



Republic of the Philippines
Department of Education
CARAGA REGION



April 26, 2021

REGIONAL MEMORANDUM

No. 253, s. 2021

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

REVISED CHECKLISTS FOR APPLICATION FOR ESTABLISHMENT,
MERGING, CONVERSION, AND RENAMING OF PUBLIC
SCHOOLS; AND SEPARATION OF PUBLIC SCHOOL
ANNEXES IN BASIC EDUCATION

1. Pursuant to DepEd Order No. 40. S. 2014, which is the Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education, this office would like to reiterate the Revised Checklists for the following types of application, to wit:

- a. Application for Establishment of Public Elementary/Secondary Schools,
- b. Application for Establishment of Public Schools in IP Communities,
- c. Application for Conversion of Elementary/Secondary School(s) into an Integrated School Through Expansion of Existing School,
- d. Application for Conversion of Elementary/Secondary School(s) into an Integrated School Through Merging or Combination of Existing Elementary and Secondary Schools,
- e. Application for Conversion of High School to Science School,
- f. Application for Conversion of School to Technical-Vocational School,
- g. Application for Merging of Elementary/Secondary Schools,
- h. Application for Renaming of Public Schools, and,
- i. Application for Separation of Public School Annex.

2. The most common documentary requirement that is required to all types of applications is the School Site Ownership Document which is in the form of any of the following: The Original Certificate of Title (OCT), Transfer Certificate of Title (TCT), Deed of Donation, or the Contract of Usufruct for 50 years, except for the Application for Conversion of Elementary/Secondary School(s) into an Integrated School Through Expansion of Existing School (Annex C-4,b,3), Application for Conversion of Elementary/Secondary School(s) into an Integrated School Through Merging or Combination of Existing Elementary and Secondary Schools (Annex C-4,b,4), and Application for Conversion of High School to Science School (Annex C-4,c). However, this office needs to revise the said checklists and include the said documentary



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requirement in the three (3) above-mentioned type of applications in order for the applicant schools to ensure the tenure of the land properties and/or to be secured in the future in the event of some claims of the heirs of the lots where the school is located.

3. Moreover, school site ownership is one of the basic requirements for the establishment of school buildings in every school.

4. All types of applications from the SDOs shall follow the said revised checklists, including the previous pending applications of all school applicants in the twelve (12) SDOs.

5. Attached herewith are the revised checklists of the aforementioned type of applications.

6. For your information, guidance and compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Encls.: As stated

Reference: DO No. 40, s. 2014

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

Revised	Checklists	Applications	Establishments	Public Schools
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QAD/eme
04/26/2021



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/SECONDARY SCHOOLS

Requesting Office/School : _____
Name of Proponent(s) : _____
Position/Designation : _____
Proposed Name of School : _____
Address : _____

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
- _____ 6. Justification on the need for the establishment of an MG school, if necessary.
- _____ 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
- _____ 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

____ 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.

____ 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: _____

Recommendations: _____

Evaluated by:

EPS, QAD

Noted by:

Chief, QAD



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR ESTABLISHMENT OF PUBLIC SCHOOLS in IP Communities

Requesting Office/School : _____
Name of Proponent(s) : _____
Position/Designation : _____
Proposed Name of School : _____
Address : _____

Status of Compliance	Description of Documents/Requirements	Remarks
	1. Letter request to open a school address to the Schools Division Superintendent (SDS) from Indigenous Peoples community.	
	2. Feasibility Study, duly recommended/endorsed by the SDS indicating the following: a. Justification on the need to establish a school b. Proposed Organizational Structure c. School environment (environmental scanning/situational analysis) d. Proposed School Development Plan; and e. Proposed Budget/Budgetary Requirements (5 SYs which reflects the PS,MOOE & CA duly signed by the Division Accountant, Division Engineer, SDS)	
	3. Division Inspection Report signed by the SDS. (conducted and signed by the Division Review and Evaluation Committee)	
	4. IP community Resolution supporting the establishment of a school, duly signed by the IP community and their leader, indicating therein the proposed name of the school (preferably in the indigenous language – culturally and/or historically meaningful to the community)	
	5. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled	
	6. 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	
	7. 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 IP community public elementary/secondary school	
	8. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary	
✓	9. Any document such as but not limited to Deed of Donation, Original Certificate of Title or Transfer of Certificate of Title (TCT) in the name of DepEd, reflecting the	



