



Republic of the Philippines  
Department of Education  
**REGION IV (A) – CALABARZON**  
Karangalan Village, Cainta, Rizal



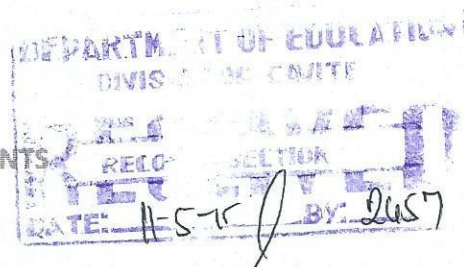
**REGIONAL MEMORANDUM**

**TO :** All SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONIO  
Director IV

**SUBJECT :** Submission of Summary List of Schools by Division (including Budgetary Requirements for 5 yrs.) for Establishment, Merging, Conversion, Naming, Renaming and Separation for Confirmation of the Department Secretary

**DATE :** November 5, 2015



Pursuant to Unnumbered Memorandum from DepEd Central Office dated October 29, 2015, signed by USEC Rizalino D. Rivera, the Divisions are hereby required to submit to the Regional Office, Attention: Quality Assurance Division the hard and Electronic copies of the aforementioned Summary List of schools/school annexes to be established,, separated and converted.

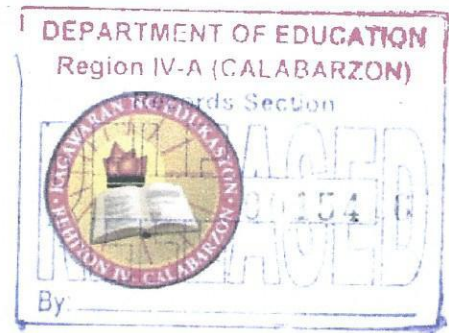
Please attached also the individual corresponding budgetary requirements as shown in Annexes D-1 to D-4 of D.O. 40, s. 2014 and approved legal basis for establishment, separation, merging and conversion, on or before November 13, 2015.

For strict compliance.





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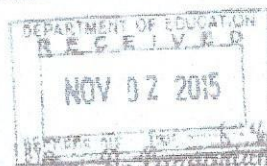
DEPARTMENT OF EDUCATION  
OFFICE OF THE UNDERSECRETARY  
FOR REGIONAL OPERATIONS

## MEMORANDUM

TO : ALL REGIONAL DIRECTORS

SUBJECT : SUBMISSION OF SUMMARY LIST OF SCHOOLS FOR ESTABLISHMENT, MERGING, CONVERSION, NAMING/ RENAMING AND SEPARATION, FOR CONFIRMATION OF THE DEPARTMENT SECRETARY

DATE : OCTOBER 29, 2015



- Item VI.3.A of DepED Order 40, s. 2014 entitled, "Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools, and Separation of Public School Annexes," requires all Regional Directors to present the summary list of schools/school annexes to be established, separated and converted to the National Management Committee meeting for equitable distribution of DepED resources. Pertinent portion is herein stated:

xxx

All requests shall be evaluated by the Division Review and Evaluation Committee (DREC) organized by the Schools Division Superintendent (SDS). Favorable recommendations thereon by DREC shall be validated the Regional Inspectorate Team (RIT) and approved by the Regional Director. The latter shall prepare a summary list of schools/school annexes to be established, separated, and converted, indicating the budgetary requirements for Personal Services (PS), MOOE, and Capital Outlay (CO) on a multi-year basis (over a five-year period), for presentation by the Regional Director at the National Management Committee (MANCOM) meeting. The National MANCOM shall have oversight powers in taking into consideration the equitable distribution of DepED resources which will be the basis for the DepED Budget Proposal.

xxx

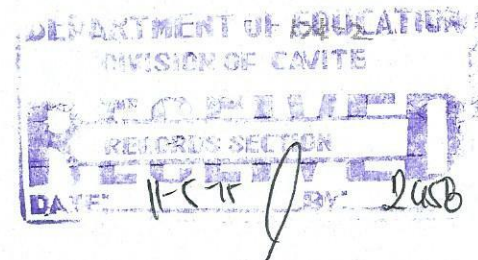
- Considering, however, that the Department has no scheduled National MANCOM meeting for the month of November, you are hereby required instead to submit to this Office, the hard copies and electronic copies (email: [tesa.ricalfort@depd.gov.ph](mailto:tesa.ricalfort@depd.gov.ph)) of the aforementioned "summary list" of schools/school annexes in your respective regions (with the corresponding budgetary requirements as shown in Annexes D-1 to 4 of DO 40, s. 2014) on or before November 20, 2015, for our further review.
- For strict compliance.

RIZALINO D. RIVERA  
Undersecretary

right/ear



Republic of the Philippines  
Department of Education



26 AUG 2014

DepEd ORDER  
No. 40, s. 2014

**ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/ RENAMING  
OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC  
SCHOOL ANNEXES IN BASIC EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Department issues the enclosed **Revised Guidelines on the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of School Annexes in Basic Education**. It aims to provide comprehensive guidelines to streamline, synchronize and update the aforementioned work processes.
2. The systems and procedures including the criteria set therein shall be used as guide by the DepEd Central and Field Offices/Units as well as the Department's external stakeholders to ensure that schools to be established, merged, converted, and named/renamed and the school annexes separated from their mother schools are in accordance with DepEd quality standards to enhance the delivery of basic education.
3. All provisions of DepEd rules, regulations, and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.
4. This Order shall take effect immediately upon its issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
BR. ARMIN A. LUISTRO FSC  
Secretary

Encl.: As stated

Reference: DepEd Order: No. 29, s. 2011

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

POLICY

RULES AND REGULATIONS

SCHOOLS

Model: Guidelines Establishment Merging Conversion Revised  
0476-June 27, 2014/7.3