

23-99265



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Division ~~MEMORANDUM~~
SGOD-2023- 000

To : Assistant School Division Superintendent
Chiefs of SGOD and CID
DREC Members and Secretariat
Concerned Public Schools District Supervisor
School Head of Aplaya ES and Digos City National High School-
Aplaya Extension

Subject : **Application for Conversion of Aplaya Elementary School and
Digos City National High School-Aplaya Extension into
Integrated School**

Date : March 15, 2023

This has reference to DepEd Order No. 40, s. 2014 entitled "*Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education*", which states that the DepEd shall protect and promote the right of all citizens to quality basic education and to make such education accessible to all Filipino children.

The approved substitute bill of House Bill 2950 entitled "*An Act Ensuring Access to Free Secondary Education by Converting the Public Elementary Schools into Integrated Schools*", emphasized that "*The creation of integrated schools will allow elementary graduates, especially from rural communities, to continue their education at lesser cost, especially on travel expenditures.*". Consequently, resulting to the savings of the government in terms of usage of facilities and school personnel needs. Further, this, Integrated School conversion, addresses the gross shortage of public secondary schools in reducing the number of out-of-school youths in the country. And establishing more secondary schools will open opportunities for students to access complete basic education at a lower cost and meet the growing educational needs of the youth.

Corollary to this, the School Head hereto of Aplaya Elementary School and Digos City National High School-Aplaya Extension is instructed to prepare/process and submit complete documents for the application for conversion of Elementary and Secondary schools into an Integrated School. The said documents shall be placed in an orange folder with tabbing/ear tabs arranged accordingly. The list of requirements, Annex C-4, is attached to this memorandum for your reference.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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The Division Review and Evaluation Committee (DREC) members and Secretariat shall assist, provide technical assistance and conduct on-site inspection to the applicant school to expedite its processing of documents.

Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

CRISTY C. EPE

Schools Division Superintendent

Handwritten initials and date: 3/15/23

Enclosed: As stated.

SGOD/smm&e/edm

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-99265

DATE: MAR 20 2023 TIME: 2:58 PM

BY: *[Signature]*



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

Department of Education

Division of _____, Region _____

APPLICATION FOR CONVERSION OF SCHOOLS

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

CHECKLIST OF DOCUMENTS

a. High School classified as Non- Implementing Unit into a High School classified as Implementing Unit

- _____ 1. School's latest and updated Personal Services Itemization and Plantilla of Personnel (PSIPOP).
- _____ 2. Approval of school's Agency Code by DBM.
- _____ 3. Designation documents duly signed by the School Head.
- _____ 4. Certificates of Training attended by the designated/appointed financial staff related to financial management.
- _____ 5. Certification of the School Head as to the capability of the school to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, House of Representatives, etc.
- _____ 6. Copy of the current General Appropriations Act (GAA) where the appropriation of the school is reflected.
- _____ 7. Enhanced Basic Education Information System (EBEIS) data on enrolment per grade level for the current school year.
- _____ 8. Letter-request from the School Head addressed to the Schools Division Office (SDO).
- _____ 9. Endorsement letter from the SDO to Regional Office.
- _____ 10. Endorsement letter from the Regional Office to DepED Central Office.

b. Elementary/Secondary School(s) into an Integrated School

- _____ 1. DepED School ID(s).
- _____ 2. Letter-request for the conversion of school(s) into an Integrated School (IS) addressed to the Schools Division Superintendent (SDS).
- _____ 3. In case of expansion of existing school:
 - _____ a. Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS;
 - _____ b. IS Implementation Plan covering five (5) years to include among others, the following:
 - _____ 1. Current and projected enrolment for five (5) school years, by grade level;
 - _____ 2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;
 - _____ 3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and
 - _____ 4. School Site Development Plan to include proposed school buildings, as needed;
 - _____ c. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school;
 - _____ d. Inventory of learning resources prepared by the School's Property Custodian, as validated by the Schools Division Office;
 - _____ e. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school(s); and
 - _____ f. Updated Status Report with regard to the school's existing crucial resources.
- _____ 4. In case of merging or combination of existing elementary and secondary school(s):
 - _____ a. Feasibility study on the proposed merging or combination of schools, duly recommended/endorsed by the SDS;
 - _____ b. IS Implementation Plan covering five (5) years to include among others, the following:
 - _____ 1. Current and projected enrolment for five (5) school years, by grade level;
 - _____ 2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;
 - _____ 3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and
 - _____ 4. School Site Development Plan to include proposed school buildings, as needed.
 - _____ c. Inventory of learning resources prepared by the School's Property Custodian for both schools to be integrated.
 - _____ d. Updated PSIPOP of both schools to be integrated.
 - _____ e. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the Schools Division Office; and

