



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

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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.
2. 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
3. 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:

<b>PIR</b>	<b>PPAs</b>	<b>ESTABLISHMENT</b>	<b>SCHOOL</b>
SBC/DM PROGRESS MONITORING ON THE SCHOOL ESTABLISHMENT OF BARANGAYS TABID AND GOTOCAN DIOT			
_____ March 7, 2023			



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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 to Provide Technical Assistance	Status	
		<i>Leyson PS (Gotocan Diot)</i>	<i>Abanil ES (Tabid)</i>
<b>1A. Letter Request to open a school addressed to the SDS.</b>	Public School District Supervisor	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> To be done
<b>1B - 1. Justification on the need to open a school</b>	-	<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> To be done	<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> To be done
<b>1B - 2. Proposed organizational structure</b>	AO IV – Personnel	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done
<b>1B - 3. School environment (Environmental Scanning / Situational Analyses)</b>	SGOD – Social Mobilization and Networking	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done
<b>1B - 4. Proposed school development plan</b>	SGOD – Education Facilities	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done
<b>1B - 5. Proposed budget/budgetary requirements</b>	Budget Office	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done
<b>1C. Division Inspection Report signed by Superintendent</b>	Division Review and Evaluation Committee	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done
<b>2. Sangguniang Bayan/Panglungsod resolution supporting the establishment of school, duly approved by the municipal/city mayor, indicating therein the proposed name of the school.</b>	SGOD – Social Mobilization and Networking	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done	<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> To be done
<b>3A. List of prospective enrollees per grade level, indicating their names, ages,</b>	Public School District Supervisor (PSDS)	<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> To be done	<input checked="" type="checkbox"/> Accomplished <input type="checkbox"/> To be done







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