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	size and boundaries of the school site, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd;; or Usufruct Agreement executed between the IP community and DepEd on the school site. Attach certification signed by the NCIP staff relative to the conduct of their actual validation of the school site especially when it is within the CADT for the free, prior and informed consent (FPIC).	
	10. Justification from the SDS in case the required size of school site cannot be met.	
	11. 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.	
	12. School Site Development Plan	
	13. School-building Plan/school building design indicating the number and technical specifications of the classrooms to be built. (to be requested from DSWD)	
	14. School building permit issued by the Municipal/City Engineer.	
	15. Bureau of Fire Protection Certificate	
	16. Inspection Report from the Division In-Charge Facilities Section, in case classrooms are already constructed.	
	17. 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.	

EVALUATION:

- ☐ Complied with all the requirements
☐ Not complied with all the requirements

FINDING/S:

RECOMMENDATION/S:

Evaluated by:

EPS-QAD

Noted:

Chief-QAD



Republic of the Philippines
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CARAGA REGION

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

Requesting Office/School : _____
Name of Proponent : _____
Position/Designation : _____
Purpose of Application : _____
Address : _____

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.
- _____ 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:



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Recommendation:

Documents Evaluated by:

DO/RO In-Charge

Noted:

SGOD Chief/QAD Chief



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**APPLICATION FOR CONVERSION OF ELEMENTARY/SECONDARY SCHOOL(S) INTO
AN INTEGRATED SCHOOL THROUGH MERGING OR COMBINATION OF
EXISTING ELEMENTARY AND SECONDARY SCHOOLS**

Requesting Office/School : _____
Name of Proponent : _____
Position/Designation : _____
Purpose of Application : _____
Address : _____

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. Inventory of Learning Resources prepared by the school's property custodian for both schools to be integrated.
- _____ 6. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of both schools to be integrated.
- _____ 7. Map preferably drawn to scale showing the distances of the existing schools within the catchment area duly certified by the Municipal/City Engineer and validated by the Schools Division Office.
- _____ 8. Duly notarized MOA on Merging or Combination of schools drawn up by and between the school heads of both schools indicating among others the integration of crucial resources for the proposed IS.
- _____ 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.
- _____ 14. Justification by the SDS in case the proposed School Head does not meet the Qualification Standards for School Head Item for Secondary School.
- _____ 15. Certification from the SDS as to the school assignment of the other school head who will not be selected in case both schools to be merged or combined are with existing school heads.



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Findings:

Recommendation:

Documents Evaluated by:

DO/RO In-Charge

Noted:

SGOD Chief/QAD Chief



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Republic of the Philippines
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APPLICATION FOR COVERSION OF HIGH SCHOOL TO SCIENCE SCHOOL

Requesting Office/School : _____
Name of Proponent : _____
Position/Designation : _____
Proposed New Name : _____
Address : _____

CHECKLIST OF DOCUMENTS

- _____ 1. Certification of National Achievement Test (NAT) results for the past 3 years from the National Education and Testing Research Center (NETRC)/ Bureau of Education Assessment.
- _____ 2. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions.
- _____ 3. Current School Program signed by the school head and approved by the Schools Division Superintendent.
- _____ 4. Copy of curriculum guide and special science curriculum.
- _____ 5. Certified true copies of the Transcript of Records of the School Head.
- _____ 6. Certified True Copies of the Certificate of Training in Science/Mathematics subjects attended by the school head.
- _____ 7. Certified true copies of the Transcript of Records of the Science and Mathematics Teachers.
- _____ 8. Copy of the PRC/LET Ratings of Teachers indicating their field of specialization/concentration (i.e. mathematics, physical science, biological science, chemistry, general science, etc.)
- _____ 9. Certified True Copies of the Certificate of Relevant Training attended by the Teachers (e.g. Certification Program or other related trainings for non-major math & science teachers).
- _____ 10. Updated school profile.
- _____ 11. Certificate on the availability of learning resources signed by the school head and attested by the SDS.
- _____ 12. Inventory of learning resources prepared by the Schools Property Custodian and validated by the Schools Division Office.
- _____ 13. Sangguniang Bayan/Panglungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
- ☒ 14. Any document such as but not limited to Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or transfer certificate (TCT) in the name of DepEd reflecting the size and boundaries of the school site.

