



Republic of the Philippines
Department of Education
CARAGA REGION



SEP 10 2024

REGIONAL MEMORANDUM
No. **0913**, s. 2024

To: Schools Division Superintendent
All Others Concerned

ANNOUNCEMENT OF SCHOOLS ISSUED WITH APPROVAL TO OPERATE,
CALENDAR YEAR 2024

1. Pursuant to DepEd Order No. 40. S. 2014, this Office announces the public school in Caraga Region with issued **Approval to Operate**, for School Years 2024-2025 and 2025-2026.

2. The name of school with the important information are indicated below.

School	School Division Office	Approval to Operate No.	School Year Effectivity
1. San Agustin National High School , Brgy. San Agustin, Bayugan City	Bayugan City	JHS Public 005, s. 2024	2024-2025
2. Maygatasan National High School , Brgy. Maygatasan, Bayugan City	Bayugan City	JHS Public 004, s. 2024	2024-2025
3. Comagascas Integrated School , Brgy. Comagascas, Cabadbaran City	Cabadbaran City	IS Public 008, s. 2024	2025-2026

3. The Planning Officer of the School Division Offices of Cabadbaran City and Bayugan City shall be given a copy of this Approval to Operate for records updating of the said school. Should there be inconsistencies of the name of the school indicated in the Approval to Operate issued against what is reflected in the General Appropriations Act (GAA), the school head/Planning Officer must confer the same with the Schools Division Superintendent for appropriate action.

4. 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.

5. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director III
Officer In-charge
Office of the Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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24 93 0191

Encls.: None

Reference: DO No. 40, s. 2014

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

CERTIFICATION JUNIOR HIGH SCHOOL

PERMITS

QAD/eme

08/27 /2024



Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@deped.gov.ph

Website: caraga.deped.gov.ph



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Republic of the Philippines
Department of Education
CARAGA REGION

APPROVAL TO OPERATE

No. JHS Public 005, s. 2024

Considering the existence of the school and pursuant to Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001 and DepEd Order No. 40, s. 2014, this Office hereby grants Approval to Operate to **San Agustin National High School**, effective S.Y. 2024-2025 to be known as:

SAN AGUSTIN NATIONAL HIGH SCHOOL

Brgy. San Agustin Bayugan City

Division of Bayugan City

Specifically, it shall offer Grade 7-10 this SY 2024-2025. It is provided, however, that the curriculum program should comply with the standards and requirements of the Department of Education, Caraga Region.

The foregoing approval to operate is subject to the provisions of DepEd Order No. 40, s. 2014, on the establishment of new schools and non-compliance with the required standards and/or requirements of the Department of Education will subject this approval to operate for revocation and/or cancellation.

It is stipulated, moreover, that the authority hereby granted does not extend to any other annex or branch, whether located in the same municipality or city or in other municipalities within the Region.

Given this **27th day of August, 2024** at Teacher Development Center, Butuan City, Philippines.

Not valid
without seal or
with erasure or
alteration

MARIA INES P. ASUNCION

Director III
Officer-in-charge
Office of the Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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Republic of the Philippines
Department of Education
CARAGA REGION

APPROVAL TO OPERATE

No. JHS Public 004, s. 2024

Considering the existence of the school and pursuant to Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001 and DepEd Order No. 40, s. 2014, this Office hereby grants Approval to Operate to **Maygatasan National High School**, effective S.Y. 2024-2025 to be known as:

MAYGATASAN NATIONAL HIGH SCHOOL

Brgy. Maygatasan, Bayugan City

Division of Bayugan City

Specifically, it shall offer Grade 7-8 this SY 2024-2025 and gradual offering one grade level thereafter until grade 10. It is provided, however, that the curriculum program should comply with the standards and requirements of the Department of Education, Caraga Region.

The foregoing approval to operate is subject to the provisions of DepEd Order No. 40, s. 2014, on the establishment of new schools and non-compliance with the required standards and/or requirements of the Department of Education will subject this approval to operate for revocation and/or cancellation.

It is stipulated, moreover, that the authority hereby granted does not extend to any other annex or branch, whether located in the same municipality or city or in other municipalities within the Region.

Given this **27th day of August, 2024** at Teacher Development Center, Butuan City, Philippines.

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MARIA INES C. ABUNCION

Director III

Officer-in-charge

Office of the Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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Republic of the Philippines
Department of Education
CARAGA REGION

APPROVAL TO OPERATE

No. IS Public 008, s. 2024

Considering the existence of the school and pursuant to Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001 and DepEd Order No. 40, s. 2014, this Office hereby grants Approval to Operate to **Comagascas Elementary School**, effective S.Y. 2025-2026 to be known as:

COMAGASCAS INTEGRATED SCHOOL

Brgy. Comagascas, Cabadbaran City

Division of Cabadbaran City

Specifically, it shall offer Kindergarten and Grade 1-6, and Grade 7 on SY 2025-2026 and gradual offering one grade level thereafter until grade 10. It is provided, however, that the curriculum program should comply with the standards and requirements of the Department of Education, Caraga Region.

The foregoing approval to operate is subject to the provisions of DepEd Order No. 40, s. 2014, on the establishment of new schools and non-compliance with the required standards and/or requirements of the Department of Education will subject this approval to operate for revocation and/or cancellation.

It is stipulated, moreover, that the authority hereby granted does not extend to any other annex or branch, whether located in the same municipality or city or in other municipalities within the Region.

Given this **12th day of August, 2024** at Teacher Development Center, Butuan City, Philippines.

Not valid
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with erasure or
alteration

MARIA INES C. ASUNCION

Director III
Officer-in-charge

Office of the Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@depd.gov.ph
Website: caraga.depd.gov.ph



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MONITORING REPORT ON THE CONDUCT OF OCULAR INSPECTION TO PRIVATE/PUBLIC SCHOOLS

Division / School & Address	Program / Project Monitored	Comments, Findings & Observations	Recommendations
Maygatasan National High School, Brgy. Maygatasan, Bayugan City	Establishment of Public Secondary School	- The school has a total of 77 learners for this school year 2024-2025 - There are teaching and non-teaching personnel (4 teachers; 1-AO) - Feeder school: Maygatasan Elementary School - It has 4 available classrooms - The school has a lot area of 9,777 sq. m which is titled in the name of Maygatasan Elementary School.	For Approval to Operate
San Agustín National High School, Brgy. San Agustín, Bayugan City	Establishment of Public Secondary School	- The school has submitted a lot ownership documents which are under the CADT. - The school is offering already a complete secondary school from grade 7-12 - The school has a total of 124 learners from Grade 7-11 and 9 from grade 12 who are temporarily enrolled at Noli NHS. - It has a total of 6 classrooms - It has a total of 9 teachers for this SY 2024-2025	For approval to Operate

Comagascas Integrated School, Brgy. Comagascas, Cabadbaran City	Integrated School Through Expansion	• The school has a total of 397 learners from kinder to grade 6 levels for this school year 2024-2025. • It has a number of 15 teachers • Feeder schools are Cattugasan ES and Victory ES • The school site is titled in the name of Comagascas ES with an area of 16,532 sq m.	For Approval to Operate
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Prepared by:

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

Noted by:

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

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@deped.gov.ph

Website: caraga.deped.gov.ph



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Republic of the Philippines
Department of Education
CARAGA REGION

**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
- / 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.

/ 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 Approval to Operate

Evaluated by:

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

Noted by:

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



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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Republic of the Philippines
Department of Education
CARAGA REGION

**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

- ___/___ 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:

For Approval to Operate

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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Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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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 Approval to Operate

Evaluated by:

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

Noted by:

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



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