Office	Approved By : _____ Date : _____ Position/Designation : _____ Date : _____																																
3. The proposed separation of the school annex must be supported by the LGU	Sangguniang Bayan/Panglungsod Resolution supporting the separation of the school annex, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school	Sangguniang Bayan/Panglungsod Resolution No. _____ Date : _____ Approved By : _____ Position/Designation : _____ Proposed Name of School : _____ Resolution stipulates the willingness of the LGU to support the separation of school annex? YES _____ NO _____																																
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.	a. Request for separation of the school annex concerned, duly recommended/endorsed by the Schools Division Superintendent and/or stakeholders. b. Feasibility study, indicating the following: 1. Justification on the need to separate the school annex; 2. Proposed Organizational Structure; 3. School Environment (environmental scanning/situational analysis); 4. Proposed School Development Plan; and 5. Proposed Budget/Budgetary Requirements	a. Letter of Intent signed by _____ : _____ Position/Designation : _____ Date : _____ b. Feasibility Study Prepared By : _____ Designation/Position : _____ Office/School : _____ Proposed Name of School : _____ Address/Location : _____ Recommended by the SDS? YES _____ NO _____ Date Endorsed : _____	b.1 Justification on the need for the separation of the school annex: _____ <small>(must come from the contents of feasibility study)</small> b.2 Organizational Structure <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 60%;">Position Title</th> <th colspan="3" style="text-align: center;">No. of Positions</th> </tr> <tr> <th style="width: 15%;">Nationally-Paid</th> <th style="width: 15%;">Locally-Paid</th> <th style="width: 10%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>School Principal</td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> </tr> <tr> <td>Master Teacher I/II</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Teacher I/II/III</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative Assistant</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- and Others</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Position Title	No. of Positions			Nationally-Paid	Locally-Paid	TOTAL	School Principal				Master Teacher I/II				Teacher I/II/III				Administrative Assistant				- and Others				TOTAL			
Position Title	No. of Positions																																	
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- and Others																																		
TOTAL																																		

CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

REMARKS
(PASSED OR FAILED
Pls. state reason if failed)

c. Inventory of crucial resources to be transferred to the proposed school to be separated, duly signed by the mother school's Property Custodian.

d. 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, to wit: *(Refer to Annex E-2 for the sample MOA template)*

b.3 School Environment (environmental scanning/ situational analysis)
 Location/Classification : Urban Area _____ Rural Area _____
 Topography/Geographical Condition of the Site : Mountainous _____ Coastal _____ Plain _____
 Models) of transportation in going from home to school and vice versa:

Mode	Frequency *	Travel Time (in minutes/hours)
1. Land Transportation		
a. Tricycle		
b. Jeepney		
c. Bus		
d. Motorcycle		
e. <i>Jabal-Jabal</i>		
f. Others		
2. Banca Ride		
3. Animal Ride		
4. Hiking		

* *whether once a day, twice, every hour, etc.*

b.4 School Development Plan
 > Issued By : _____
 > Position/Designation : _____
 > Office : _____
 > Date : _____

b.5 Proposed Budget/Budgetary Requirements (must be supported with breakdown)

Particulars	Amount
1. Staffing	
2. Furniture and Fixtures	
3. School building/classroom	
4. Others	
TOTAL	

Budget Proposal to be Allocated in Multi-Year? YES _____ NO _____
 If yes, how many years? _____
 Source of Fund for the initial operation of the proposed school : DepED _____ LGU _____

c. Inventory Prepared By : _____
 Position/Designation : _____
 Date : _____

d. Signatories of Contracting Parties
1. For the School Head of the Mother School
 Signed By : _____
 Position/Designation : _____

CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

REMARKS

*(PASSED OR FAILED
Pls. state reason if failed)*

1. Teaching and non-teaching items, pursuant to the existing DepED-DBM staffing standards for schools;
2. Funds for Personal Services based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred;
3. Funds for Maintenance and Other Operating Expenses (MOOE);
4. Facilities, furniture, equipment and textbooks in all subject areas; and
5. Other funding requirements until such time that the school's funding requirement is integrated in the General Appropriations Act (GAA).

e. Justification from the School Head or SDS in case the required MOA cannot be met.

2. For the OIC/TIC of the School Annex

Signed By : _____

Position/Designation : _____

Date Notarized : _____

Crucial Resources to be Transferred to the School Annex

Particulars	Stipulated in the MOA?	
	YES	NO
1. Teaching and non-teaching items, pursuant to the existing DepED-DBM staffing standards for schools		
2. Funds for Personal Services based on the actual salaries of the school personnel (both teaching and non-teaching)		
3. Funds for Maintenance and Other Operating Expenses (MOOE)		
4. Facilities, furniture, equipment and textbooks in all subject areas		
5. Other funding requirements until such time that the school's funding requirement is integrated in the General Appropriations Act (GAA).		

f. Latest and updated PSHIP including proposal for the items for Principal I and additional teachers and support personnel.

f. Submitted updated PSHIP for the current year? YES _____ NO _____

Proposed Positions/Items for Creation

Position Titles	No. of Positions	Funding Requirements
<i>E.g. Principal I</i>		<i>(must be Gross annual authorized salary)</i>
<i>Teacher I</i>		
<i>Others</i>		
Total		

CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

REMARKS
*(PASSED OR FAILED
Pls. state reason if failed)*

5. The school annex has an enrollment from Kinder to Grade 6 or Grades 7 to 10 for the current school year, with a total enrollment of at least 400 pupils/students, duly signed by the School Head/OIC and attested by the SDS

a. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS; OR

In cases where there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification.

b. Justification from the SDS in case the aforesaid criterion cannot be met.

