



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

February 21, 2023

**DIVISIONAL MEMORANDUM**

No. *065* , s. 2023

**PROGRAM IMPLEMENTATION REVIEW (PIR) ON  
SCHOOL ESTABLISHMENT IN BRGY. TABID AND  
BRGY. GOTOCAN DIOT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public School Heads (Narciso B. Ledesma CS and Hilarion J. Ramiro ES)  
Other Concerned Personnel  
This Division

1. In reference to DepEd Order no. 040, s. 2014 re: Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education, this Office informs the concerned personnel on the conduct of Program Implementation Review (PIR) on the new school established in Brgy. Tabid and Brgy. Gotocan Diot on February 27, 2023 (Monday) at the Division Boardroom from 1:30pm to 4:00pm. The review aims to evaluate the progress in attaining the required documents for submission to the Regional Office.
2. The participants of the review are the following:
  - a. SDS and/or ASDS
  - b. Chief Education Supervisors (CID & SGOD)
  - c. PSDS of District 6 and 10
  - d. Engineer
  - e. Budget Officer
  - f. SEPS – (Social Mobilization & Networking, M&E, Planning and Research)
  - g. Planning Officer
  - h. AO – HR Personnel
  - i. School heads of Narciso B. Ledesma CS and Hilarion Ramiro ES
3. Attached is the evaluation sheet for the application of the establishment of public elementary school and the procedural guidelines stipulated in D.O. no.40, s.2014.
4. Immediate and wide dissemination of this Memorandum is hereby enjoined.

**JEAN G. VELOSO** ✓  
Schools Division Superintendent

Encl.: As Stated  
Reference: DepEd Order (DO) No. 40 s. 2014  
To be indicated in the Perpetual Index



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: deped1miz@gmail.com

Our **LEARNERS: The Diamonds of the Fortress.**  
**ASENSO OZAMIZ!**

Department of Education  
 DIVISION OF \_\_\_\_\_ REGION \_\_\_\_\_  
**APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/SECONDARY SCHOOL**  
**EVALUATION SHEET**

Annex D . 1

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <small>(PLEASE STATE REASON, IF ANY)</small>																									
<p>1. School to be established is an urgent need in the area to be served as indicated in the project feasibility study</p> <ul style="list-style-type: none"> <li>&gt; Kindergarten to Grade 6 - at least one (1) school for every barangay</li> <li>&gt; Grades 7 to 10 - at least one (1) for every municipality/city</li> </ul>	<p>a. Letter request to open a school addressed to the Schools Division Superintendent (SDS), either from PTA or Barangay Council</p> <p>b. Feasibility study, duly recommended/endorsed by the SDS, indicating the following:</p> <ol style="list-style-type: none"> <li>1. Justification on the need to establish a school;</li> <li>2. Proposed Organizational</li> <li>3. SDS, Environmental (environmental scanning/ situational analysis);</li> <li>4. Proposed School Development Plan; and</li> <li>5. Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources)</li> </ol>	<p>a. Requesting Officer Designation/Position Office/School Date of Request</p> <hr/> <hr/> <hr/> <hr/> <p>b. Feasibility Study Prepared By Designation/Position Office/School</p> <hr/> <hr/> <hr/> <p>Proposed Name of School Address/Location</p> <hr/> <hr/> <p>Recommended/endorsed by the SDS?    YES <input type="checkbox"/>    NO <input type="checkbox"/></p> <p>Date Recommended</p> <hr/> <hr/>																										
	<p>b.1 Justification on the need for the establishment of school: <small>(must come from the contents of feasibility study)</small></p> <hr/> <hr/> <hr/> <p>b.2 Organizational Structure (As proposed)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Position Title</th> <th colspan="2">No. of Positions</th> <th rowspan="2">Total</th> </tr> <tr> <th>Nationally-paid</th> <th>Locally-paid</th> </tr> </thead> <tbody> <tr> <td>School Principal</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Master Teacher I/II</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Teacher I/II/III</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative Assistant - and Others</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b.3 School Environment (environmental scanning/ situational analysis)                      Location/Classification : Urban Area _____ Rural Area _____                      Topography/Geographical Condition of the Site : _____                          Mountainous _____ Coastal _____ Plain _____                      Catchment Area : _____ Within _____ km Radius from the nearest school (see Item 5c)</p>	Position Title	No. of Positions		Total	Nationally-paid	Locally-paid	School Principal				Master Teacher I/II				Teacher I/II/III				Administrative Assistant - and Others				<b>TOTAL</b>				
Position Title	No. of Positions		Total																									
	Nationally-paid	Locally-paid																										
School Principal																												
Master Teacher I/II																												
Teacher I/II/III																												
Administrative Assistant - and Others																												
<b>TOTAL</b>																												

