

March 11, 2016


REGIONAL MEMORANDUM

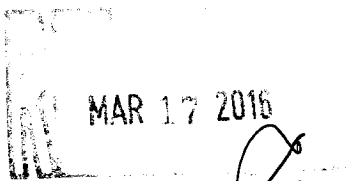
No. 074.2016

APPROVAL OF SCHOOL REQUEST FOR CONVERSION OF SCHOOL TO INTEGRATED SCHOOL BY EXPANSION

To : Schools Division Superintendent, Abra Division
: Municipal Mayor, Peñarrubia, Abra
: Municipal Councilor, Peñarrubia, Abra
:All other Concerns

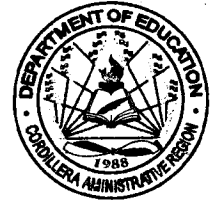
1. The urgency of the Public High School in the Municipality of Peñarrubia, Abra manifested in the Feasibility study of the Peñarrubia Central School together with the Resolution of the Municipal Councilor validated by the Regional QAD Team and with the compliance of the requirements of an Integrated School under DepEd Order No. 40 s. 2014, the said School is hereby **APPROVED** as **PEÑARRUBIA INTEGRATED SCHOOL** offering Kindergarten and grades 1-12 course.
2. For the mean time, the Local Government Unit (LGU) of Abra will provide Honoria of 4 teaching staff and 1 non-teaching personnel until such time that funds for this school will be incorporated in the National Budget (GAA) while DepEd will spearhead the implementation of the school's education curriculum and all other roles and responsibilities, other conditions stipulated in the Memorandum of Agreement (MOA) between LGU and DepEd of Abra.
3. For implementation and compliance is desired.


ELLEN B. DONATO, ED,D,, CESO III
Director IV


DEPED-CAR Time: 2:30



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



2nd Endorsement
 June 2, 2015

Respectfully returned to RONALD B. CASTILLO, CESO VI, OIC-Schools Division Superintendent, Division of Abra, Bangued, Abra the herein resolution of the Sanggunian Bayan of the Municipality of Peñarrubia, Abra for the conversion of Peñarrubia Central School to Peñarrubia Integrated School this School Year 2015-2016 interposing no objection since the requirements for the conversion of school to integrated school were met. However, you are requested to organize your documents following the prescribed order/arrangement given on DepED Order No. 40, s. 2014.


 ELLEN B. DONATO, Ed.D., CESO III
 Director IV

QAD/LBG/dmg/bart

RELEASED
 JUN 05 2015
 DEPED-CAR Time: _____

Telephone Numbers:					
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234
Administrative Division	422-1804	Secondary Education Division	309-3014	Special Services Unit	422-3108
				Record Section	-309-3015
				Payroll Services Unit	-424-3993
				Special Services Division	-424-5167
				Commission on Audit	422-3484



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REVIEW AND EVALUATION FOR CONVERSION OF SCHOOL INTO INTEGRATED SCHOOL

(Ref. DepED Order No. 40, series 2014)

