



Republic of the Philippines
Department of Education
CARAGA REGION



February 16, 2021

REGIONAL MEMORANDUM

No. 085, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENT
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, SGOD AND CID
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISOR
SCHOOL HEADS
This Region

CONDUCT OF RE-OCULAR INSPECTION FOR THE ESTABLISHMENT OF PUBLIC
SCHOOLS, S.Y. 2020-2021

1. This office hereby informs the field on the conduct of Re-ocular inspection to DepEd schools applying for establishments of Public Schools in Butuan City Division and Cabadbaran City Division.
2. The Division Monitoring and Evaluation (M&E) Team Members shall go with the Regional Inspectorate Team. Furthermore, faculty and staff of the schools to be inspected shall be present during the said inspection for validation purposes. Moreover, external stakeholders can be invited during the inspection for revalidation of the documents, particularly, when it comes to the site ownership documents.
3. The school head or representative of the schools shall prepare their school facilities, other crucial resources, and the updated documents, and present to the Regional Inspectorate Team (RIT) during the inspection.
4. Listed below are the schools subject for Re-Ocular Inspection, to wit:

Date	School	Division	Inspectorate Team
March 9, 2021	Salvacion Elementary School, Brgy. Salvacion, Butuan City	Butuan City	Gilbert L. Gayrama, CESE Elan M. Elpidang, Ph.D. Celsa M. Cataluña, Ph.D. Jesus D. Nono, Ph.D. Edmund D. Mendoza, Ph.D. (Alternate)
	Baobaoan Elementary School, Brgy. Baobaoan, Butuan City		
	Tagabaca Elementary School, Brgy. Upper Tagabaca, Butuan City		
	Maon Elementary School, Brgy. Maon, Butuan City		
	Ambago Central Elementary School, Butuan City		



Address: J.P. Rosales Avenue,
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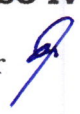


2021-02-1798

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DepEdRO13-REC-013/R3/02-18-2020

March 10, 2021	West Central Elementary School, Butuan City		Gilbert L. Gayrama, CESE Elan M. Elpidang, Ph.D. Virgie A. Seña, Ph.D. Edmund D. Mendoza, Ph.D. Jesus D. Nono, Ph.D. (Alternate)
	Villa Cananga Elementary School, Villa Cananga Butuan City		
	Bancasi Elementary School, Bancasi, Butuan City		
	Doongan Elementary School, Brgy. Doongan, Butuan City		
March 11, 2021	Chief Justice Ramon Avancenla Integrated School, Brgy. Mahaba, Cabadbaran City	Cabadbaran City	Gilbert L. Gayrama, CESE Elan M. Elpidang, Ph.D. Marygold C. Silao, Ph.D. Jesus D. Nono, Ph.D. Edmund D. Mendoza, Ph.D. (Alternate)
	Antonio C. Dagani Integrated School, Brgy. Tolosa, Cabadbaran City		
	Antonio B. Dagani Integrated School, Brgy. Mabini, Cabadbaran City		

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


DR. EVELYN R. FETALVERO, CESO IV
 Director III
 Office of the Regional Director 

Encls.: NONE

Reference: NONE

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

VIRTUAL RE-OCULAR INSPECTION PUBLIC SCHOOLS

QAD/eme
 02/16/2021



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **CHIEF JUSTICE RAMON AVANCENIA INTEGRATED SCHOOL**
Name of Proponent : **LILEBETH DELABAHAN**
Position/Designation : **SCHOOL HEAD**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **Brgy. Mahaba , Cabadbaran City**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
☐ a. Justification on the need to convert a school,
☐ b. Proposed Organizational Structure,
☐ c. Proposed School Development Plan,
☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☐ 3. Division Inspection Report signed by SDS.
☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.,
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☐ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☒ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan.
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☐ 12. Map preferably drawn to scale showing the catchment area.
☐ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the school lacks the following documentary requirements:

1. The school has attached an Original Certificate of Title (OCT) in the name of Sanghan Elementary School (now renamed as Ramon Avancenian Integrated School) with a lot area of 9,669 square meters.
2. The school has not attached a picture of Grade 9 classroom to be used for the incoming Grade 9 students for the SY 2020-2021.
3. Grade 7 classroom is a makeshift classroom.
4. The school has a clinic, science and HE laboratory, library, and ICT room.
5. MOA shall be notarized.