Application for Establishment of Public Elementary/Secondary School - Sample Evaluation Sheet

CRITERIA

REQUIRED DOCUMENTS

PER EVALUATION

REMARKS  
PASSED OR FAILED  
(Please state  
reason, if failed)

Division Inspection Report signed by the SDS

Model(s) of transportation in going from home to school and vice versa:

Mode	Frequency *	Travel Time (in minutes/hours)
1. Land Transportation		
a. Tricycle		
b. Jeepney		
c. Bus		
d. Motorcycle		
e. Jabal/jabal		
f. Others		
2. Banca Ride		
3. Animal Ride		
4. Hiking		

\* whether once a day, twice, every hour, etc.

b.4 Proposed School Development Plan

- > Prepared by \_\_\_\_\_
- > Position/Designation \_\_\_\_\_
- > Office \_\_\_\_\_
- > Date \_\_\_\_\_

b.5 Proposed Budget/Budgetary Requirements (must be supported with breakdown)

Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported w/ Breakdown?
Personal Services						Yes/No
MDOE						
Capital Outlay						
<b>Total</b>						

Budget Proposal to be Allocated in Multi-Year? If yes, how many years? \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

Source of Fund for the initial operation of the proposed school: DepED \_\_\_\_\_ LGU \_\_\_\_\_

c. DMEC Inspection in Order?

PARTICULARS	COMPLIANT TO STANDARDS?	
	YES	NO
1. School Building/Classroom		
2. No. of available classrooms, if any		
3. Size of school site in square meters		

**CRITERIA**

**REQUIRED DOCUMENTS**

**PER EVALUATION**

**REMARKS**

2. The proposed establishment of school must be supported by the LGU

Sangguniang Bayan/Panglungsod Resolution supporting the establishment of school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school

Sangguniang Bayan/Panglungsod Resolution No. \_\_\_\_\_  
 Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 Position/Designation \_\_\_\_\_  
 Proposed Name of School \_\_\_\_\_  
 Resolution stipulates the willingness of the LGU to provide financial support to the establishment of the school? YES \_\_\_\_\_ NO \_\_\_\_\_

PASSED OR FAILED  
 (Please Mark  
 report, if/when)

3. The proposed school must have at least 100 pupils/students composed of one or more grade levels.

List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled  
 Justification by the SDS on the need to establish a school, if necessary

No. of Prospective Enrollees :

Grade Level	No. of Enrollees
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
<b>TOTAL</b>	_____

List contains complete information as to the:

PARTICULARS		YES	NO
1. Names of pupils/students			
2. Ages			
3. Addresses and/or school where currently or were enrolled			
4. Prospective enrollees are bonafide residents of the barangay/municipality			

Justification Signed By \_\_\_\_\_  
 Position/Designation \_\_\_\_\_  
 Date \_\_\_\_\_

4. There is no private high school participating in the Government Assistance to Students and Teachers in Private Education (GASTPE) Program of DepED, or the GASTPE recipient school(s) has reached its allocation or number of available slots

2. 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

1. Certification Signed By \_\_\_\_\_  
 Position/Designation \_\_\_\_\_  
 Date \_\_\_\_\_

GASTPE Participating High School(s)

