

Department of Education REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF OZAMIZ CITY

March 7, 2023

DIVISIONAL MEMORANDUM

No. 076

s. 2023

PROGRESS MONITORING ON THE SCHOOL ESTABLISHMENT OF BARANGAYS TABID AND 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 April 4, 2023 (Tuesday) at the DepEd Ozamiz Division Boardroom from 1:30 p.m. to 4:00 p.m. The review aims to evaluate the progress in attaining the required documents for submission to the Regional Office.
- The participants are the following:
 - a. SDS and/or ASDS
 - b. Chief Education Supervisors (CID & SGOD)
 - c. PSDS of Districts 6 and 10
 - d. Division Engineer
 - e. Division Budget Officer
 - f. SEPS (Social Mobilization & Networking, M&E, Planning and Research)
 - g. Planning Officer
 - h. AO HR Personnel
 - i. Legal Officer
 - j. School heads of Narciso B. Ledesma CS and Hilarion Ramiro ES
- Attached is the status of the establishment of new schools as of March 6,
 2023.



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4. This Office directs the immediate dissemination of this Memorandum.

JEAN G. VELOSO
Schools Division Superintendent

Encl: As stated To be indicated in the Perpetual Index under the following subjects:

PIR PPAS ESTABLISHMENT SCHOOL
SBC/DM PROGRESS MONITORING ON THE SCHOOL ESTABLISHMENT OF BARANGAYS TABID AND GOTOCAN DIOT
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Status of the Establishment of New Elementary School in Brgy. Gotocan Diot and Brgy. Tabid (as of March 6, 2023)

Output	Office Responsible	Status	
	to Provide	Leyson PS	Abanil ES
	Technical	(Gotocan Diot)	(Tabid)
1A. Letter Request to	Assistance Public School	☐ Accomplished	□ Accomplished
open a school addressed	District Supervisor	☐ To be done	☐ To be done
to the SDS.	- and a mportage		
1B - 1. Justification on	o s	□ Accomplished	□ Accomplished
the need to open a		\square To be done	\square To be done
school		0-1 0-2	
1B - 2. Proposed	AO IV – Personnel	☐ Accomplished ☐ To be done	☐ Accomplished ☐ To be done
organizational structure		≥ 10 be done	△ 10 be done
1B - 3. School	SGOD - Social	☐ Accomplished	☐ Accomplished
environment	Mobilization and	☐ To be done	☐ To be done
(Environmental	Networking		
Scanning /			
Situational Analyses)	scand tentral States 1 House and 1000		
1B - 4. Proposed school	SGOD - Education	☐ Accomplished	☐ Accomplished
development plan	Facilities	☐ To be done	☐ To be done
1B - 5. Proposed	Budget Office	☐ Accomplished	☐ Accomplished
budget/budgetary		□ To be done	□ To be done
requirements			
1C. Division Inspection	Division Review	☐ Accomplished	☐ Accomplished
Report signed by	and Evaluation	⊠ To be done	⊠ To be done
Superintendent 2. Sangguniang Bayan/	Committee SGOD – Social	☐ Accomplished	□ Assemplished
Panglungsod	Mobilization and	☐ Accomplished ☐ To be done	☐ Accomplished ☐ To be done
resolution supporting	Networking		
the establishment of	G		
school, duly approved			
by the municipal/city			
mayor, indicating			
therein the proposed name of the school.			
3A. List of prospective	Public School	□ Accomplished	□ Accomplished
enrollees per grade	District Supervisor	☐ To be done	☐ To be done
level, indicating their	(PSDS)		
names, ages,			



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addresses and/or school where they are currently or were enrolled.			
3B. Justification by the SDS on the need to establish a school, if necessary.	Planning & Research Unit	☐ Accomplished ☐ To be done	☐ Accomplished ☐ To be done
4B. Certification from the SDS that no private elementary school to cater to the elementary school graduated/students who cannot afford to enroll in a private elementary school.	Planning & Research Unit	□ Accomplished □ To be done	□ Accomplished □ To be done
5A. 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.	SGOD – Education Facilities Unit	□ Accomplished □ To be done	□ Accomplished □ To be done
5B. 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.	Planning & Research Unit	☐ Accomplished ☑ To be done	□ Accomplished □ To be done
6A. 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,	Legal Unit	☐ Accomplished ☐ To be done	☐ Accomplished ☐ To be done



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OCT or TCT in the name of DepEd, reflecting the size and boundaries of the school site			
6B. Justification from the SDS in case the required size of school site cannot be met.	Legal Unit	☐ Accomplished ☐ To be done	□ Accomplished ⊠ To be done
7. 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.	SGOD – Social Mobilization & Networking	□ Accomplished ☑ To be done	□ Accomplished 図 To be done
8A. School site development plan	SGOD – Education Facilities Unit	☐ Accomplished ☐ To be done	☐ Accomplished ☐ To be done
8B. School building plan indicating the number and technical specifications of the classrooms to be built.	SGOD – Education Facilities Unit	□ Accomplished □ To be done	☐ Accomplished ☐ To be done
8C. School building design duly approved by DepEd Education Facilities Division, Administrative Services	SGOD – Education Facilities Unit	☐ Accomplished ☑ To be done	☐ Accomplished ☑ To be done
8D. School building permit issued by the municipal/city engineer	SGOD – Education Facilities Unit	☐ Accomplished ☑ To be done	☐ Accomplished ☑ To be done
8E. Bureau of Fire Protection Certificate	SGOD – Education Facilities Unit	☐ Accomplished ☒ To be done	☐ Accomplished ☒ To be done



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8F. In case classrooms are already constructed, inspection report from Division In-Charge of Facilities Section.

SGOD – Education Facilities Unit ☐ Accomplished ☐ To be done

☐ Accomplished ☐ To be done

Overall Progress

9.09%

13.64%

Evaluated by:

SAMIE B. ASO EPS II – M&E

ELL JUNE S ABUCAY Planning Officer III

Noted:

SUSAN EPIFANIA B. CARPIO Chief Education Supervisor



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