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Recommendation:

Based from the findings after the evaluation of the documents submitted, the undersigned recommend that Chief Justice Ramon Avancia Integrated School shall be given an Approval Permit to Operate for school year 2021-2022, however, the school shall still be subject for re-ocular inspection sometime in March 2021, before the permit will be issued.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief

2/15/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **ALFONSO B. DAGANI INTEGRATED SCHOOL**
Position/Designation :
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **Brgy. Mabini, Cabadbaran City**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
- ☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
- ☐ a. Justification on the need to convert a school,
 - ☐ b. Proposed Organizational Structure,
 - ☐ c. Proposed School Development Plan,
 - ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
- ☐ 3. Division Inspection Report signed by SDS.
- ☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.,
- ☐ 5. List of prospective enrollees.
- ☐ 6. Justification by the SDS on the need to convert a school.
- ☐ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
- ☐ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
- ☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
- ☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
- ☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
- ☐ 12. Map preferably drawn to scale showing the catchment area.
- ☐ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted and validation during the Virtual Ocular Inspection, the following were noted and observed:

1. The school has a lot area of 8,854 sq. m which is a little bit short of the minimum requirement of 1 hectare. However, justification from the SDS shall be provided or issued.
2. The school has already 55 grade 7 learners for this school year 2020-2021, with two teachers. Moreover, the school has 75 grade 6 learners who are all probable to enroll in grade 7 in the said school.
3. It has 8 units of computers which are all functional
4. Science and HE laboratories are all available
5. Justification of LOT Area shall be secured since it doesn't satisfy the minimum of 1 hectare.
6. The grade 7 learners are currently enrolled in Cabadbaran City NHS as the mother school.
7. The school shall at least construct 1 more classroom to cater the learners in JHS for the next school year 2021-2022.



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Recommendation:

Based from the findings after the evaluation and validation of the documents submitted and during the Virtual Ocular Inspection (VOI), the undersigned, hereby recommend that Alfonso B. Dagani Integrated School shall be given **Approval Permit to Operate** which starts the validity next SY 2021-2022. However, it was recommended that the school shall still be subject for Onsite Re-ocular Inspection sometime in March 2021, before the permit shall be issued.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CES
QAD Chief

4/15/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **ANTONIO C. DAGANI INTEGRATED SCHOOL**
Name of Proponent :
Position/Designation :
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **Brgy. Tolosa, Cabadbaran City**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
 ☐ a. Justification on the need to convert a school,
 ☐ b. Proposed Organizational Structure,
 ☐ c. Proposed School Development Plan,
 ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☐ 3. Division Inspection Report signed by SDS.
☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.,
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☐ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☐ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☐ 12. Map preferably drawn to scale showing the catchment area.
☐ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, and validation during the Virtual Ocular Inspection of the RIT, the following were noted and observed:

1. The school has a total of 755 learners from kinder to grade 6, while there are 57 grade 7 learners for this school year 2020-2021.
2. There are two existing classrooms for junior high level
3. The school owned the school site with an area of more than 1 hectare.
4. The school is lacking of equipments and laboratories.
5. The mother school is the Cabadbaran City NHS.
6. SEF worth 50,000 is to be allocated to the school.
7. MOA shall be executed for materials and equipment to be given to the school.
8. The school has a total of 101 grade 6 students who are all probable to enroll in grade 7 in the school next school year 2021-2022.



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Recommendation:

Based from the findings after the evaluation and validation of the documents submitted and during the Virtual Ocular Inspection (VOI), the undersigned, hereby recommend that Antonio C. Dagani Integrated School shall be given **Approval Permit to Operate** which starts the validity next SY 2021-2022. However, it was recommended that the school shall be subject for Onsite Re-ocular Inspection, before the permit shall be issued.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **BANCASI INTEGRATED SCHOOL**
Name of Proponent : **MARIVIC M. CUIZON**
Position/Designation : **HEAD TEACHER III**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **BANCASI, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
 ☐ a. Justification on the need to convert a school,
 ☒ b. Proposed Organizational Structure,
 ☒ c. Proposed School Development Plan,
 ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☒ 3. Division Inspection Report signed by SDS.
☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☐ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☐ 12. Map preferably drawn to scale showing the catchment area.
☒ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. Makeshift classrooms are used as Secondary Classrooms.
2. Five (5) secondary teachers are currently deployed in the school.
3. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Bureau of Public School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
4. Division inspection report shall be attached
5. Proposed organizational structure shall be attached
6. School development plan shall also be attached
7. Updated status report with regards to the school existing crucial resources.



