



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
 Superintendent

28 MAR 2023

DIVISION MEMORANDUM
 No. 225, s. 2023

**CONVERSION OF A HIGH SCHOOL NON-IMPLEMENTING UNIT INTO A
 HIGH SCHOOL IMPLEMENTING UNIT**

To: Assistant Schools Division Superintendents
 CID and SGOD Chief Education Supervisors
 Public Schools District Supervisors/ District In-charge
 Select School Heads of Non-Implementing Units (Amio Comprehensive High School, Pacuan Provincial Community High School, Paniabonan High School (Mabinay NHS Annex), and Tampi National High School)
 All Others Concerned

1. Pursuant 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, a high school without fiscal autonomy (Non-Implementing Unit) may be converted into an Implementing Unit.
2. In this connection, the Office hereby calls for submission of requirements for the abovementioned schools. (Please refer to Enclosures Annex C-4/Annex D-4a)
3. The school must meet the following conditions:

CRITERIA	REQUIRED DOCUMENTS
1. The school must have a Principal position per latest PSIPOP and at least (20) teachers.	School's latest and updated PSIPOP. (Please attach certified true copy of the appointment paper of the "current principal" and updated PSIPOP)



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
 Email Address: negros.oriental@deped.gov.ph



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SCHOOLS DIVISION OF NEGROS ORIENTAL

2. The school must have an agency code and designated/appointed financial staffs (Bookkeeper and Disbursing Officer); and capability to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, Senate, House of Representatives, etc.	a. Approval of School's Agency Code by DBM; b. Designation documents duly signed by the School Head; c. Certificates of Training attended by the designated/appointed financial staff related to financial management (Certified True Copy); and (Kindly attach the certified true copy appointment papers of the financial staffs) d. 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, Senate, House of Representatives, etc. (Certified by the Schools Division Superintendent)
3. With at least P6 million appropriations based on current GAA (i.e., PS, MOOE and CO)	a. Copy of the current GAA where the appropriation of the school is reflected; and b. EBEIS data on enrolment per grade level for the current school year.
4. The proposed conversion was requested by the School Head, and reviewed/evaluated and endorsed by the Division and Regional Offices before forwarding the same to DepEd Central Office.	a. Letter-request from the School Head addressed to SDO; b. Endorsement letter from the SDO to Regional Office; and c. Endorsement letter from the Regional Office to DepEd Central Office

4. For the issuance of the Agency Code, School Heads are directed to comply immediately the requirements above together with a letter request prepared by the current Principal addressed to the Schools Division Office. All documents shall be prepared in duplicate copies.



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5. Deadline for submission of the required documents to the Schools Division Office c/o the Human Resource Management Unit (HRMU) is on April 21, 2023.
6. For the information and compliance of all concerned.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

3/24/23

SPP/NLR/AdsP/LBY/jad
March 24, 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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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

Department of Education
 DIVISION OF _____, REGION _____
**APPLICATION FOR CONVERSION OF A HIGH SCHOOL CLASSIFIED AS
 NON- IMPLEMENTING UNIT INTO A HIGH SCHOOL CLASSIFIED AS IMPLEMENTING UNIT SCHOOL**
EVALUATION SHEET

Annex D - 4a

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED/ Pls. state reason, if Failed)																												
1. The school must have a Principal position per latest PSIPOP and at least twenty (20) teachers.	School's latest and updated PSIPOP	Name of School : _____ Per PSIPOP for FY : _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 70%;">Position Title</th> <th style="width: 30%;">No. of Positions</th> </tr> </thead> <tbody> <tr> <td>E.g. Principal I</td> <td></td> </tr> <tr> <td>Teacher III</td> <td></td> </tr> <tr> <td>Teacher II</td> <td></td> </tr> <tr> <td>Teacher I</td> <td></td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td></td> </tr> </tbody> </table> Name of School Head : _____	Position Title	No. of Positions	E.g. Principal I		Teacher III		Teacher II		Teacher I		TOTAL																		
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2. The school must have an agency code and designated/appointed financial staff (Bookkeeper and Disbursing Officer); and capability to comply with the submission of financial report to oversight agencies such as COA, DBM, NEDA, Senate, House of Representatives, etc.	a. Approval of School's Agency Code by DBM b. Designation documents duly signed by the School Head c. Certificates of Training attended by the designated/appointed financial staff related to financial management d. 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.	a. Agency Code Number : _____ Approved By : _____ Position/Designation : _____ Office : _____ Date : _____ b. Designated Financial Staff duly signed by the School Head <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Particulars</th> <th style="width: 20%;">Bookkeeper</th> <th style="width: 20%;">Disbursing Officer</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td></td> <td></td> </tr> <tr> <td>Position Title</td> <td></td> <td></td> </tr> <tr> <td>Date of Designation Order</td> <td></td> <td></td> </tr> </tbody> </table> c. Relevant Training Attended: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 35%;">Title of Training</th> <th style="width: 15%;">Inclusive Dates of Attendance</th> <th style="width: 15%;">No. of Hours</th> <th style="width: 35%;">Conducted/ Sponsored By</th> </tr> </thead> <tbody> <tr> <td>1. Designated/Appointed Bookkeeper</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Designated/Appointed Disbursing Officer</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> d. Certification Signed By : _____ Position/Designation : _____ Date : _____ d. Certification stipulates that the school has the capability to comply with the financial reports to oversight agencies? YES _____ NO _____	Particulars	Bookkeeper	Disbursing Officer	Name			Position Title			Date of Designation Order			Title of Training	Inclusive Dates of Attendance	No. of Hours	Conducted/ Sponsored By	1. Designated/Appointed Bookkeeper				2. Designated/Appointed Disbursing Officer				Total				
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3. With at least Php6 million appropriations based on current General Appropriations Act (i.e PS, MOOE and CO)	a. Copy of the current GAA where the appropriation of the school is reflected. b. EBEIS data on enrolment per grade level for the current school year.	a. School's Appropriation Per GAA <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td></td> </tr> <tr> <td>MOOE</td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table> School's Enrolment for SY _____ to _____ <table border="1"> <thead> <tr> <th>Grade Level</th> <th>No. of Students</th> </tr> </thead> <tbody> <tr> <td>7</td> <td></td> </tr> <tr> <td>8</td> <td></td> </tr> <tr> <td>9</td> <td></td> </tr> <tr> <td>10</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table>	Particulars	Amount	Personal Services		MOOE		Capital Outlay		TOTAL		Grade Level	No. of Students	7		8		9		10		TOTAL		
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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
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