Grade Level	No. of Enrollees
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
TOTAL	

List duly signed by _____ :
Position/Designation _____ :
Signed as Attested by _____ :
Position/Designation _____ :
Justification, if any _____ :
Signed By _____ :
Position/Designation _____ :
Date _____ :
Reason(s) : _____

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <small>(PASSED OR FAILED P/s state reason if failed)</small>
<p>6. Existence and availability of a school site of at least five thousand (5,000) square meters or one half (1/2) hectare for rural areas; 2,500 square meters for highly urbanized cities.</p> <p>In cases where there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification</p>	<p>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</p> <p>b. Justification from the SDS in case the aforesaid criterion cannot be met.</p>	<p>Document Submitted _____</p> <p>In favor or in the name of DepED? : <u> </u> <small>e.g. Deed of Donation</small></p> <p>Address/Location : YES _____ NO _____</p> <p>Size of proposed school site (in square meters) : _____</p> <p>Justification, if any</p> <p>Signed By : _____</p> <p>Position/Designation : _____</p> <p>Date : _____</p> <p>Reason(s) : _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Schools Division Superintendent

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Regional Director

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Department of Education
 DIVISION OF _____, REGION _____
APPLICATION FOR MERGING OF SCHOOLS

EVALUATION SHEET

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>(PASSED OR FAILED/ P/s. state reason, if Failed)</i>																				
1. The schools to be merged are listed in the EBELS.	DepED School IDs of the schools to be merged	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Name of School</th> <th rowspan="2" style="width: 10%;">DepED School ID</th> <th colspan="2" style="width: 20%;">Verified Correct</th> <th rowspan="2" style="width: 10%;">Designation</th> <th rowspan="2" style="width: 10%;">Date</th> </tr> <tr> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> </tr> </thead> <tbody> <tr> <td>1. School 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. School 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of School	DepED School ID	Verified Correct		Designation	Date	Yes	No	1. School 1						2. School 2						
Name of School	DepED School ID	Verified Correct			Designation	Date																	
		Yes	No																				
1. School 1																							
2. School 2																							
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)	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	Map shows the distances of the schools to be merged? YES _____ NO _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Schools Within the Catchment Area</th> <th style="width: 20%;">Distance between the Schools to be Merged (in km)</th> <th style="width: 30%;">Address</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td></td> <td></td> </tr> <tr> <td>2. _____</td> <td></td> <td></td> </tr> </tbody> </table>	Name of Schools Within the Catchment Area	Distance between the Schools to be Merged (in km)	Address	1. _____			2. _____														
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1. _____																							
2. _____																							
3. Each of the schools must have less than 100 enrollees and inadequate equipment and resources to support the operation of both schools.	a. Letter-request on the proposed merging of schools addressed to the SDS b. Feasibility study on the proposed merging of schools, duly endorsed by the SDS c. Proposed School's Implementation Plan, as merged, covering five (5) years to include among others, the following:	a. Letter-request signed by _____ : _____ Position/Designation : _____ Date : _____ b. Proponent(s) of the Feasibility Study : _____ Duly Recommended by : _____ Position/Designation : _____ Justification on the Need to Merge Schools : _____ _____ _____ _____ _____ _____																					

CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

REMARKS
(PASSED OR FAILED/
Pls. state reason, if failed)

1. Current and projected enrollment for five (5) school years, by grade level;

c.1 No. of Prospective Enrollees

Grade Level	CURRENT			PROJECTED				
	School 1	School 2	Total	Year 1	Year 2	Year 3	Year 4	Year 5
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;

c.2 Proposed Budgetary Requirements

Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported w/ Breakdown?	
						Yes	No
Personal Services							
MOOE							
Capital Outlay							
Total							

3. Strategic Plan re: curriculum and instructional supervision of the proposed school as merged; and

c.3 Strategic Plan Prepared By

Position/Designation	:	_____
Office/School	:	_____
Date	:	_____

4. School Site Development Plan (SSDP) of the schools to be merged, including the proposed school buildings, as needed

SSDP Prepared by	:	_____
Position/Designation	:	_____
Office/School	:	_____
Date	:	_____

d. Inventory of Learning Resources (LRs) prepared by the Property Custodian of both schools to be merged

d. Inventory of LRs

Particulars	School 1	School 2
	Inventory of LRs prepared by	
Position/Designation		
Date		

e. Updated PSSIPOP of both schools to be merged

e. PSSIPOP for FY _____

Particulars	School 1	School 2
	School Head Items	
No. of Teaching Items		
No. of Support Staff		
TOTAL		

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)																									
	f. Updated Status Report of the schools to be merged with regard to their existing crucial resources	f. Status Report <table border="1" data-bbox="1332 627 1468 1758"> <tr> <td>Status Report</td> <td>School 1</td> <td>School 2</td> </tr> <tr> <td>Particulars</td> <td></td> <td></td> </tr> <tr> <td>Status Report Prepared By</td> <td></td> <td></td> </tr> <tr> <td>Position/Designation</td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> </tr> </table> Resources Needed <table border="1" data-bbox="1133 627 1284 1388"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td></td> </tr> <tr> <td>MOOE</td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>	Status Report	School 1	School 2	Particulars			Status Report Prepared By			Position/Designation			Date			Particulars	Amount	Personal Services		MOOE		Capital Outlay		Total		
Status Report	School 1	School 2																										
Particulars																												
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Position/Designation																												
Date																												
Particulars	Amount																											
Personal Services																												
MOOE																												
Capital Outlay																												
Total																												
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.	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 schools. (Refer to Annex E-3 for the sample MOA template).	b. Signatories of Contracting Parties <ol style="list-style-type: none"> For School 1 <table data-bbox="981 627 1045 1803"> <tr> <td>Signed By</td> <td>:</td> <td>_____</td> </tr> <tr> <td>Position/Designation</td> <td>:</td> <td>_____</td> </tr> </table> For School 2 <table data-bbox="869 627 933 1803"> <tr> <td>Signed By</td> <td>:</td> <td>_____</td> </tr> <tr> <td>Position/Designation</td> <td>:</td> <td>_____</td> </tr> </table> Date Notarized : _____	Signed By	:	_____	Position/Designation	:	_____	Signed By	:	_____	Position/Designation	:	_____														
Signed By	:	_____																										
Position/Designation	:	_____																										
Signed By	:	_____																										
Position/Designation	:	_____																										
5. The SDS shall designate an OIC/TIC who will be assigned to the proposed schools to be merged.	Designation Order for the OIC/TIC of the merged schools, duly signed by the SDS.	Designation Order signed by : _____ Position/Designation: : _____ Date : _____																										
6. The proposed merging of schools must be supported by the LGU.	Sangguniang Bayan/Panlungsod Resolution supporting the merging of schools, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.	Sangguniang Bayan/Panlungsod Resolution No. _____ Approved By : _____ Date : _____ Position/Designation : _____ Proposed Name of School : _____ Resolution stipulates the willingness of the LGU to support the merging of the schools? YES _____ NO _____																										

