



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



January 31, 2017

Division Memorandum
 No. 065 s. 2017

TO: Teachers-In-Charge of
 DiCNHS Igpit Annex
 DiCNHS Balabag Annex
 DiCNHS Soong Annex


1. Section A.2.3 of DepED Order No. 40 series of 2014 stipulates that *“Priorities in the separation of School Annexes shall be given to those schools with separate appropriations in the General Appropriations Act (GAA) and/or to those schools that are difficult to administer and supervise considering the distance from their mother schools”*. With emphasis of the underlined statement, your school will qualify for separation since it has a regular allocation for the last two or three Fiscal Years.
2. Hence, gleaning with the above-mentioned provision, you are directed to prepare the following documents listed below and submit to this Office on or before **March 31, 2017** attn.: SGOD Chief.

CRITERIA	REQUIRED DOCUMENTS
1. The School Annex is listed in the EBEIS	DepED School ID
2. With legal basis on its establishment	Approval on the establishment of school annex by DepED Central/Regional Office
3. The proposed separation of the school annex must be supported by the LGU	Sangguniang Bayan/Panglungsod resolution supporting the separation of the school annex duly approved by the Municipal/City Mayor indicating therein the proposed name of the school
4. Separation of the school annex shall be requested by the school head of the mother school and/or its stakeholders duly recommended/endorsed by the SDS. In the event that all the requirements for a separation of school annex are met, and the school head of the mother school refuses to enter into a MOA with the TIC/OIC of the school annex, the SDS shall require the school head of the mother school to submit his/her justifications in writing. If the SDS finds the justification not valid, the SDS shall prepare and submit all the requirements even without the execution of a MOA. If the SDS finds the justification valid, the SDS shall submit all pertinent documents in connection with the propose separation of the school annex to the Regional Director who shall decide whether or not to proceed with the separation of the school annex	a. Request for the separation of the school annex concerned duly recommended/endorsed by the SDS and/or stakeholders b. Feasibility study, indicating the following: <ol style="list-style-type: none"> 1. Justification on the need to separate the school annex 2. Propose organization structure 3. School environment (environmental scanning/situation analysis) 4. Proposed School Development Plan 5. Proposed Budget/Budgetary requirements c. Inventory of crucial resources to be transferred to the proposed school to be separated, duly signed by the mother school's Property Custodian d. Duly notarized MOA regarding the separation of school annex, drawn up by and between the school head of the mother school and TIC/OIC of the school annex indicating among others the

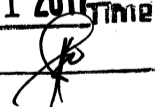
	<p>transfer of crucial resources to the propose regular school to wit: (refer to annex E2 for the sample MOA template</p> <ol style="list-style-type: none"> 1. teaching and non teaching items pursuant to the existing DepED-DBM staffing standards for schools; 2. Funds for PS based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred; 3. Funds for MOOE; 4. Facilities, furniture and equipment and textbooks in all subject areas; and 5. other funding requirements until such time that the school's funding requirements is integrated in the GAA <p>e. Justification from the School Head or SDS in case the required MOOE cannot be met</p> <p>d. Latest and updated PSIPOP including proposal for items for Principal 1 and additional teacher and support personnel</p>
<p>5. The School Annex has an enrolment from Grades 7 to 10 for the current school year, with a total enrolment of at least 400 students duly signed by the School Head/OIC and attested by the SDS. In case there is difficulty in meeting the aforementioned criterion, the SDS may make the necessary justification.</p>	<ol style="list-style-type: none"> 1. List of enrollees by Grade level, duly signed by the school head/OIC and attested by the SDS or 2. Justification from the SDS in case the aforesaid criterion cannot be met
<p>6. Existence and availability of a school site of at least 5,000 square meters or one half hectare for rural areas; 2,500 square meters for highly urbanized cities. In case there is difficulty in meeting the aforementioned criterion the SDS may make the necessary justification.</p>	<ol style="list-style-type: none"> a. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor or DepED; Original Certificate of Title (OCT) or Transfer Certificate of Title in the name of DepED reflecting the size and boundaries of the school site; or b. Justification from the SDS in case the aforesaid criterion cannot be met.

3. For technical assistance, please see Mr. Felzev Lloyd Sayson, Division Coordinator for Establishment of Schools, Separation of School Annexes and Patent.
4. For priority concern.

cc: Datu Roger A. Manapol
Principal IV- DiCNHS


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

DepEd Schools Division Office

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Date: FEB 01 2017 Time: 9:42 AM
By: 



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapan Panrehiyon



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website address: [http:// www.region11.dep.gov.ph](http://www.region11.dep.gov.ph)

Memorandum

To : Schools Division Superintendents
This Region

From : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director


Subject: Compliance with DepED Order No. 40, s. 2014, "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education"

Date : January 19, 2017

Schools Division Office

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JAN 25 2017 Time: 9:46 AM

By: 

Pursuant to Section 3 of Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," one of the purposes and objectives is to establish Schools as a facility where the school children are able to learn a range of core competencies prescribed for elementary and high school education programs. Section 7 provides that the Regional Director has the Authority, Accountability and Responsibility for approving the establishment of public elementary and secondary schools and learning centers.


In this connection, schools division offices are hereby requested through the Division Review and Evaluation Committee (DREC) to conduct ocular inspection and provide technical assistance to every applicant public school to facilitate the establishment and submit report to this Regional Office in compliance with the requirements prescribed by DepEd Order No. 40, s. 2014.

Please be guided accordingly.

Fn: Memorandum to SDS/ABI/Memo to SDS 2017/Establishment of Jose Bastida NHS
ROQAD/ROQ5/ROQ7

Department of Education
Regional Office XI
RECORDS SECTION

RELEASED


1/19/17 Time: _____