Findings:



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Recommendation:

Evaluated by:

EPS-QAD

Noted:

Chief-QAD



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR COVERSION OF SCHOOL (TECH-VOC SCHOOL)

Requesting Office/School : _____
Name of Proponent : _____
Position/Designation : _____
Proposed New Name : _____
Address : _____

CHECKLIST OF DOCUMENTS

- _____ 1. Current School Program, signed by the School Head and approved by the SDS.
- _____ 2. Copy of Tech-Voc Curriculum Guide (Competency-Based Curriculum) and Special tech-voc curriculum.
- _____ 3. Approval from the Office of the Undersecretary for Programs and Projects on Tech-voc course to be offered by the school, aligned with TESDA Training Regulations.
- _____ 4. Certification by the School Head that the tech-voc course being offered:
 - a. is relevant to the needs of the community/local industry;
 - b. has available localized curriculum in partnership with local industry/ies; and
 - c. is based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.
- _____ 5. Feasibility Study, duly recommended by the SDS, indicating the following:
 - a. need to convert into a Tech-Voc School;
 - b. current and projected enrollment for a period of 5 years;
 - c. demand to open a tech-voc course;
 - d. school development plan; and
 - f. Proposed Budget/Budgetary Requirements.
- _____ 6. Certified true copy of the Transcript of Records of School Head.
- _____ 7. Certified true copy of the National Certificate (NC) or higher certificate for the tech-voc course attained by the School Head as issued by TESDA.
- _____ 8. Certificate true copies of the Transcript of Records of Techvoc Teachers.
- _____ 9. Certified true copies of NC II or higher issued by TESDA of Tech-Voc Teachers on special tech-voc skills.
- _____ 10. Copies of PRC-LET Rating of Teachers indicating their field of specialization/concentration.
- _____ 11. Updated Teachers' Profile.
- _____ 12. Inventory of relevant learning resources per specialization prepared by School Property custodian and validated by the Schools Division Office.
- _____ 13. Certification from the School Head that the relevant resources of the school Are adequate , duly validated by the SDS
- _____ 14. Sanguniang Bayan/ Panlungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
- _____ 15. Certification from the LGU, duly signed by the Municipal/City Mayor, as the case maybe, where the LGU shall provide funds for the operation and maintenance for at least 5 years or until such time when funds for the purpose are incorporated in the national budget.



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✓
_____16. Any document such as but not limited to Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or transfer certificate (TCT) in the name of DepEd reflecting the size and boundaries of the school site.

_____17. Justification of the SDS in case the required size of technical vocational school site cannot be met. (less than 1 ha. Lot is too small for a techvoc school).

Findings:

Recommendation:

Evaluated by:

EPS-QAD

Noted:

Chief-QAD



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR MERGING OF ELEMENTARY/SECONDARY SCHOOLS

Requesting Office/School : _____
Name of Proponent : _____
Position/Designation : _____
Purpose of Application : _____
Address : _____