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)																					
7. School sites of both schools are named in favor of DepED	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 schools	<p>LGU Certification Signed By _____ Position/Designation _____ Date _____</p> <p>LGU Support</p> <table border="1" data-bbox="1109 616 1348 1478"> <thead> <tr> <th>Particulars</th> <th>Php</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>a. Construction of new school building/classrooms</td> <td></td> <td></td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, textbooks,</td> <td></td> <td></td> </tr> <tr> <td>c. Operation and maintenance of the merged schools</td> <td></td> <td></td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates</td> <td></td> <td></td> </tr> <tr> <td>e. Other LGU support</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td>Php</td> </tr> </tbody> </table> <p>Availability of Funds Certified by _____ Position/Designation _____ Office _____ Date Approved _____</p> <p>Document Submitted _____ In favor or in the name of DepED? : e.g. Deed of Donation _____ Address/Location : YES _____ NO _____ Size of proposed school site (in : _____ square meters) : _____</p>	Particulars	Php	Amount	a. Construction of new school building/classrooms			b. Procurement of educational facilities, furniture, textbooks,			c. Operation and maintenance of the merged schools			d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates			e. Other LGU support			TOTAL		Php	
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e. Other LGU support																								
TOTAL		Php																						

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Schools Division Superintendent

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)
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VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Regional Director
---	---	---	--------------------------

Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	
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Department of Education
 DIVISION OF _____ REGION _____
**APPLICATION FOR CONVERSION OF A HIGH SCHOOL CLASSIFIED AS
 NON-IMPLEMENTING UNIT INTO A HIGH SCHOOL CLASSIFIED AS IMPLEMENTING UNIT SCHOOL
 EVALUATION SHEET**

Annex D - 4a

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>(PASSED OR FAILED/ Pls. state reason, if failed)</i>																												
1. The school must have a Principal position per latest PSSIPOP and at least twenty (20) teachers.	School's latest and updated PSSIPOP	Name of School : _____ Per PSSIPOP for FY _____ : _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">Position Title</th> <th style="width: 30%;">No. of Positions</th> </tr> </thead> <tbody> <tr> <td>E.g. Principal I</td> <td></td> </tr> <tr> <td>Teacher III</td> <td></td> </tr> <tr> <td>Teacher II</td> <td></td> </tr> <tr> <td>Teacher I</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table> Name of School Head : _____	Position Title	No. of Positions	E.g. Principal I		Teacher III		Teacher II		Teacher I		TOTAL																		
Position Title	No. of Positions																														
E.g. Principal I																															
Teacher III																															
Teacher II																															
Teacher I																															
TOTAL																															
2. The school must have an agency code and designated/appointed financial staff (<i>Bookkeeper and Disbursing Officer</i>); and capability to comply with the submission of financial report to oversight agencies such as COA, DBM, 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 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.	a. Agency Code Number : _____ Approved By : _____ Position/Designation : _____ Office : _____ Date : _____ b. Designated Financial Staff duly signed by the School Head <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 20%;">Bookkeeper</th> <th style="width: 20%;">Disbursing Officer</th> </tr> </thead> <tbody> <tr> <td>Particulars</td> <td></td> <td></td> </tr> <tr> <td>Position Title</td> <td></td> <td></td> </tr> <tr> <td>Date of Designation Order</td> <td></td> <td></td> </tr> </tbody> </table> c. Relevant Training Attended: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 35%;">Title of Training</th> <th style="width: 20%;">Inclusive Dates of Attendance</th> <th style="width: 15%;">No. of Hours</th> <th style="width: 30%;">Conducted/ Sponsored By</th> </tr> </thead> <tbody> <tr> <td>1. Designated/Appointed Bookkeeper</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Designated/Appointed Disbursing Officer</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Certification Signed By : _____ Position/Designation : _____ Date : _____ d. Certification stipulates that the school has the capability to comply with the financial reports to oversight agencies? YES _____ NO _____	Name	Bookkeeper	Disbursing Officer	Particulars			Position Title			Date of Designation Order			Title of Training	Inclusive Dates of Attendance	No. of Hours	Conducted/ Sponsored By	1. Designated/Appointed Bookkeeper				2. Designated/Appointed Disbursing Officer				Total				
Name	Bookkeeper	Disbursing Officer																													
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Total																															

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)																						
3. With at least Php6 million appropriations based on current General Appropriations Act (i.e. PS, MOOE and CO)	a. Copy of the current GAA where the appropriation of the school is reflected. b. EBELIS data on enrollment per grade level for the current school year.	a. School's Appropriation Per GAA _____ <table border="1" data-bbox="1316 672 1476 1232"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Personal Services</td><td></td></tr> <tr><td>MOOE</td><td></td></tr> <tr><td>Capital Outlay</td><td></td></tr> <tr><td>TOTAL</td><td></td></tr> </tbody> </table> School's Enrollment for SY _____ to _____ <table border="1" data-bbox="1093 672 1252 1008"> <thead> <tr> <th>Grade Level</th> <th>No. of Students</th> </tr> </thead> <tbody> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>TOTAL</td><td></td></tr> </tbody> </table>	Particulars	Amount	Personal Services		MOOE		Capital Outlay		TOTAL		Grade Level	No. of Students	7		8		9		10		TOTAL		
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8																									
9																									
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TOTAL																									
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 School's Division Office. b. Endorsement letter from the School's Division Office to Regional Office. c. Endorsement letter from the Regional Office to DepED Central Office.	a. Letter-request signed by _____ Position/Designation _____ Date _____ b. DO Endorsement letter Signed By _____ Position/Designation _____ Date _____ c. Endorsement letter Signed By _____ Position/Designation _____ Date _____	RECOMMENDED BY: _____ Schools Division Superintendent																						

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

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 _____

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name _____
 Position/Designation _____

Signature Over Printed Name _____
 Position/Designation _____

Signature Over Printed Name _____
 Position/Designation _____

Regional Director

Signature Over Printed Name _____
 Position/Designation _____

Signature Over Printed Name _____
 Position/Designation _____

Signature Over Printed Name _____
 Position/Designation _____

Department of Education
 DIVISION OF _____ REGION _____
**APPLICATION FOR CONVERSION OF A SCHOOL INTO AN INTEGRATED SCHOOL
 (THRU EXPANSION OF AN EXISTING ELEMENTARY OR SECONDARY SCHOOL)
 EVALUATION SHEET**

