



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



NOTICE OF MEETING

TO: Assistant Schools Division Superintendent
OIC, Asst. Schools Division Superintendent
School Heads / TICs / OICs of Annexes and Satellite Schools

Date: August 4, 2016

Please be informed that there will be a meeting on August 9, 2016 at 1:30 p.m. at the Lower Ground Floor, Division Library Hub, DepEd Compound Brgy. Luciano TRece Martires City Cavite.

Participants to the said meeting are all the Teachers-in-Charge and Officers-in-Charge of annex and satellite primary schools, complete elementary schools and secondary schools who are not yet separated from the mother school.

Attendees shall bring the accomplished draft municipal resolution for the establishment of school and the attached Checklist of Documents for the Application for Establishment of Public Elementary/Secondary Schools.

Full attendance to the abovementioned meeting is expected.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

Department of Education
Division of _____, Region _____

APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/SECONDARY SCHOOL

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

CHECKLIST OF DOCUMENTS

- ___ 1. Letter request to open a school addressed 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 school;
 - ___ b. Proposed Organizational Structure;
 - ___ c. School Environment (environmental scanning/situational analysis);
 - ___ d. Proposed School Development Plan; and
 - ___ e. Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources).
- ___ 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.a Certification from the SDS that no private high school within the Municipality/City is participating in the GASTPE Program of DepED, or that GASTPE participating high school has reached its allocation or number of available slots; **OR**
- ___ 7.b Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enroll in a private high school.
- ___ 8. Map, preferably drawn to scale, showing the distances of the 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 rural areas) and 1 km radius (for urban areas) from any existing public elementary/high school.
- ___ 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 (OCT) or Transfer Certificate of Title (TCT) in the name of DepED, reflecting the size and boundaries of the school site.
- ___ 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 Service.
- ___ 17. School building permit issued by the Municipal/City Engineer.
- ___ 18. Bureau of Fire Protection Certificate.
- ___ 19. Inspection Report from Division In-Charge of Facilities Section, in case classrooms are already constructed.
- ___ 20. **Duly notarized MOA* by and between DePED**, represented by SDS, and LGU, represented by the Municipal/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. Operation and maintenance for at least five (5) years or until such time 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/Panglalarawan/Panglungsod Resolution for the purpose.
- ___ 22. Certification from the Schools Division Superintendent that the Division Office has sufficient fund 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 Personal Services Itemization and Plantilla of Personnel (PSIPOP) and name of school, if any.

Notes:

- a. Please indicate N/A, if not applicable.
- b. Kindly submit all the lacking documents on or before _____
- c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.
- d. To facilitate evaluation, please do not include other documents not listed above.

Documents received by: _____

(Signature over Printed Name and Designation)

Date: _____