Name of School	No. of Slots Allocated	No. of Slots Filled	Remarks
1. _____	_____	_____	_____
2. _____	_____	_____	_____

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS PASSED OR FAILED (Please note reason, if failed)												
<p>In cases where the aforementioned criteria is not met, the SDS shall make the necessary justification.</p>	<p>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 enrol in a private high school.</p>	<p>b. Justification, if any, duly signed by Position/Designation Reason(s)</p>													
<p>5. The proposed school to be established is not within the 2-km and 1 km radius from any existing public school in rural and urban areas, respectively. However, this limitation may be waived where existing public schools within the 2 or 1 km radius, as the case may be, can no longer accommodate students seeking admission, is geographically inaccessible, or necessary in the best interest of education as justified by the SDS.</p>	<p>a. 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.</p> <p>b. Certification from the Municipal/City Engineer that the proposed school is not within the 2-km radius (for rural areas) or 1 km radius (for urban areas) from any existing public elementary/high school; -OR- c. Justification by the SDS for the waiver on the 2 or 1 km radius requirement</p>	<p>a. Map shows the distances of the proposed school from the existing school? YES _____ NO _____</p> <table border="1" data-bbox="981 907 1149 2016"> <thead> <tr> <th>Name of Nearest School</th> <th>Distance to the Proposed School (in km)</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Certification Signed by Position/Designation Office Date</p> <p>c. Justification signed by Position/Designation Reason(s)</p>	Name of Nearest School	Distance to the Proposed School (in km)	Address	1.			2.			3.			<p>Please also note if the nearest school is outside the barangay for elementary level, or outside the municipality</p>
Name of Nearest School	Distance to the Proposed School (in km)	Address													
1.															
2.															
3.															
<p>6. Existence and availability of a school site of at least 5,000 square meters or one half (1/2) hectare for rural areas; 2,500 square meters for highly urbanized cities.</p> <p>In cases where there is difficulty in meeting the aforementioned guidelines with respect to a standard school site, the SDS shall make the necessary justification.</p>	<p>a. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Unfruct 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. OR b. Justification from the SDS in case the required size of school site cannot be met.</p>	<p>a. Document Submitted In favor or in the name of DepEd? Address/Location Size based on boundaries of proposed school site (in square meters)</p> <p><i>e.g., Deed of Donation</i> YES _____ NO _____</p> <p>b. Justification, if any, duly signed by Position/Designation Reason(s)</p>													

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS PASSED OR FAIL? O (Please note reason, if failed)
<p>7. School site must not be a high-risk area (natural or man made). The land characteristics of which include good elevation to avoid flooding and soil erosion, good drainage system, and safe/potable water supply.</p>	<p>Clearance/permit from the provincial Mines and Geosciences Bureau (MGB) and the Regional Office (RO) of the Department of Environment and Natural Resources (DENR) stating that the proposed school site is not a high-risk area</p>	<p>a. Clearance/permit from provincial MGB (must be updated) Signed By _____ Position/Designation _____ Date _____</p> <p>b. Certification from RO-DENR (must be updated) Signed By _____ Position/Designation _____ Date _____</p> <p>Declared as safe or not a high risk area? YES _____ NO _____</p>	
<p>8. Must have at least two (2) classrooms for the initial operation of the school. Classrooms built/to be built must be in accordance with the existing DepED standards.</p> <p>All public elementary and high schools shall adopt the standard 7m x 9m classroom dimension regardless of its class size.</p>	<p>a. School site development plan</p> <p>b. School Building plan indicating the number and technical specifications of the classrooms to be built</p> <p>c. School building design, duly approved by DepED Education Facilities Division, Administrative Service</p> <p>d. School Building Permit issued by the Municipal/City engineer</p> <p>e. Bureau of Fire Protection (BFP) Certificate</p> <p>f. Inspection Report from Division In-Charge of Education Facilities Section, in case classrooms are already constructed</p>	<p>a. School Site Devt. Plan Prepared By _____ Position/Designation _____ Office _____ Date Prepared _____</p> <p>b. School Building Plan Prepared By _____ Position/Designation _____ Office _____ Date Prepared _____</p> <p>No. of Classrooms to be built _____ With attached technical specifications? _____ Proposed classrooms built/to be built are compliant with DepED standards? YES _____ NO _____</p> <p>If NO, pls. state the classroom dimension/other deviations _____</p> <p>c. School Building Design Approved By _____ Position/Designation _____ Office _____ Date Approved _____</p> <p>d. School Building Permit issued by _____ Position/Designation _____ Office _____ Date Issued _____</p> <p>e. Bureau of Fire Protection Certificate issued by _____ Position/Designation _____ Office _____ Date Issued _____</p> <p>f. Inspection Report issued by _____ Position/Designation _____ Office _____ Date Issued _____</p>	