Annex D - 4.b.1

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if Failed)																																																																																								
<p>1. The school is listed in the EBELS.</p>	<p>DepED School ID</p>	<p>Name of School : _____ DepED School ID No. as presented : _____ DepED School ID No. as verified with Planning Unit : _____</p>																																																																																									
<p>2. The conversion of a school into an IS must satisfy at least three (3) of the following conditions, whichever are applicable:</p> <p>a. There are no schools offering complete basic education within the catchment area;</p> <p>b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school;</p> <p>c. There are inadequate equipment and resources to support the operation of separate elementary and secondary schools;</p>	<p>a. Letter request for the conversion of a school (thru expansion) into an IS addressed to the Schools Division Superintendent (SDS).</p> <p>b. Feasibility study on the proposed expansion of school, duly recommended/ endorsed by the SDS.</p> <p>c. IS Implementation Plan covering five (5) years to include among others, the following:</p> <p>1. Current and projected enrollment for five (5) school years, by grade level;</p>	<p>a. Request signed by _____ Position/Designation _____ Office/School _____ Date _____</p> <p>b. Proponent(s) of the Feasibility Study : _____ Duly Recommended by : _____ Position/Designation : _____ Justification on the Need for Expansion of school : _____</p> <p>c. IS Implementation Plan</p> <p>c.1 No. of Prospective Enrollees :</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Grade Level</th> <th rowspan="2">CURRENT (SY ____ to ____)</th> <th colspan="5">PROJECTED</th> </tr> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>TOTAL</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Grade Level	CURRENT (SY ____ to ____)	PROJECTED					Year 1	Year 2	Year 3	Year 4	Year 5	1							2							3							4							5							6							7							8							9							10							TOTAL					
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CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if Failed)
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d. There is difficulty in acquiring a school site for the secondary school;

2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;

c2 Proposed Budgetary Requirements

Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported w/ Breakdown?	
						Yes	No
Personal Services							
MOOE							
Capital Outlay							
Total							

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

3. Operational Plan re: curriculum and instructional supervision of the proposed Integrated School; and

c3 Operational Plan Prepared By
Position/Designation
Office/School
Date

f. The elementary/secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively.

4. School Site Development Plan (SSDP) to include proposed school buildings, as needed.

c4 SSDP Prepared by
Position/Designation
Office/School
Date

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.

d. Certification Signed By
Position/Designation
Date
No. of Excess Classrooms

e. Inventory of Learning Resources (LRs) prepared by the School's Property Custodian, as validated by the Schools Division Office.

e. Inventory of LRs prepared by
Position/Designation
Date
Validated by
Position/Designation/Office
Date

f. Updated PSIPOP of the concerned school.

f. Per PSIPOP for FY _____

Particulars	No. of Positions
School Head Item	
No. of Teaching Items	
No. of Support Staff	
TOTAL	

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ P/s. state reason, if failed)																								
<p>4. The proposed conversion of school into an IS must be supported by the LGU</p>	<p>a. Sangguniang Bayan/Panlungsod Resolution supporting the conversion thru expansion of a school into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.</p> <p>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 for at least 5 years or until such time that such funds are incorporated in the national budget.</p>	<p>g. Updated Status Report Prepared By _____ Position/Designation _____ Date _____</p> <p>Resources Needed</p> <table border="1" data-bbox="1197 638 1348 1344"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td></td> </tr> <tr> <td>MOOE</td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table> <p>Sangguniang Bayan/Panlungsod Resolution No. _____ Approved By _____ Date : _____ Position/Designation _____ Proposed Name of School _____ Resolution stipulates the willingness of the LGU to support the establishment of the school? YES _____ NO _____</p> <p>LGU Certification Signed By _____ Position/Designation _____ Date _____</p> <p>LGU Support</p> <table border="1" data-bbox="391 638 694 1556"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>a. Construction of new school building/classrooms</td> <td>PHP _____</td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, etc.</td> <td>_____</td> </tr> <tr> <td>c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget</td> <td>_____</td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates</td> <td>_____</td> </tr> <tr> <td>e. Other LGU support</td> <td>_____</td> </tr> <tr> <td>TOTAL</td> <td>PHP _____</td> </tr> </tbody> </table> <p>The above items are supported by breakdown? YES _____ NO _____ Availability of Funds Certified by _____ Position/Designation _____ Office _____ Date Approved _____</p>	Particulars	Amount	Personal Services		MOOE		Capital Outlay		Total		Particulars	Amount	a. Construction of new school building/classrooms	PHP _____	b. Procurement of educational facilities, furniture, etc.	_____	c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget	_____	d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates	_____	e. Other LGU support	_____	TOTAL	PHP _____	
Particulars	Amount																										
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TOTAL	PHP _____																										

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if Failed)																				
5. The School Head to be designated to the DepED-CSC Qualification Standards of a School Head for secondary school. In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.	a. Designation Order for the proposed School Head. b. 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 Schools Division Office's Records Unit. c. Justification by the SDS, in case the aforementioned criterion is not met.	a. Designation Order Signed By _____ Position/Designation _____ Date _____ Name of Designated School Head _____ Plantilla Position Title _____ b. Designated School Head has satisfied the DepED CSC Qualification Standards of a School Head for Secondary School? YES _____ NO _____ Educational Preparation _____ : _____ <table border="1" data-bbox="869 638 1069 1265"> <tr> <td colspan="2">Documents Submitted</td> <td colspan="2">Certified by DO Records Unit?</td> </tr> <tr> <td>1. Transcript of Records</td> <td></td> <td>YES</td> <td>NO</td> </tr> <tr> <td>2. Certificates of Relevant Training</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Service Record</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. CS Eligibility</td> <td></td> <td></td> <td></td> </tr> </table> c. Justification, if any, duly signed by _____ : _____ Position/Designation _____ : _____ Date _____ : _____ Reason(s) _____ : _____ _____ : _____ _____ : _____ _____ : _____	Documents Submitted		Certified by DO Records Unit?		1. Transcript of Records		YES	NO	2. Certificates of Relevant Training				3. Service Record				4. CS Eligibility				Note: If existing school head's qualification is for elementary, he/she shall be given one (1) year to meet the QS of a secondary school head.
Documents Submitted		Certified by DO Records Unit?																					
1. Transcript of Records		YES	NO																				
2. Certificates of Relevant Training																							
3. Service Record																							
4. CS Eligibility																							

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name _____
 Position/Designation _____

Signature Over Printed Name _____
 Position/Designation _____

Schools Division Superintendent

Signature Over Printed Name _____
 Position/Designation _____

Signature Over Printed Name _____
 Position/Designation _____

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)
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VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name _____ Signature Over Printed Name _____ Signature Over Printed Name _____ **Regional Director**

Position/Designation _____ Position/Designation _____ Position/Designation _____

Signature Over Printed Name _____ Signature Over Printed Name _____ Signature Over Printed Name _____

Position/Designation _____ Position/Designation _____ Position/Designation _____

Department of Education
 DIVISION OF _____, REGION _____
APPLICATION FOR CONVERSION OF SCHOOLS INTO AN INTEGRATED SCHOOL
(THRU MERGING OR COMBINATION OF EXISTING ELEMENTARY and SECONDARY SCHOOLS)

