



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII (CARAGA)
Butuan City



January 26, 2018

REGIONAL MEMORANDUM

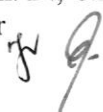
No. 056, s. 2018

POLICY ON RENAMING OF PUBLIC SCHOOLS



To : Schools Division Superintendents
SGOD Chief
All Others Concerned
This Region

1. The field is hereby reiterated of the policy in the renaming of public schools. Pursuant to Section 99 (d) of R.A. No. 7160 otherwise known as the Local Government Code, now the Local Sanggunian has the power to rename or change the name of the public school through an ordinance.
2. Under the said Code, the Local School Board, as one of its functions, can recommend by way of resolution to the Local Sanggunian the change of name of any public school.
3. Section 13 of the Code likewise provides, that it is required that consultation with the National Historical Commission of the Philippines (formerly Philippine Historical Commission), NHCP Bldg. T.M. Kalaw St. Ermita, Manila, must be undertaken prior to the passage or enactment of the ordinance by the Local Sanggunian to ensure that it is properly considered in the discussions and consideration of any relevant proposed ordinance.
4. Enclosed is the copy of the Guidelines in the Naming and Renaming of Public Schools for information and guidance.
5. Wide dissemination of this memorandum is enjoined.


BEATRIZ G. TORNO, Ph. D., CESO IV
Regional Director 

Enclosure : as stated
Reference: Local Government Code
R.O.No. 04, s. 2013

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

RENAMING OF SCHOOLS

LEGISLATION

POLICY/RULES & REGULATIONS

GUIDELINES IN NAMING AND RENAMING OF PUBLIC SCHOOL

1. Renaming of public school can be made only upon the recommendation of the concerned Local School Board (LSB) concerned.
 2. National schools can be renamed also by the Office of the President or the Congress of the Philippines.
 3. Schools named after the province or municipality are considered appropriately named and therefore shall not be renamed except for valid reasons.
 4. The old name of schools 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 name.
 5. The school may be named or renamed to honor a person or family who contributed to the welfare of the school/community children like the owner of the school site.
 6. No schools may be named after a living person.
 7. 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, named after Presidents cannot be renamed after Senators).
 8. 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.
 9. Proposed name must have historical and cultural significance and must contribute to the positive development of national pride through the good example exhibited by the name being used.
 10. Local Government Unit cannot rename the school if the original name was created by an act of Congress or by a proclamation of the president of the Philippines.
-