Name of School: Peñarrubia Integrated School, Peñarrubia, Abra

*Family Peñarrubia
 Control School*

CRITERIA	MET		REQUIRED DOCUMENTS	Not Available	Available		Remarks
	YES	NO			Sufficient	Needs more info.	
1. The school is listed in the BEIS	/		DepED School ID. <u>135127</u>				
2. In case of expansion of school, the conversion to IS must satisfy at least three (3) of the following conditions, whichever are applicable:							<i>DepEd Regional Office - Abra on the approval of the Peñarrubia Integrated School.</i>
a. There are no schools offering complete basic education within the catchment area;	/		a. Letter-request for the conversion of school (thru expansion) into an IS addressed to SDS.				
b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and secondary school;	/		b. Feasibility study in the proposed expansion of school, duly recommended/endorsed by the SDS.				
c. There are inadequate equipment and resources to the operation of separate elementary and secondary school;	/		c. IS Implementation Plan covering five (5) years to include among others, the following:				
d. There is difficulty in acquiring a school site for the secondary school;	/		1. Current and projected enrolment for five (5) school years, by grade level;	/			
e. The number of elementary graduates does not warrant the establishment of a separate secondary school; or	/		2. Proposed budgetary requirements for its PS, MOOE and CO;	/			
f. The elementary/secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively.	/		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.	/			
			d. For item f criterion, a 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.	/			
			e. Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO.	/			
			f. Updated PSIPOP of the concerned school.	/			
			g. Updated Status Report with regard to the school's existing crucial resources.	/			
3. In case of merging or combination of existing elementary and secondary schools, the establishment of IS must satisfy all the following requirements:							<i>N/A</i>
a. There are no schools offering complete basic education within the catchment area;			a. Letter-request for the conversion of schools into an IS addressed to the SDS.				
b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and secondary school;			b. Feasibility study on the proposed merging or combination of schools, duly recommended/endorsed by the SDS.				
c. There are inadequate equipment and resources to the operation of separate elementary and secondary school;			c. IS Implementation Plan covering five (5) years to include among others, the following:				
d. The elementary and			1. Current and projected enrolment for five (5) school years, by grade level;				
			2. Proposed budgetary requirements for its PS, MOOE and CO;				
			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.				
			d. Inventory of learning resources prepared by the School's Property				

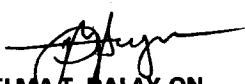



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secondary schools are adjacent or located within a radius of not more than 100 meters from each other within the same schools division; and	H/A	Custodian for both schools to be integrated. e. Updated PSIPOP of both schools to be integrated.				
e. The School Heads concerned must agree on the merging of necessary teaching and non-teaching items as well as other crucial resources of the integrated school.		f. 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 SDO.	H/A			
4. The proposed conversion of school into an IS must be supported by the LGU.	/	g. 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. (Refer to Annex E-4 for the sample MOA template).				
5. The School Head to be designated to the IS must satisfy the DepED-CSC QS of a School Head for Secondary school.	/	a. Sangguniang Bayan/Panglungsod Resolution supporting the conversion of school(s) into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of school; and	/			
		b. 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.	/			
		a. Designation Order for the proposed School Head;	/			
		b. Transcript of Records, Certificates of Relevant Trainings, Service Record and Civil Service eligibility of the proposed School Head, duly certified as true copies by the SDO's Records Unit;	/			
		c. Justification by the SDS, in case the aforementioned criterion is not met; and	/			
		d. 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.	/			
<i>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</i>						

Regional Evaluation/Validation Team:


THELMA T. DALAY-ON
 Education Program Supervisor


DANIEL M. GONAYON
 Education Program Supervisor


LILIA G. GOC-OBAN
 OIC-Chief, Quality Assurance Division



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA
Bangued 2800
Tel. No. 074-752-8039
Email Address: *abra@deped.gov.ph*



RECEIVED
SCHOOLS DIVISION OF ABRA
RELEASED

NOV 26 2015

November 23, 2015

ELLEN B. DONATO, Ed. D., CESO III
Director IV
Dep.Ed. CAR
Wangal, La Trinidad, Benguet

*(Through: Lilia Goc-oban, Ph.D.
Chief - QAAD)*

RECEIVED
NOV 27 2015
DEPED-CAR (Time: 1:45 PM)

Madam,

This is to submit the pertinent papers of Peñarrubia Integrated School for evaluation and appropriate action.

Thank you.

Very truly yours,


RONALD B. CASTILLO, CESO VI
Schools Division Superintendent

Department of Education
Division of ABRA, Region CAR
APPLICATION FOR CONVERSION OF SCHOOLS

Requesting Office/School : PENARRUBIA CENTRAL SCHOOL
 Name of Proponent(s) : CATHERINE E. UNG-ATAN
 Position/Designation : PRINCIPAL II
 Proposed New Name of School : PENARRUBIA INTEGRATED SCHOOL
 Address : POB. PENARRUBIA, ABRA

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 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

- Completed 11-13-15
- 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 speci

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: _____