



Republic of the Philippines
Department of Education
CARAGA REGION

May 01, 2020

REGIONAL MEMORANDUM

No. 200, s. 2020

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisor
School Heads
This Region

ALTERNATIVE MODALITY IN THE APPLICATION FOR ESTABLISHMENT,
MERGING, CONVERSION, AND SEPARATION OF PUBLIC SCHOOLS;
AND APPLICATION FOR ESTABLISHMENT AND RECOGNITION
OF PRIVATE LEARNING INSTITUTIONS SERVING
INDIGENEOUS PEOPLES LEARNERS

1. In DepEd Memorandum No. 043, s. 2020, which is entitled "Guidelines on the Alternative Work Arrangement in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures", the department is hereby implementing the observance of stringent social distancing measures in all DepEd offices, Units, and Schools in order to protect each official, teaching and non-teaching personnel of DepEd, the immediate community, and to achieve public health objectives such as the mitigation of the scale and speed of community transmission of COVID-19.
2. The guidelines on the work arrangement in the Department of education is in compliance to the Memorandum issued by the office of the President (OP) which is entitled "Stringent Social Distancing Measures and Further Guidelines for the Management of the COVID-19 Situation", and citing Joint Resolution Nos. 11 and 12 (s. 2020) of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF).
3. Thus, to continue the delivery of DepEd essential services, this office hereby informs the field on the alternative modality in the application for establishment, merging, conversion, and separation of public schools; and application for establishment and recognition of private learning institutions serving indigenous peoples learners, to wit:

Process	Procedure	Responsible Person	Modality
Application for Establishment, Merging, Conversion,	Submission of Scanned Documentary Requirements	Chief, EPS, ADAS of SDOs	Email the Scanned Required Documents along with the endorsement letter signed by the SDS to



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2020-05-4844

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

and Separation of Public Schools; and Application for Recognition of Private Learning Institutions Serving Indigenous Peoples Learners			caraga.records@deped.gov.ph and copy furnished to qad_caraga@deped.gov.ph (The order of scanned documents to be submitted shall be followed from the checklist stipulated in DO 40, s. 2014)
	Evaluation of Documents and Compliance of Documentary Requirements	Chief, EPS, ADAS of QAD, RO	Email the Scanned Evaluation Sheets signed by the EPS In-charge and the Chief, along with the Endorsement Letter signed by the Regional Director
	Conduct of Ocular Inspection	Regional and Division Inspectorate Teams	Video Teleconferencing through Google Meet, Google Hangouts, or Facebook/Messenger. Softcopies like videos and pictures of the school facilities and other crucial resources shall be emailed to the aforementioned email address.
	Issuance of Approval or Provisional Permit to Operate	RD, Chief, EPS of RO	Electronic Approval of the Permit to operate whenever hard copies are not available for approval

4. The SDOs shall adhere on the timelines in the processing of applications in operating public and private schools in the region which is stipulated in Regional Order No. 27, s. 2019, to wit:

Process	Timeline		
	Public	Private	
		Establishment	Recognition/ Renewal
Deadline of Submission to SDO	April 30	July 30	August 30
Deadline of Submission to Regional Office	July 8	August 30	September 30
Notifications of Deficiencies to schools from RO	July 31	September 30	October 31
Compliance of Deficiencies of Schools to RO	August 30	October 31	November 30
RO Conduct of Ocular Inspection	September 30	November 30	December 15

Compliance of Deficiencies of Schools to RO	November 30	December 15	February 28
Issuance of Approval or Provisional Permit to Operate/Recognition	December 31	February 28	March 31

5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
 OIC – Regional Director
 

Encls.: As Stated

Reference: DepEd Memorandum No. 043, s. 2020; RO No. 27, s. 2019

To be indicated in the Perpetual Index under the following subjects:

APPLICATION ESTABLISHMENT RECOGNITION MODALITY

QAD/eme
05/01/2020