**CRITERIA**

**REQUIRED DOCUMENTS**

**PER EVALUATION**

**REMARKS**

PASSED OR FAILED  
(Please state reason if failed)

<p>9. The LGU or DepED Division Office has adequate funds for its initial operation, payment for teachers' salaries, allowances and other benefits, maintenance and other operating expenses.</p>	<p>a. 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: (Refer to Annex E.1 for the sample template)</p> <ol style="list-style-type: none"> <li>1. construction of the new school building(s);</li> <li>2. procurement of educational facilities, furniture and instructional materials;</li> <li>3. 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</li> <li>4. salaries of teaching and non-teaching personnel, preferably at par with the national salary rates.</li> </ol> <p>b. The MOA must be supported by the Sangguniang Bayan/Panglulawigan/Panglungsod Resolution for the purpose.</p> <p>b. Certification from the Schools Division Superintendent that the Schools Division Office has sufficient fund to cover resulting expenses.</p>	<p>a. Signatories of Contracting Parties</p> <ol style="list-style-type: none"> <li>1. For the DepED Signed By _____ Position/Designation _____</li> <li>2. For the LGU Signed By _____ Position/Designation _____</li> </ol> <p>Date Notarized _____</p> <p>LGU Support specified in the MOA or SB Resolution</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>a. Construction of the new school building(s)</td> <td>PHP _____</td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, instructional materials</td> <td>_____</td> </tr> <tr> <td>c. Operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the budget</td> <td>_____</td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates</td> <td>_____</td> </tr> <tr> <td>e. Other LGU support</td> <td>_____</td> </tr> <tr> <td><b>TOTAL</b></td> <td>PHP _____</td> </tr> </tbody> </table> <p>Availability of Funds Certified by : _____ Position/Designation : _____ Office : _____ Date Approved : _____</p> <p>Sangguniang Bayan/Panglungsod Resolution Prepared by : _____ Position/Designation : _____ Date Signed : _____</p> <p>b. Certification Signed by : _____ Position/Designation : _____ Office : _____ Date : _____ Availability of Funds Certified by : _____ Position/Designation : _____ Office : _____ Date Approved : _____</p>	Particulars	Amount	a. Construction of the new school building(s)	PHP _____	b. Procurement of educational facilities, furniture, 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 budget	_____	d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates	_____	e. Other LGU support	_____	<b>TOTAL</b>	PHP _____	
Particulars	Amount																
a. Construction of the new school building(s)	PHP _____																
b. Procurement of educational facilities, furniture, 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 budget	_____																
d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates	_____																
e. Other LGU support	_____																
<b>TOTAL</b>	PHP _____																

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS PASSED OR FAILED (Please state reason, if failed)																
	<p>List of teaching and non-teaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective Item Numbers per PSlPQP and name of school, if any</p>	<p>No. of Teachers to be Borrowed, if any No. of Non-Teaching Personnel to be Borrowed, if any</p> <p>List contains complete information as to:</p> <table border="1" data-bbox="1109 929 1236 1556"> <thead> <tr> <th colspan="2">PARTICULARS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Position Titles</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Item Number per latest PSlPQP</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Name of Lending School</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PARTICULARS		YES	NO	1. Position Titles				2. Item Number per latest PSlPQP				3. Name of Lending School				
PARTICULARS		YES	NO																
1. Position Titles																			
2. Item Number per latest PSlPQP																			
3. Name of Lending School																			