EVALUATION SHEET

Annex D - 4b.2

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>(PASSED OR FAILED/ Pls. state reason, if failed)</i>																																																																																																																																
1. The elementary and secondary schools are listed in the EBEIS.	DepED School IDs	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name of School</th> <th style="width: 20%;">DepED School ID</th> <th colspan="2" style="width: 20%;">Verified Correct</th> </tr> <tr> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1. School 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. School 2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of School	DepED School ID	Verified Correct		Yes	No			1. School 1				2. School 2																																																																																																																				
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2. School 2																																																																																																																																			
2. The conversion of schools into an IS must satisfy all of the following requirements:	a. Letter-request for the conversion of schools into an IS addressed to the SDS (thru combination of existing schools); b. Feasibility study on the proposed merging or combination of schools, duly recommended/endorsed by the SDS.	a. Request signed by _____ : _____ Position/Designation _____ : _____ Office/School _____ : _____ Date _____ : _____ b. Proponent(s) of the Feasibility Study : _____ Duly Recommended by _____ : _____ Position/Designation _____ : _____ Justification on the Need for Combination/Integration : _____ _____ _____																																																																																																																																	
a. There are no schools offering complete basic education within the catchment area; b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school; c. There are inadequate equipment and resources to support the operation of separate elementary and secondary schools;	c. IS Implementation Plan covering five (5) years to include among others, the following: 1. Current and projected enrollment for five (5) school years, by grade level;	c.1. No. of Prospective Enrollees : _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 10%;">Grade Level</th> <th colspan="3" style="width: 20%;">CURRENT</th> <th colspan="5" style="width: 30%;">PROJECTED</th> <th rowspan="2" style="width: 10%;">TOTAL</th> </tr> <tr> <th style="width: 5%;">School 1</th> <th style="width: 5%;">School 2</th> <th style="width: 10%;">Total</th> <th style="width: 5%;">Year 1</th> <th style="width: 5%;">Year 2</th> <th style="width: 5%;">Year 3</th> <th style="width: 5%;">Year 4</th> <th style="width: 5%;">Year 5</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>TOTAL</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Grade Level	CURRENT			PROJECTED					TOTAL	School 1	School 2	Total	Year 1	Year 2	Year 3	Year 4	Year 5	1										2										3										4										5										6										7										8										9										10										TOTAL										
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<p>d. The elementary and secondary schools are adjacent or located within a radius of not more than 100 meters from each other within the same schools division, and</p> <p>e. The School Heads concerned must agree on the merging of necessary teaching and non-teaching items as well as other crucial resources of the IS.</p>	<p>2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;</p> <p>3. Operational Plan re: curriculum and instructional supervision of the proposed IS; and</p> <p>4. School Site Development Plan (SSDP) to include proposed school buildings, as needed.</p> <p>d. Inventory of Learning Resources (LRs) prepared by School's Property Custodian for both schools to be integrated.</p> <p>e. Updated PSSIPOP of both schools to be integrated.</p>	<p>c.2 Proposed Budgetary Requirements</p> <table border="1" data-bbox="1209 638 1423 1574"> <thead> <tr> <th>Particulars</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> <th>Supported w/ Breakdown?</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Yes No</td> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOOE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>c.3 Operational Plan Prepared By : Position/Designation : Office/School : Date :</p> <p>c.4 SSDP Prepared by : Position/Designation : Office/School : Date :</p> <p>d. Inventory of LRs</p> <table border="1" data-bbox="454 638 798 1706"> <thead> <tr> <th>Particulars</th> <th>School 1</th> <th>School 2</th> </tr> </thead> <tbody> <tr> <td>Inventory of LRs prepared by</td> <td></td> <td></td> </tr> <tr> <td>Position/Designation</td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> </tr> <tr> <td>Available Resources:</td> <td></td> <td></td> </tr> <tr> <td>1. Teachers Items</td> <td></td> <td></td> </tr> <tr> <td>2. Textbooks</td> <td></td> <td></td> </tr> <tr> <td>3. Furniture and Fixtures</td> <td></td> <td></td> </tr> <tr> <td>4. Equipment</td> <td></td> <td></td> </tr> <tr> <td>5. Classrooms/Laboratories</td> <td></td> <td></td> </tr> <tr> <td>6. Others</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> </tr> </tbody> </table> <p>e. PSSIPOP for FY _____</p> <table border="1" data-bbox="236 638 386 1706"> <thead> <tr> <th>Particulars</th> <th>School 1</th> <th>School 2</th> </tr> </thead> <tbody> <tr> <td>School Head item</td> <td></td> <td></td> </tr> <tr> <td>No. of Teaching Items</td> <td></td> <td></td> </tr> <tr> <td>No. of Support Staff</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported w/ Breakdown?							Yes No	Personal Services							MOOE							Capital Outlay							Total							Particulars	School 1	School 2	Inventory of LRs prepared by			Position/Designation			Date			Available Resources:			1. Teachers Items			2. Textbooks			3. Furniture and Fixtures			4. Equipment			5. Classrooms/Laboratories			6. Others			TOTAL			Particulars	School 1	School 2	School Head item			No. of Teaching Items			No. of Support Staff			TOTAL			
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CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)
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f. 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.

Map shows the distances of the schools to be integrated? YES _____ NO _____

Name of Schools Within the Service Area	Distance from the School to be Integrated (in km)	Address
1.		
2.		

g. Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools to be integrated indicating among others, the integration of crucial resources for the proposed IS. (Refer to Annex E-4 for the sample MOA template).

Signatories of Contracting Parties

1. For School 1

Signed By _____

Position/Designation _____

2. For School 2

Signed By _____

Position/Designation _____

Date Notarized _____

4. The proposed conversion of schools into an IS must be supported by the LGU.

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

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 for at least 5 years or until such time that such funds are incorporated in the national budget.