CHECKLIST OF DOCUMENTS

- _____ 1. DepEd School ID of the existing school
_____ 2. . Map preferably drawn to scale showing the distances of the existing schools within the catchment area duly certified by the Municipal/City Engineer and validated by the Schools Division Office.
_____ 3. Letter request on the proposed merging of schools addressed to the Schools Division Superintendent
_____ 4. Feasibility Study on the proposed expansion of school, duly recommended/endorsed by SDS:
_____ 5. Proposed Schools Implementation Plan as merged, 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.
_____ 6. Updated status report of the schools to be merged with regard to their existing crucial resources.
_____ 7. Inventory of Learning Resources prepared by the school's property custodian for both schools to be merged.
_____ 8. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of both schools to be merged.
_____ 9. Duly notarized MOA on Merging of schools drawn up by and between the SDS and school heads concerned indicating among others the crucial resources for the proposed merged school.
_____ 10. Designation Order for the OIC/TIC of the merged schools, duly signed by the SDS.
_____ 11. Sangguniang Bayan/Panlungsod Resolution supporting the merging of schools, duly approved by the Municipal/City Mayor indicating therein the proposed name of the school.
_____ 12. 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 of the merged school
✓ _____ 13. 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 sites of both schools.

Findings:



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Recommendation:

Documents Evaluated by:

DO/RO In-Charge

Noted:

SGOD Chief/QAD Chief



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DepEdRO13-F-QAD-011/R2/2-18-2020



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR RENAMING OF PUBLIC SCHOOLS

Requesting Office/School :
Name of Proponent(s) :
Position/Designation :
Proposed Name of School :
Address :

Status of Compliance	Description of Documents/Requirements	Remarks
	1. Indorsement Letter from the Schools Division Superintendent	
	2. Approval Letter from National Historical Commission of the Philippines signed by the Commissioner.	
	3. Municipal or City Ordinance/Resolution approving the Naming and Renaming of School.	

EVALUATION:

☐ Complied with all the requirements
☐ Not complied with all the requirements

FINDING/S:

RECOMMENDATION/S:

Evaluated by:

SDO In-charge/EPS-QAD

Noted:

SGOD Chief/Chief-QAD



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Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR SEPARATION OF SCHOOL ANNEX

Requesting Office/School : _____
Name of Proponent : _____
Position/Designation : _____
Proposed New Name : _____
Address : _____

CHECKLIST OF DOCUMENTS

- _____ 1. DepEd School ID.(304762)
_____ 2. Approval on the establishment of school annex by DepEd Central/Regional Office.
_____ 3. Sangguniang Bayan/Panglungsod Resolution supporting the separation of the school annex, duly approved by the Municipal/City Mayor , indicating therein the proposed name of the school.
_____ 4. Request for separation of the school annex concerned, duly recommended/endorsed by the SDS and or stakeholders.
_____ 5. Feasibility Study, indicating the following:
_____ a. Justification on the need to separate a school annex;
_____ b. Proposed Organization Structure;
_____ c. School environment scanning (environmental scanning / situation analysis)
_____ d. Proposed School Development Plan; and
_____ e. Proposed Budget/Budgetary Requirement.
_____ 6. Inventory of crucial resources to be transferred to the proposed school to be Separated, duly signed by the mother school property custodian,
_____ 7. Duly notarized MOA regarding the separation of school annex, drawn up by and between the School Head of the mother school and OIC/TIC of the school annex, indicating among others, the transfer of crucial resources to the proposed regular school, as follows:
_____ a. Teaching and non-teaching items, pursuant to the existing DepED - DBM staffing standards for schools;
_____ b. Funds for Personal Services based on the actual salaries of the school Personnel (both teaching & non-teaching) transferred;
_____ c. Funds for maintenance and other operating expenses (MOOE)
_____ d. Facilities, furniture, equipment, and textbooks in all subject areas;
and
_____ e. Other Funding Requirements until such time that the school's funding Requirement is integrated in the GAA.
_____ 8. Justification from the school head or SDS in case the required MOA (item 7 above) cannot be met.
_____ 9. Latest and updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) including proposals for the items for Principal I and additional teachers and support personnel.
_____ 10. List of enrollees by grade level duly signed by the school head/ TIC attested by SDS.
_____ 11. Justification from SDS in case item 10 above cannot be met.
✓ _____ 12. 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.



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DepEdRO13-F-QAD-012/R1/2-18-2020

_____ 13. Justification from SDS in case item 12 above cannot be met.

Findings:

Recommendation:

Evaluated by:

EPS-QAD

Noted:

Chief-QAD