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

Schools Division Superintendent

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):

APPROVED:

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

Regional Director

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation

Signature Over Printed Name  
Position/Designation



### C. PROCEDURAL GUIDELINES

1. Within January to March of the year, the SDS, through the Planning and Research Section shall:
  - a. conduct inventory of existing schools and feasibility study;
  - b. prioritize and recommend the need for the establishment, merging and conversion of schools, and separation of school annexes;
  - c. compute for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a five-year period); and
  - d. coordinate with appropriate school heads or stakeholders and/or present to the Local School Board on the priority needs for the establishment, merging and conversion of schools, and separation of school annexes.
2. The concerned School Heads and/or Stakeholders shall:
  - a. work on the completion of necessary documents for submission to the Planning and Research Section ; and
  - b. Collaborate/coordinate with the possible sponsor/donor of the school site, in case of the establishment of schools.
3. The SDS, through the Planning and Research Section, shall:
  - a. receive requests/applications from Schools, LGUs or stakeholders (Congressmen, Senators, etc.), together with the supporting documents specified under Part VI, Item B hereof. The applicant shall be accountable for the authenticity of the documents submitted;
  - b. review applications and notify the requesting parties of the action taken thereon within 15 days from receipt of the requests/applications; and
  - c. re-compute for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis, taking into consideration the LGU financial support.
4. The recommendations of the Planning and Research Section shall then be forwarded to the DREC which shall perform the initial evaluation as to the completeness and veracity of the submitted documents. The composition of the DREC shall be as follows:

Chair	:	Schools Division Superintendent
Co-Chair	:	Assistant Schools Division Superintendent
Members	:	One (1) Division Administrative Officer
	:	One (1) Division Planning Officer

One (1) Division Accountant and/or Division Budget Officer  
 One (1) Public Schools District Supervisor (for elementary level)  
 One (1) Chief Education Program Supervisor (for high school level)  
 One (1) In-Charge of Education Facilities Section  
 One (1) PTA Federation President

5. Once all the requirements are complied with, the DREC shall conduct on-site validation as to whether or not the existing school buildings/classrooms or plans for classrooms to be constructed are in accordance with the technical specifications stipulated in the latest DepED Educational Facilities Manual, the pertinent provisions of the National Building Code and this DepED Order. A letter of notification shall be provided by the Office of the SDS to the applicants of the action taken on their requests within fifteen (15) days upon receipt of such request.
6. The DREC shall also include in its evaluation the Staffing Complement/Position Requirement Analysis, for purposes of determining the required number of teaching and non-teaching positions (e.g. required number of teachers in the school, based on existing DepED-DBM staffing standards less existing number of teacher items based on PSISOP for the Fiscal Year), as well as the funding requirements for PS, MOOE and CO, **on multi-year basis (e.g. over a five-year period), without prejudice to consideration of such application for the next/succeeding school years.**
7. If the requirements have been satisfied, the SDS shall submit his/her recommendation to the Office of the Regional Director through the Assistant Regional Director. The deadline for submission of recommendation shall be June 30 of the current year. If there is failure to comply with the requirements, the DREC, through the SDS shall disapprove the application, copy furnished the Planning and Research Section.
8. From July to August 31 of the current year, the documents submitted by the SDS shall then be submitted to the RIT that shall review the supporting documents, conduct on-site inspection and/or interview local stakeholders to validate the need for establishment, separation, merging and/or conversion of such school and re-compute the funding requirements for crucial items to be included in the Budget Proposal on a multi-year basis. The RIT created by the Regional Director is composed of the following officials:

**Chair** : Assistant Regional Director  
**Co-Chairs** : Chief Education Program Supervisor (CEPS), Quality Assurance Division (QAD)  
**Members** : Chief Administrative Officer (CAO), Administrative Division  
 CAO, Budget and Finance Division  
 Two (2) Education Program Supervisors (EPS) from QAD  
 One (1) EPS from Curriculum Implementation Division  
 One (1) In-Charge of Education Facilities Section

