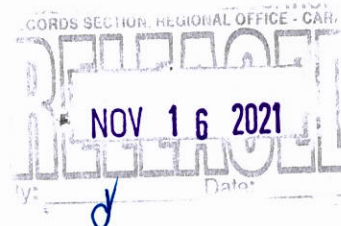




Republic of the Philippines
Department of Education
CARAGA REGION



November 15, 2021

REGIONAL MEMORANDUM
No. 917, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF OCULAR INSPECTIONS FOR THE ESTABLISHMENT AND
CONVERSION OF PUBLIC SCHOOLS, S.Y. 2022-2023

1. This office hereby informs the field on the conduct of ocular inspection to DepEd schools applying for Establishments of Public Schools in Surigao del Sur Division.
2. The Division Monitoring and Evaluation (M&E) Team Members shall go with the Regional Inspectorate Team. Moreover, during the inspection, only school head and selected personnel together with one representative from external stakeholders who is knowledgeable for site ownership documents will be invited for validation of the documents. However, health and safety protocols shall still be strictly observed all the time.
3. List of schools for ocular inspection, to wit:

Date	School	Division	Inspectorate Team
November 22, 2021	Roxas National High School, Roxas, Hinatuan, SDS	Surigao del Sur	Marilyn F. Antiquina Elan M. Elpidang, Ph.D. Marygold C. Silao, Ph.D. Jesus D. Nono, Ph.D. Celsa M. Cataluña, Ph.D.
November 23, 2021	Himat-e Integrated School, Himat-e, Cayale, SDS		
	Calatngan Integrated School, Calatngan, San Miguel, SDS		
November 24, 2021	Anas Elementary School of Living Tradition, Anas, Cabangahan, Cantilan, SDS		
November 25, 2021	Sunrise Integrated School, Sunrise, Barcelona, Lingig, SDS		
November 26, 2021	Mekaupe Elementary School of Living Tradition, Km 26, Mekaupe, Rajah Cabungsuan, Lingig, SDS		



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4. The school head or representative of the said schools shall prepare the school facilities, updated documents, and other important resources for presentation to the Regional Inspectorate Team (RIT) during the scheduled inspection.
5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

gr: assigned
MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As stated

Reference: NONE

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

INSPECTION	PUBLIC	OCULAR	SCHOOLS
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QAD/eme
11/15/2021



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **SUNRISE ELEMENTARY SCHOOL**
Name of Proponent : **Alberto Tabao/Thelma Sereno**
Position/Designation : **PTA OFFICER/SCHOOL HEAD**
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : **Sunrise, Barcelona, Lingig, Surigao del Sur**

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 Personnel 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:

1. Submitted Complete Documentary Requirements.



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Department of Education
CARAGA REGION

Recommendation:

The school is subject for ocular inspection.

Documents Evaluated by:

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

Noted:

MARILYN F. ANTIQUINA
QAD Chief



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Republic of the Philippines
Department of Education
 CARAGA REGION

APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/SECONDARY SCHOOLS

Requesting Office/School : ROXAS NHS
 Name of Proponent(s) : Alma Precillas
 Position/Designation : Brgy. Captain
 Proposed Name of School : ROXAS NHS
 Address : Roxas, Hinatuan, Surigao del Sur

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 establish a public school
 - / 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.
- / 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



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/ 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.

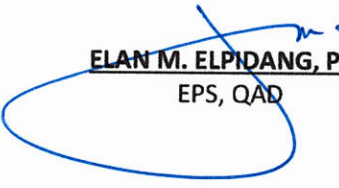
Findings:

Submitted complete documentary requirements.

Recommendations:

The school is subject for ocular inspection

Evaluated by:


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

Noted by:


MARILYN F. ANTIQUINA
Chief, QAD



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **HIMAT-E INTEGRATED SCHOOL**
Name of Proponent : Arn Vincent Vanzuela and PTA/SGC Officers
Position/Designation : PTA Officer
Purpose of Application : Conversion to Integrated School Through Expansion
Address : Himat-E, Cayale, Tago, Surigao del Sur

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



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Republic of the Philippines
Department of Education
CARAGA REGION

Recommendation:

The school is subject for ocular inspection

Documents Evaluated by:

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

Noted:

MARILYN F. ANTIQUINA
QAD Chief



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Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR ESTABLISHMENT OF PUBLIC SCHOOLS in IP Communities