Sangguniang Bayan/Panlungsod Resolution No. _____ Date : _____

Approved By _____

Position/Designation _____

Proposed Name of School _____

Resolution stipulates the willingness of the LGU to support the establishment of the school? YES _____ NO _____

LGU Certification Signed By _____

Position/Designation _____

Date _____

Particulars	Php	Amount
a. Construction of new school building/classrooms		
b. Procurement of educational facilities, furniture, etc.		
c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget		
d. Salaries of teaching and non-teaching personnel preferably at par with national salary rates		
e. Other LGU support		

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)																		
<p>5. The School Head to be designated to the IS must satisfy the DepED-CSC Qualification Standards of a School Head for secondary school.</p> <p>In cases where the aforementioned criteria is not met, the SDS shall make the necessary justification.</p>	<p>a. Designation Order for the proposed School Head.</p> <p>b. 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.</p>	<p>Availability of Funds Certified by Position/Designation Office Date Approved</p> <p>Designation Order Signed By Position/Designation Date Name of Designated School Head Plantilla Position Title</p> <p>Designated School Head has satisfied the DepED CSC Qualification Standards of a School Head for Secondary School? YES _____ NO _____ Educational Preparation _____</p> <table border="1" data-bbox="821 638 1029 1164"> <thead> <tr> <th>Documents Submitted</th> <th colspan="2">Certified by DO Records Unit?</th> </tr> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Transcript of Records</td> <td></td> <td></td> </tr> <tr> <td>2. Certificates of Relevant Training</td> <td></td> <td></td> </tr> <tr> <td>3. Service Record</td> <td></td> <td></td> </tr> <tr> <td>4. CS Eligibility</td> <td></td> <td></td> </tr> </tbody> </table> <p>c. Justification, if any, duly signed by Position/Designation Date Reason(s) _____</p> <p>d. 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.</p> <p>Certification Signed By _____ Position/Designation _____ Date _____ Name of School Head to be Reassigned to Other School _____ Plantilla Position Title _____ School Assignment _____</p>	Documents Submitted	Certified by DO Records Unit?			YES	NO	1. Transcript of Records			2. Certificates of Relevant Training			3. Service Record			4. CS Eligibility			
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EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name

Position/Designation

Signature Over Printed Name

Position/Designation

Signature Over Printed Name

Designant

Schools Division Superintendent

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if Failed)
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Signature Over Printed Name _____
Position/Designation _____

Signature Over Printed Name _____
Position/Designation _____

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name _____
Position/Designation _____

Signature Over Printed Name _____
Position/Designation _____

Regional Director

Signature Over Printed Name _____
Position/Designation _____

Signature Over Printed Name _____
Position/Designation _____

Department of Education
 DIVISION OF _____ REGION _____
APPLICATION FOR CONVERSION OF A REGULAR SCHOOL TO SCIENCE SCHOOL

EVALUATION SHEET

Annex D - 4c

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)																																						
1. The school must meet the performance rating including, but not limited to the following:	a. Certification of (NAT) Results for the past 3 years from the National Education and Testing Research Center (NETRC)/Bureau of Education Assessment.	<p style="text-align: center;">PER EVALUATION</p> <p>NAT Results for the past 3 years:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School Year</th> <th>Science MPS</th> <th>Overall MPS Rating</th> <th>Certified By (official from NETRC) Name</th> <th>Position/Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Awards earned or gained in Science and Mathematics Competitions (For the last 3 years)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Particulars</th> <th rowspan="2">Awards Earned</th> <th colspan="2">Certified By</th> </tr> <tr> <th>Name</th> <th>Position/Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	School Year	Science MPS	Overall MPS Rating	Certified By (official from NETRC) Name	Position/Designation																Particulars	Awards Earned	Certified By		Name	Position/Designation													
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Particulars	Awards Earned	Certified By																																							
		Name	Position/Designation																																						
2. Must offer a Science, Mathematics and English enriched curriculum to all students, in addition to the K to 12 curriculum.	a. Current School Program, signed by the School Head and approved by the Schools Division Superintendent (SDS). b. Copy of curriculum guide and special science curriculum.	<p>School Program Signed by _____ ; _____</p> <p>Position/Designation : _____ ; _____</p> <p>Approved by the SDS? : YES _____ NO _____</p> <p>School Year : _____ to _____</p> <p>Submitted Documents:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Curriculum Guide</th> <th>Special Science Curriculum</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Curriculum Guide	Special Science Curriculum																																					
Curriculum Guide	Special Science Curriculum																																								

REMARKS
(PASSED OR FAILED/
Pls. state reason, if Failed)

PER EVALUATION

REQUIRED DOCUMENTS

CRITERIA

3. School Head must possess any of the following:

- 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

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

Name of School Head : _____
 Position Title per PSISOP : _____
 Education Preparation : _____
 > Undergraduate : _____
 > Masteral degree : _____
 > Doctoral degree : _____
 Transcript of Records Certified by : _____
 Position/Designation : _____
 Office/School : _____
 Date : _____

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

Relevant/Special Trainings

Title of Training	Inclusive Dates of Attendance	No. of Hours	Conducted/ Sponsored By
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Total			

4. Teachers in Science and Mathematics of the school must possess the following:

- a. Graduates of Bachelor of Secondary Education degree major in Science/ Mathematics or its equivalent; and
- b. With relevant training in Science/ Mathematics for at least 40 hours;

a. Certified true copies of the Transcript of Records of Science and Mathematics teachers.

Science/Mathematics Teachers' Credentials:

Name of Teacher	Education Preparation based on TOR		PRC/LET Ratings on Science/Math	No. of hours of Relevant Training
	Degree Earned	Major		
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

b. 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.).

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ P/s. state reason, if failed)
	<p>c. Certified true copies of Certificate of Relevant Training attended by Teachers (e.g. Certification Program or other related trainings for non-major Math & Science teachers).</p> <p>d. Updated Teachers' Profile</p>	<p>Submitted Updated Teachers' Profile? YES _____ NO _____</p> <p>School Year : _____</p>	
<p>5. Crucial learning resources are adequate (e.g. science and computer laboratories, equipment, apparatus, instructional materials, references, etc.)</p>	<p>a. Certificate on the availability of learning resources signed by the school head attested by the SDS.</p> <p>b. Inventory of learning resources prepared by the School's Property Custodian, and validated by the School's Division Office.</p>	<p>a. Learning resources adequate? YES _____ NO _____</p> <p>Certification Signed By : _____</p> <p>Position/Designation : _____</p> <p>Date : _____</p> <p>Attested by : _____</p> <p>b. Inventory Prepared By : _____</p> <p>Position/Designation : _____</p> <p>Date : _____</p> <p>c. Inventory Validated By : _____</p> <p>Position/Designation : _____</p> <p>Office/Unit : _____</p> <p>Date : _____</p>	
<p>6. The proposed conversion of the school must be supported by the LGU.</p>	<p>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.</p>	<p>Sangguniang Bayan/Panlungsod Resolution No. _____ Date : _____</p> <p>Approved By : _____</p> <p>Position/Designation : _____</p> <p>Proposed Name of School : _____</p> <p>Resolution stipulates the willingness of the LGU to support the conversion of school? YES _____ NO _____</p>	

