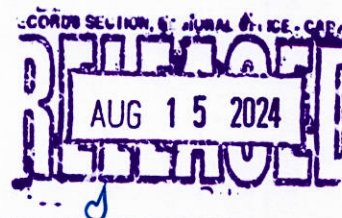




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. 0818, s. 2024

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF OCULAR INSPECTIONS FOR INTEGRATED SCHOOL
THROUGH EXPANSION

1. This office hereby informs the field of the schedule of the conduct of ocular inspections to public schools applying for integrated school through expansion in Cabadbaran City and Bayugan City Divisions.
2. The schedule for ocular inspections of the schools, to wit:

Date	School	Type of Application	Division	Inspectorate Team
August 19, 2024	Maygatasan National High School , Brgy. Maygatasan, Bayugan City	Integrated School Through Expansion	Bayugan	Elan M. Elpidang, PhD Willy C. Dumpit, PhD
	San Agustin National High School , Brgy. San Agustin, Bayugan City	Establishment of National High School	Bayugan	Elan M. Elpidang, PhD Willy C. Dumpit, PhD
August 20, 2024	Comagascas Integrated School , Brgy. Comagascas, Cabadbaran City	Integrated School Through Expansion	Bayugan	Elan M. Elpidang, PhD Willy C. Dumpit, PhD

3. For more information, please contact Elan M. Elpidang, Education Program Supervisor of Quality Assurance Division (QAD) through elan.elpidang@deped.gov.ph or at telephone number (085) 342-5959.



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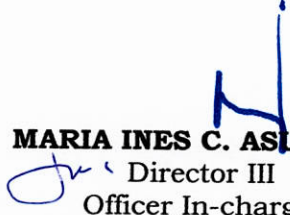
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4. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

Encls: None

Reference: None

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

ASSESSMENT

EVALUATION

FACILITIES

SCHOOLS

QAD/eme
08/12/2024



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**APPLICATION FOR CONVERSION OF ELEMENTARY/SECONDARY SCHOOL(S)
INTO AN INTEGRATED SCHOOL THROUGH EXPANSION
OF EXISTING SCHOOL**

Requesting Office/School : COMAGASCAS ELEMENTARY SCHOOL
Name of Proponent : Jiecyll S. Butal
Position/Designation : Principal I
Proposed Name of School : Comagascas Integrated School
Address : Brgy. Comagascas, Cabadbaran City

CHECKLIST OF DOCUMENTS

- ___/___ 1. DepEd School ID of the existing school
___/___ 2. Letter request to convert a school into an Integrated School addressed to the Schools Division Superintendent
___/___ 3. Feasibility Study on the proposed expansion of school, duly recommended/endorsed by SDS:
___/___ 4. IS Implementation Plan 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. Operational Plan regarding curriculum and instructional supervision of the proposed IS
___/___ d. School Site Development Plan to include proposed school buildings, as needed.
___/___ 5. 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.
___/___ 6. Inventory of Learning Resources prepared by the school's property custodian as validated by the Schools Division Office.
___/___ 7. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school(s).
___/___ 8. Updated Status Report with regard to the schools existing crucial resources.
___/___ 9. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school into an IS, duly approved by the Municipal/City Mayor indicating therein the proposed name of the school.
___/___ 10. 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 for at least five (5) years or until such time that such funds are incorporated in the national budget.
___/___ 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 or Transfer of Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site.
___/___ 12. Designation Order for the proposed school head



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- ___/___ 13. Transcript of Records, Certificate of Relevant Training, Service Records, and Civil Service Eligibility of the Proposed School Head, duly certified as true copies by the Division Office's Records Units.
- ___n/a___ 14. Justification by the SDS in case the proposed School Head does not meet the Qualification Standards for School Head Item for Secondary School.

Findings:

- Submitted complete documentary requirements.

Recommendation:

Subject for Ocular Inspection

Documents Evaluated by:

ELAN M. ELPIDANG, Ph.D.
EPS, QAD

Noted:


PEDRO TENEBRO ESCOBARTE, JR.
Director III/Assistant Regional Director



Republic of the Philippines
Department of Education
CARAGA REGION

**APPLICATION FOR ESTABLISHMENT OF PUBLIC
ELEMENTARY/SECONDARY SCHOOLS**

Requesting Office/School : MAYGATASAN NATIONAL HIGH SCHOOL
Name of Proponent(s) : Cirilo E. Tanjay
Position/Designation : Brgy. Captain
Proposed Name of School : MAYGATASAN NATIONAL HIGH SCHOOL
Address : Barangay Maygatasan, Bayugan City

CHECKLIST OF DOCUMENTS

- / 1. Letter request to open a school address 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 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
- / 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
- N/A 6. Justification on the need for the establishment of an MG school, if necessary.
- N/A 7. Justification by the SDS on the need to establish a public school to cater to the elementary graduates/students who cannot afford to enroll in private school.
- / 8. Map, preferably drawn to scale, showing the distances of 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 the rural areas) and 1-km radius (for the urban areas) from any existing public elementary/secondary school
- N/A 10. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary.



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/ 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 or Transfer of Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site; or

n/a 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 Services.

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

/ 18. Bureau of Fire Protection Certificate

/ 19. Inspection Report from the Division In-Charge Facilities Section, in case classrooms are already constructed.

/ 20. Duly Notarized MOA by and between SDS and LGU, represented by Municipality/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. 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/Panlalawigan/Panglungsod Resolution for the purpose.

n/a 22. Certification from the SDS that the Division Office has sufficient funds 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 PSIPOP and name of school, if any.

Findings:

Submitted complete documentary requirements.

Recommendations:

For ocular inspection

Evaluated by:

ELAN M. ELPIDANG, Ph.D.
EPS, QAD

Noted by:

PEDRO TENEBRO ESCOBARTE, JR.
Director III/Assistant Regional Director



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**APPLICATION FOR ESTABLISHMENT OF PUBLIC
ELEMENTARY/SECONDARY SCHOOLS**

Requesting Office/School : SAN AGUSTIN NATIONAL HIGH SCHOOL
Name of Proponent(s) :
Position/Designation :
Proposed Name of School : SAN AGUSTIN NATIONAL HIGH SCHOOL
Address : Barangay San Agustin, Bayugan City

CHECKLIST OF DOCUMENTS

- / 1. Letter request to open a school address 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 separate a school annex
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- / 9. Certification from the Municipal/City Engineer that the proposed school is not within the 2-km radius (for the rural areas) and 1-km radius (for the urban areas) from any existing public elementary/secondary school
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For ocular inspection

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Noted by:

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