- ___ f. Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools indicating among others, the integration of crucial resources for the proposed IS.
- ___ 5. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
- ___ 6. Certification from the LGU signed by the Municipal/City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget.
- ___ 7. Designation Order for the proposed School Head.
- ___ 8. Transcript of Records, Certificates of Relevant Training, Service Record and Civil Service eligibility of the proposed School Head, duly certified as true copies by the Division Office's Records Unit.
- ___ 9. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for School Head item for secondary school.
- ___ 10. Certification from the SDS as to the school assignment of the other School Head who will not be selected, in case both schools to be merged or combined are with existing School Heads.

c. High School to a Science School

- ___ 1. Certification of National Achievement Test (NAT) Results for the past 3 years from the National Education and Testing Research Center (NETRC)/Bureau of Education Assessment.
- ___ 2. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions.
- ___ 3. Current School Program, signed by the School Head and approved by the Schools Division Superintendent (SDS).
- ___ 4. Copy of curriculum guide and special science curriculum.
- ___ 5. Certified true copies of the Transcript of Records of School Head.
- ___ 6. Certified true copies of Certificate of Training in Science/Mathematics subject attended by the School Head.
- ___ 7. Certified true copies of the Transcript of Records of Science and Mathematics Teachers.
- ___ 8. Copy of the PRC-LET Ratings of teachers indicating their field of specialization/concentration (i.e. mathematics, physical science, biological science, chemistry, general science, etc.).
- ___ 9. Certified true copies of Certificate of Relevant Training attended by the Teachers (e.g. Certification Program or other related trainings for non-major math & science teachers).
- ___ 10. Updated School Profile.
- ___ 11. Certificate on the availability of learning resources signed by the School Head and attested by the SDS.
- ___ 12. Inventory of learning resources prepared by School's Property Custodian and validated by the Schools Division Office.
- ___ 13. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.

d. High School to a Technical-Vocational School

- ___ 1. Current School Program, signed by the School Head and approved by the SDS.
- ___ 2. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum.
- ___ 3. Approval from the Office of the Undersecretary for Programs and Projects on the technical-vocational course to be offered by the school, aligned with TESDA Training Regulations.
- ___ 4. Certification by the School Head that the technical-vocational course being offered:
 - ___ a. is relevant to the needs of the community/local industry;
 - ___ b. has available localized curriculum in partnership with local industry/ies; and
 - ___ c. is based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes.
- ___ 5. Feasibility Study, duly recommended by the SDS, indicating the following:
 - ___ a. Need to convert into a Technical-Vocational School;
 - ___ b. Current and projected enrolment for a period of five (5) years;
 - ___ c. Demand to Open a Technical-Vocational course;
 - ___ d. Organizational Structure;
 - ___ e. School Development Plan; and
 - ___ f. Proposed Budget/Budgetary Requirements.
- ___ 6. Certified true copy of the Transcript of Records of School Head.
- ___ 7. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head as issued by TESDA.
- ___ 8. Certified true copies of the Transcript of Records of Technical-Vocational Teachers.
- ___ 9. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special

technical-vocational skills.

- _____ 10. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration.
- _____ 11. Updated Teachers' Profile.
- _____ 12. Inventory of relevant learning resources per specialization prepared by School's Property Custodian and validated by the Schools Division Office.
- _____ 13. Certification from the School Head that the relevant resources of the school are adequate, duly validated by the SDS.
- _____ 14. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
- _____ 15. Certification from the LGU, duly signed by the Municipal /City Mayor, as the case maybe, where the LGU shall provide funds for the operation and maintenance for at least 5 years or until such time when the funds for the purpose are incorporated in the national budget.
- _____ 16. 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.
- _____ 17. Justification from the SDS in case the required size of technical-vocational school site cannot be met.

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: _____