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)
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EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Schools Division Superintendent
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VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Signature Over Printed Name Position/Designation	Regional Director
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Department of Education
 DIVISION OF _____ REGION _____
APPLICATION FOR CONVERSION OF A REGULAR SCHOOL TO TECHNICAL-VOCATIONAL SCHOOL

EVALUATION SHEET

Annex D - 4d

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <i>(PASSED OR FAILED/ P/s. state reason, if failed)</i>								
<p>1. Must offer technical-vocational course aligned with TESDA Training Regulations, in addition to the K to 12 curriculum.</p>	<p>a. Current School Program, signed by the School Head and approved by the Schools Division Superintendent (SDS).</p> <p>b. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum.</p> <p>c. Approval from the Office of the Undersecretary for Programs on the technical-vocational course to be offered by the school, aligned with TESDA Training Regulations.</p>	<p>School Program Signed by _____ Position/Designation : _____</p> <p>Approved by the SDS? : YES _____ NO _____ School Year : _____ to _____</p> <p>Submitted Documents:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Curriculum Guide</th> <th style="width: 30%;">Special Technical-Vocational Curriculum</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td style="text-align: center;">1. _____</td> </tr> <tr> <td>_____</td> <td style="text-align: center;">2. _____</td> </tr> <tr> <td>_____</td> <td style="text-align: center;">3. _____</td> </tr> </tbody> </table> <p>Technical-vocational Course to be Offered Approved by : _____ Position/Designation : _____</p> <p>Aligned with TESDA Training Regulations? YES _____ NO _____</p>	Curriculum Guide	Special Technical-Vocational Curriculum	_____	1. _____	_____	2. _____	_____	3. _____	
Curriculum Guide	Special Technical-Vocational Curriculum										
_____	1. _____										
_____	2. _____										
_____	3. _____										
<p>2. The technical-vocational course being offered must be relevant to the needs of the community/local industry.</p>	<p>a. Certification by the School Head that the technical-vocational course being offered:</p> <ol style="list-style-type: none"> 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. <p>b. Feasibility Study, duly recommended by the SDS, indicating the following:</p>	<p>a. Certification Signed By _____ Position/Designation : _____ Date : _____</p> <p>Technical-Vocational Courses Being Offered</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ <p>The Certification specifies that the technical-vocational courses being offered by the school are:</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">1. Relevant to the needs of the community/local industry.</td> <td style="width: 20%;">YES _____ NO _____</td> </tr> <tr> <td>2. Has available localized curriculum in partnership with local industries.</td> <td>YES _____ NO _____</td> </tr> <tr> <td>3. Based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.</td> <td>YES _____ NO _____</td> </tr> </table> <p>b. Feasibility Study Prepared By _____ Designation/Position : _____ Office/School : _____ Proposed Name of School : _____ Address/location : _____ Recommended by the SDS? YES _____ NO _____ Date Endorsed : _____</p>	1. Relevant to the needs of the community/local industry.	YES _____ NO _____	2. Has available localized curriculum in partnership with local industries.	YES _____ NO _____	3. Based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.	YES _____ NO _____			
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3. Based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.	YES _____ NO _____										

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ P/s state reason, if failed)																																						
	1. Need to convert into a Technical Vocational School;	b.1 Justification on the need for conversion to technical-vocational school: <i>(must come from the contents of feasibility study)</i> _____ _____ _____																																							
2. Current and projected enrolment for a period of five (5) years;	b.2 <table border="1" data-bbox="1045 750 1268 1657"> <thead> <tr> <th rowspan="2">Technical-Vocational Course</th> <th colspan="5">CURRENT AND PROJECTED NUMBER OF ENROLLEES</th> </tr> <tr> <th>Year 1 (Current)</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Technical-Vocational Course	CURRENT AND PROJECTED NUMBER OF ENROLLEES					Year 1 (Current)	Year 2	Year 3	Year 4	Year 5	1.						2.						3.						TOTAL						b.3 Document presented showing proof on the demand to open a Technical-Vocational Course: _____ _____ _____				
Technical-Vocational Course	CURRENT AND PROJECTED NUMBER OF ENROLLEES																																								
	Year 1 (Current)	Year 2	Year 3	Year 4	Year 5																																				
1.																																									
2.																																									
3.																																									
TOTAL																																									
3. Demand to Open a Technical-Vocational course;	4. Organizational Structure;	b.4 Organizational Structure/Staffing Complement <table border="1" data-bbox="598 750 853 1545"> <thead> <tr> <th rowspan="2">Position Title</th> <th colspan="3">No. of Positions</th> <th rowspan="2">Total</th> </tr> <tr> <th>Nationally-paid</th> <th>Locally-paid</th> <th></th> </tr> </thead> <tbody> <tr> <td>School Principal</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Master Teacher I/II</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Teacher I/II/III</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative Assistant</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- and Others</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Position Title	No. of Positions			Total	Nationally-paid	Locally-paid		School Principal					Master Teacher I/II					Teacher I/II/III					Administrative Assistant					- and Others					TOTAL					
Position Title	No. of Positions			Total																																					
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Master Teacher I/II																																									
Teacher I/II/III																																									
Administrative Assistant																																									
- and Others																																									
TOTAL																																									
5. School Development Plan; and	6. Proposed Budget/Budgetary Requirements.	b.5 School Development Plan > Prepared By : _____ > Position/Designation : _____ > Office : _____ > Date : _____ b.6 Proposed Budget/Budgetary Requirements (must be supported with breakdown) > Personal Services : Php _____ > MOOE : Php _____ > Capital Outlay : Php _____ TOTAL : Php _____ Budget Proposal to be Allocated in Multi-Year? _____ If yes, how many years? _____ Source of Fund for the initial operation of the proposed school : _____ DepED _____ LGU _____																																							

PER EVALUATION

REMARKS
(PASSED OR FAILED/
Pls. state reason, if failed)

CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

3. School Head must have a specialization in the technical-vocational course, in addition to the DepED and CSC requirements for a regular School Head item.

a. Name of School Head
Position Title per PSIPOP
Education Preparation/Major TOR Certified by
Position/Designation
Office/School
Date

a. Certified true copy of the Transcript of Records TOR of School Head.
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.

b. Technical-Vocational Course attained by the School Head
TESDA Certificate signed by
Position/Designation
Office
Date

4. Technical-vocational Teachers must have a specialization in the technical-vocational course being offered; and must be at least NC II holders as assessed by TESDA

a. Certified true copies of the Transcript of Records of Technical-Vocational Teachers.
b. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special technical-vocational skills.
c. Copies of PRC-LET Rating of teachers indicating their field of specialization/ concentration.
d. Updated Teachers' Profile.