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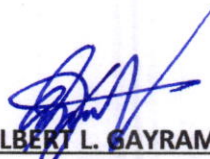
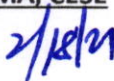
Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Bancasi Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:


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

Noted:


GILBERT L. GAYRAMA, CESE
QAD Chief 



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **BAOBAOAN INTEGRATED SCHOOL**
Name of Proponent : **EPIFANIO C. SULAPAS**
Position/Designation : **HEAD TEACHER III**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **BAOBAOAN, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
 ☐ a. Justification on the need to convert a school,
 ☒ b. Proposed Organizational Structure,
 ☒ c. Proposed School Development Plan,
 ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☒ 3. Division Inspection Report signed by SDS.
☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☒ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☒ 12. Map preferably drawn to scale showing the catchment area.
☒ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. Elementary classrooms are used as Secondary Classrooms.
2. There is an ongoing construction of makeshift classroom for grade 8 students.
3. Please attach updated list of students for this school year 2020-2021.
4. Three (3) secondary teachers are currently deployed in the school.
5. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Bureau of Public School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
6. Division inspection report shall be attached
7. Proposed organizational structure shall be attached
8. School development plan shall also be attached
9. Updated status report with regards to the school existing crucial resources.



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Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Baobaoan Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief

2/18/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **DOONGAN INTEGRATED SCHOOL**
Name of Proponent : **DEBORAH C. MADAMBA**
Position/Designation : **PRINCIPAL II**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **P-9, UPPER DOONGAN, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
- ☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
- ☐ a. Justification on the need to convert a school,
 - ☒ b. Proposed Organizational Structure,
 - ☒ c. Proposed School Development Plan,
 - ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
- ☒ 3. Division Inspection Report signed by SDS.
- ☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
- ☐ 5. List of prospective enrollees.
- ☐ 6. Justification by the SDS on the need to convert a school.
- ☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
- ☒ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
- ☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
- ☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
- ☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
- ☐ 12. Map preferably drawn to scale showing the catchment area.
- ☒ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. Elementary classrooms are used as Secondary Classrooms.
2. Please attach updated list of students for this school year 2020-2021.
3. Eleven (11) secondary teachers are currently deployed in the school.
4. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Doongan Elementary School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
5. Division inspection report shall be attached
6. Proposed organizational structure shall be attached
7. School development plan shall also be attached
8. Updated status report with regards to the school existing crucial resources.



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Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Doongan Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief

2/18/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **MAON INTEGRATED SCHOOL**
Name of Proponent : **SYLVIA J. CABRERA**
Position/Designation : **PRINCIPAL III**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **P-3, MAON, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
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 - ☐ c. Proposed School Development Plan,
 - ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
- ☒ 3. Division Inspection Report signed by SDS.
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- ☐ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
- ☐ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
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- ☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
- ☐ 12. Map preferably drawn to scale showing the catchment area.
- ☐ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. Condemned school buildings were utilized/used as classrooms for grade 8 students and another condemned school building is to be used by incoming grade 9 learners for SY 2021-2022.
2. A total of 278 learners are currently enrolled this SY 2020-2021.
3. There are currently six (6) secondary teachers deployed in the school.
4. School site/lot is titled in the name of Maon Elementary School with an area of 10,889 sq.m.
5. Other crucial resources and facilities are not yet evident in the submitted additional documents.
6. Updated Division Inspection Report signed by SDS shall be attached.



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Republic of the Philippines
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CARAGA REGION

Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Maon Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:


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

Noted:


GILBERT L. GAYRAMA, CESE
QAD Chief 4/18/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **VILLA KANANGA INTEGRATED SCHOOL**
Name of Proponent : **CARLO P. NIETES**
Position/Designation : **PRINCIPAL I**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **VILLA KANANGA, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
 ☐ a. Justification on the need to convert a school,
 ☐ b. Proposed Organizational Structure,
 ☐ c. Proposed School Development Plan,
 ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☒ 3. Division Inspection Report signed by SDS.
☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☒ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☐ 12. Map preferably drawn to scale showing the catchment area.
☒ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. There is an ongoing construction of two classrooms intended for grade 7 and Grade 8.
2. six (6) secondary teachers are currently deployed in the school.
3. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Bureau of Public School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
4. Division inspection report shall be attached.
5. School site development plan has no signatures.