Requesting Office/School : ANAS TRIBAL ELEMENTARY SCHOOL
Name of Proponent(s) : Martin A. Ampo/ Datu Democrito A. Umba
Position/Designation : BRGY. CAPTAIN/Manobo Community Tribal Leader
Proposed Name of School : ANAS TRIBAL ELEMENTARY SCHOOL
Address : Sitio Anas, Cabangahan, Cantilan, Surigao del Sur

Status of Compliance	Description of Documents/Requirements	Remarks
ok	1. Letter request to open a school address to the Schools Division Superintendent (SDS) from Indigenous Peoples community.	complied
Ok ok Ok OK ok	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)	Complied
ok	3. Division Inspection Report signed by the SDS. (conducted and signed by the Division Review and Evaluation Committee)	complied
ok	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)	complied
ok	5. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled	complied
ok	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	complied
ok	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	complied
n/a	8. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary	complied
ok	9. Any document such as but not limited to Deed of Donation, Original Certificate of Title or Transfer of	Complied



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	Certificate of Title (TCT) in the name of DepEd, reflecting the 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).	
ok	10. Justification from the SDS in case the required size of school site cannot be met.	complied
OK	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.	complied
ok	12. School Site Development Plan	Complied
ok	13. School-building Plan/school building design indicating the number and technical specifications of the classrooms to be built. (to be requested from DSWD)	complied
ok	14. School building permit issued by the Municipal/City Engineer.	complied
ok	15. Bureau of Fire Protection Certificate	complied
ok	16. Inspection Report from the Division In-Charge Facilities Section, in case classrooms are already constructed.	complied
ok	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.	complied

EVALUATION:

☒/___ Complied with all the requirements
 ___ Not complied with all the requirements

FINDING/S:

Submitted complete documentary requirements

RECOMMENDATION/S:

The school is subject for ocular inspection.

Evaluated by:

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

Noted:

MARILYN F. ANTIQUINA
 Chief-QAD



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR ESTABLISHMENT OF PUBLIC SCHOOLS in IP Communities

Requesting Office/School : SITIO MEKAUPE ELEMENTARY SCHOOL OF LIVING TRADITION
Name of Proponent(s) : DATU Reynaldo T. Gay-od/Elisa T. Gay-od
Position/Designation : MANOBO COMMUNITY TRIBAL LEADER/ BRGY. CAPTAIN
Proposed Name of School : SITIO MEKAUPE ELEMENTARY SCHOOL OF LIVING TRADITION
Address : SITIO Mekaupé, Rajah Cabungsuan, Lingig, Surigao del Sur

Status of Compliance	Description of Documents/Requirements	Remarks
ok	1. Letter request to open a school address to the Schools Division Superintendent (SDS) from Indigenous Peoples community.	complied
Ok Ok Ok OK ok	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)	complied
ok	3. Division Inspection Report signed by the SDS. (conducted and signed by the Division Review and Evaluation Committee)	complied
ok	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)	complied
ok	5. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled	complied
ok	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	complied
ok	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	complied
n/a	8. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary	complied
ok	9. Usufruct Agreement executed between the IP community and DepEd on the school site. Attach	Complied



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	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).	
N/A	10. Justification from the SDS in case the required size of school site cannot be met.	N/A
OK	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.	complied
ok	12. School Site Development Plan	complied
ok	13. School-building Plan/school building design indicating the number and technical specifications of the classrooms to be built. (to be requested from DSWD)	complied
ok	14. School building permit issued by the Municipal/City Engineer.	complied
ok	15. Bureau of Fire Protection Certificate	complied
ok	16. Inspection Report from the Division In-Charge Facilities Section, in case classrooms are already constructed.	complied
ok	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.	complied

EVALUATION:

___/___ Complied with all the requirements
 ___ Not complied with all the requirements

FINDING/S:

Submitted complete documentary requirements.

RECOMMENDATION/S:

The school is subject for ocular inspection

Evaluated by:

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

Noted:

MARILYN F. ANTIQUINA
 Chief-QAD



Republic of the Philippines
Department of Education
CARAGA REGION

APPLICATION FOR CONVERSION INTO AN INTEGRATED SCHOOL

Requesting Office/School : **CALATNGAN ELEMENTARY SCHOOL**
Name of Proponent : Hon. Artemio P. Azarcon
Position/Designation : Brgy. Captain
Purpose of Application : **CONVERSION TO INTEGRATED SCHOOL**
Address : Calatngan, San Miguel, Surigao del Sur

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 Personnel 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



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Republic of the Philippines
Department of Education
CARAGA REGION

Recommendation:

The school is subject for ocular inspection.

Documents Evaluated by:

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

Noted:

MARILYN F. ANTIQUINA
QAD Chief



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