Name of Teacher	Education Preparation based on TOR		NC or Higher Certificate issued by TESDA	PRC/LET Ratings on Tech-Voc
	Degree Earned	Major		
1.				
2.				
3.				
4.				
5.				
6.				

Submitted Updated School Profile? YES _____ NO _____
School Year : _____

5. Relevant learning resources are adequate (e.g. laboratories, equipment, apparatus, instructional materials, references, etc.)

a. Inventory of relevant learning resources per specialization prepared by the School's Property Custodian, and validated by the Schools Division Office.

b. Inventory Prepared By : _____
Position/Designation : _____
Date : _____
Inventory Validated By : _____
Position/Designation : _____
Office/Unit : _____
Date : _____

PER EVALUATION

REMARKS
(PASSED OR FAILED/
Pls. state reason, if failed)

CRITERIA	REQUIRED DOCUMENTS																
<p>- Laboratory/workshop must meet the training facilities for the specialization per TESDA training Regulations.</p>	<p>b. Certification from the School Head that the relevant resources of the school are adequate, duly noted by the SDS.</p>	<p>a. Relevant learning resources adequate? YES _____ NO _____</p> <p>Certification Signed By _____</p> <p>Position/Designation _____</p> <p>Date _____</p> <p>Duly noted by the SDS? YES _____ NO _____</p>															
<p>6. The proposed conversion of the school must be supported by the LGU.</p>	<p>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.</p>	<p>Sangguniang Bayan/Panlungsod Resolution No. _____ Date : _____</p> <p>Approved By _____</p> <p>Position/Designation _____</p> <p>Proposed Name of School _____</p> <p>Resolution stipulates the willingness of the LGU to support the conversion of school? YES _____ NO _____</p>															
<p>7. Must have LGU financial support, in case the school's fund is not adequate for its daily operation as technical-vocational school.</p>	<p>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.</p>	<p>LGU Certification Signed By _____</p> <p>Position/Designation _____</p> <p>Date _____</p> <p>LGU Support</p> <table border="1" data-bbox="614 739 869 1736"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>a. Construction of new school building/classrooms</td> <td>PHP _____</td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, textbooks,</td> <td>_____</td> </tr> <tr> <td>c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget</td> <td>_____</td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel,</td> <td>_____</td> </tr> <tr> <td>e. Other LGU support</td> <td>_____</td> </tr> <tr> <td>TOTAL</td> <td>PHP _____</td> </tr> </tbody> </table> <p>Availability of Funds Certified by _____</p> <p>Position/Designation _____</p> <p>Office _____</p> <p>Date Approved _____</p>	Particulars	Amount	a. Construction of new school building/classrooms	PHP _____	b. Procurement of educational facilities, furniture, textbooks,	_____	c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget	_____	d. Salaries of teaching and non-teaching personnel,	_____	e. Other LGU support	_____	TOTAL	PHP _____	
Particulars	Amount																
a. Construction of new school building/classrooms	PHP _____																
b. Procurement of educational facilities, furniture, textbooks,	_____																
c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget	_____																
d. Salaries of teaching and non-teaching personnel,	_____																
e. Other LGU support	_____																
TOTAL	PHP _____																
<p>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.</p>	<p>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</p>	<p>a. Document Submitted _____</p> <p>In favor or in the name of DepED? YES _____ NO _____</p> <p>Address/Location _____</p> <p>Size of school site (in square meters) _____</p> <p><i>e.g. Deed of Donation</i></p>															

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if failed)
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.	b. Justification from the SDS in case the required size of technical-vocational school site cannot be met.	b. Justification, if any, duly signed by _____ : Position/Designation _____ : Reason(s) _____ : _____ _____ _____ _____ _____	

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

 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

 School's Division Superintendent

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

 Signature Over Printed Name
 Position/Designation

 Signature Over Printed Name
 Position/Designation

 Signature Over Printed Name
 Position/Designation

APPROVED:

 Signature Over Printed Name
 Position/Designation

 Signature Over Printed Name
 Position/Designation

 Signature Over Printed Name
 Position/Designation

 Regional Director

Annex E-1

DOCUMENT: **Sample MOA Template
on Establishment of Schools**
PREPARED BY:
DATE:

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

LGU

By:

By:

NAME

Schools Division Superintendent

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:

NAME	EVIDENCE OF IDENTITY	DATE/PLACE ISSUED
-------------	-----------------------------	--------------------------

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 _____

Annex E-2

DOCUMENT: Sample MOA Template on Separation of School Annex PREPARED BY: DATE:

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 _____;

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

SCHOOL ANNEX

By:

By:

NAME

Position/Designation

NAME

Position/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:

NAME EVIDENCE OF IDENTITY DATE/PLACE ISSUED

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 _____

Annex E-3

DOCUMENT: **Sample MOA Template
on Merging of Schools**
PREPARED BY:
DATE:

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/a 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.

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

School II

By:

By:

NAME

Designation

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

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

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

NAME	EVIDENCE OF IDENTITY	DATE/PLACE ISSUED
------	----------------------	-------------------

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 _____

Annex E-4

DOCUMENT: Sample MOA Template on Conversion to Integrated School PREPARED BY: DATE:
--

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

Secondary School

By:

By:

NAME

Designation

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:

NAME	EVIDENCE OF IDENTITY	DATE/PLACE ISSUED
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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. _____
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Book No. _____
Series of _____

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

CAO	Chief Administrative Officer
CEPS	Chief Education Program Supervisor
CO	Capital Outlay
COA	Commission on Audit
CSC	Civil Service Commission
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DepED	Department of Education
DOST	Department of Science and Technology
DREC	Division Review and Evaluation Committee
EBEIS	Enhanced Basic Education Information System
EFD	Education Facilities Division
EPS	Education Program Supervisors
ESEP	Engineering and Science Education Program
FMS	Financial and Management Service
FS	Finance Service
GAA	General Appropriations Act
GASTPE	Government Assistance to Students and Teachers in Private Education
ID	Identification
IS	Integrated School
IT	Information Technology
K to 12	Kindergarten to Grade 12
LET	Licensure Examination for Teachers
LGU	Local Government Unit
MANCOM	Management Committee
MG	Multi-Grade
MGB	Mines and Geosciences Bureau
MOA	Memorandum of Agreement
MOOE	Maintenance and Other Operating Expenses
MPS	Mean Percentage Score
NAT	National Achievement Test
NC	National Certificate
NEDA	National Economic and Development Authority

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