9. The recommendation of the RIT shall be forwarded to the Regional Director who shall present this every year to the National MANCOM for the month of November. The latter shall then decide which proposals should be approved and included in the DepED Budget Proposal for the succeeding year.
10. The Department Secretary, through the Planning Service shall confirm which schools are to be established, separated, integrated and converted through the issuance of a DepED Memorandum and corresponding DepED School ID issued by the Planning Service, copy furnished DBM.
11. The Regional Director shall, from December 1 to 31 of the current year, finalize its DepED Budget Proposal incorporating the agreements made during the National MANCOM meeting and submit to the Budget Division, FS copy furnished Planning Service, DepED Central Office, for review and consolidation. A Status Report of each school concerned as validated by Regional Policy, Planning and Research Division shall also be submitted to Budget Division and Planning Service annually at the end of every fiscal year.
12. The Budget Division and Planning Service shall make a summary/priority list of schools to be established, separated, integrated and converted for the year, with corresponding funding requirements for PS, MOOE and CO, distributed over a five-year period, and present the same to the Department Secretary for confirmation.

## **VII. MONITORING AND EVALUATION**

1. The SDS shall undertake progress monitoring to ensure continuous compliance with this Order and the submission of Division Progress Monitoring Report for the **preceding calendar year** to the Regional Director for review and consolidation. The Regional Director shall forward the Regional Consolidated Progress Monitoring Report **every January of the following year** to the Secretary, copy furnished Policy Research and Development Division (PRDD) and Education Management Information System Division (EMISD), Planning Service (for EBEIS) and Education Facilities Division (EFD), Administrative Service.
2. The SDS through the Division Planning and Research Section shall ensure compliance by the School Head on the submission of the Government Elementary School Profile/Government Secondary School Profile through the EBEIS, at the beginning and end of the school year, for efficient and effective collection and processing of relevant school-level data needed for planning, allocation of resources and generation of performance indicators.
3. The School Head is required to submit the list of learners for the issuance of individual Learners' Reference Number and completion of the learners' details through the Learners' Information System to the Division Planning and Research Section.
4. The PRDD and EFD shall conduct thorough evaluation and validation of the aforementioned status reports, and prepare a separate report on their analysis,

findings and recommendations on the matter, to be submitted to the Organizational Effectiveness Division, Bureau of Human Resource and Organizational Development (OED-BHROD) which will then recommend to the Executive Committee whether this Order is to be amended, for systems improvement.

5. A periodic-inventory of schools shall be made by the Division Planning and Research Unit and PRDD, for purposes of validating whether all the identified schools in the GAA and EBEIS have been duly established.

#### **VIII. REPEALING CLAUSE**

All provisions of DepED rules, regulations and issuances which are inconsistent with these guidelines are hereby repealed or modified accordingly.

#### **IX. SPECIAL PROVISION**

The establishment of "stand-alone" schools offering solely alternative delivery modes of learning basic education such as, but not limited to, on-line school or home school, distance education, open-high school, and others shall be subject to future issuances by this Department.

#### **X. TRANSITORY PROVISIONS**

1. The processing of applications for conversion of a regular school to science or technical-vocational high school shall be held in abeyance, pending finalization of the requirements of the Senior High Schools or high schools that will offer technical-vocational and/or special science curriculum under the K to 12 Enhanced Basic Education pursuant to Republic Act No. 10533.
2. Consistent with RA No. 10533, the Department shall issue a separate DepED Order enumerating the guidelines on the establishment of a "stand-alone" Senior High School, or the expansion of an existing high school to offer Senior High School.

#### **XI. EFFECTIVITY**

This Order shall take effect immediately upon its issuance.

#### **XII. REFERENCES**

1. Republic Act No. 9155, *Governance of Basic Education Act of 2001*.
2. Republic Act No. 10533, *An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and For Other Purposes*.