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CARAGA REGION

Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Villa Kananga Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief

2/18/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **TAGABACA INTEGRATED SCHOOL**
Name of Proponent : **CHARLO G. AYUBAN**
Position/Designation : **HEAD TEACHER III**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **TAGABACA, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
 ☐ a. Justification on the need to convert a school,
 ☐ b. Proposed Organizational Structure,
 ☐ c. Proposed School Development Plan,
 ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☒ 3. Division Inspection Report signed by SDS.
☒ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☒ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☐ 12. Map preferably drawn to scale showing the catchment area.
☒ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. There is an ongoing construction of two classrooms intended for grade 7 and Grade 8. No classroom for Incoming Grade 9 learners.
2. Three (3) secondary teachers are currently deployed in the school.
3. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Bureau of Public School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
4. Division inspection report shall be attached.
5. No sangguniang Bayan/Panglungsod Reslution supporting the establishment of the school.
6. School site development plan has no signatures.



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Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Tagabaca Inetgrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **SALVACION INTEGRATED SCHOOL**
Name of Proponent : **CARMELITA B. BAHADÉ**
Position/Designation : **PRINCIPAL I**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **SALVACION, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
 ☐ a. Justification on the need to convert a school,
 ☐ b. Proposed Organizational Structure,
 ☐ c. Proposed School Development Plan,
 ☐ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
☒ 3. Division Inspection Report signed by SDS.
☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
☐ 5. List of prospective enrollees.
☐ 6. Justification by the SDS on the need to convert a school.
☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
☐ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
☐ 9 Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
☐ 12. Map preferably drawn to scale showing the catchment area.
☒ 13. Updated status report with regards to the school existing crucial resources.

Findings:

After thorough evaluation of the documents submitted, the following observations were noted:

1. Two classrooms used as Grade 7 and Grade 8 classrooms. No more available classroom for incoming Grade 9 learners.
2. Three (3) secondary teachers are currently deployed in the school.
3. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Bureau of Public School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
4. Division inspection report shall be attached



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Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Salvacion Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief

2/18/21



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APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **AMBAGO INTEGRATED SCHOOL**
Name of Proponent : **HELENN C. PALEN**
Position/Designation : **PRINCIPAL III**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **AMBAGO, BUTUAN CITY**

CHECKLIST OF DOCUMENTS

- ☐ 1. Letter request to convert a school addressed to the Schools Division Superintendent
- ☐ 2. Feasibility Study, duly recommended/endorsed by SDS indicating the following:
- ☐ a. Justification on the need to convert a school,
 - ☐ b. Proposed Organizational Structure,
 - ☐ c. Proposed School Development Plan,
 - ☒ d. Proposed Five-Year Budgetary/Budget Requirements (to cover the Proposed school crucial resources).
- ☒ 3. Division Inspection Report signed by SDS.
- ☐ 4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of school.
- ☐ 5. List of prospective enrollees.
- ☐ 6. Justification by the SDS on the need to convert a school.
- ☒ 7. 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 in the name of DepEd, reflecting the size and boundaries of the school site; or Deed of Donation with an area of one hectare, in favor of DepEd,
- ☐ 8. School Site Development Plan. Construction of new school building as approved by the Sangguniang Bayan)
- ☐ 9. Sangguniang Bayan/Panlalawigan/Panlungsod Resolution for the Purpose.
- ☐ 10. Certification from the SDS that the Division Office has sufficient funds to cover resulting expenses if any.
- ☐ 11. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools, duly identified by the respective Item Number per PSIPOP and name of school.
- ☐ 12. Map preferably drawn to scale showing the catchment area.
- ☐ 13. Updated status report with regards to the school existing crucial resources.

Findings:

- After thorough evaluation of the documents submitted, the following observations were noted:
1. Old ALS and HE rooms are used as Grade 7 Classrooms. However, there are no more available classrooms for the Grade 8 and incoming Grade 9 learners.
 2. Six (6) secondary teachers are currently deployed in the school.
 3. No lot area ownership document that would show that the school is the rightful owner of the site. Tax declaration is attached in the name of Bureau of Public School, however, per DO 40, s. 2014, A.1.7, page 6, that tax declaration cannot be considered as substitute ownership document.
 4. Division inspection report shall be attached.
 5. Proposed five year budgetary requirements shall be signed by the signatories.



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Recommendation:

Based from the findings after thorough evaluation of the documents submitted, the undersigned recommend that **Ambago Integrated School** shall prepare their additional documents or other supporting documents for the revalidation or re-ocular inspection of the Regional Inspectorate Team sometime in February 2021.

Documents Evaluated by:

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

Noted:

GILBERT L. GAYRAMA, CESE
QAD Chief

2/18/21



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