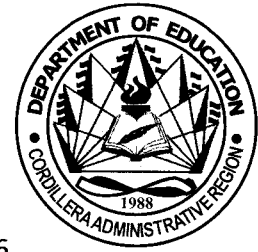




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



December 13, 2016

RELEASED
DEC 22 2016

REGIONAL MEMORANDUM


No. 383-2016

DEPED-CAR Time: _____

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

To : Schools Division Superintendent, Tabuk City
: School Principal, Dilag Elementary School, Dilag, Tabuk City
: All other concerned

1. The urgency of the Integrated School in Barangay Dilag, Tabuk City as manifested in the Feasibility study of Dilag Elementary School supported with the Resolution of the Sangguniang Panlalawigan of Kalinga Province and Sangguniang Bayan of Tabuk City validated by the Regional Inspectorate 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 **Dilag Integrated School** offering Kindergarten and grades 1-12 course.
2. For the mean time, the Local Government Unit (LGU) of Tabuk City, Province of Kalinga and Barangay of Dilag will provide the Honoraria of additional teaching staff aside from the 3 permanent teachers borrowed from other schools in Tabuk City and non-teaching personnel, and school facilities and equipment included in the Memorandum of Agreement (MOA) 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 Tabuk City Division.
3. Implementation and compliance is desired.


BEATRIZ G. TORNO, PH.D., CESO 1V
Assistant regional Director
Officer In-Charge
Office of the Regional Director

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSES OR FAILED pls. state reason, if failed)																																																				
<p>There is difficulty in acquiring school site for the secondary school;</p> <p>The number of elementary graduates does not warrant the establishment of separate secondary school; or</p> <p>The elementary/ secondary school excess classrooms of at least four (4) and seven (7) to accommodate high school/ elementary enrollees, respectively.</p>	<p>2. Proposed budgetary requirements for its Personal Service, MOOE, and Capital Outlay</p> <p>3. Operational Plan re: Curriculum and Instructional Supervision of the proposed Integrated School; and</p> <p>4. School Site Development Plan (SSDP) to include proposed school buildings, as needed.</p> <p>d. For Item f criterion, a Certificate 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.</p> <p>e. Inventory of Learning Resources (LRs) prepared by the School Property Custodian, as validated by the Schools Division Office</p> <p>f. Updated PSIPOP of the concerned school.</p>	<p>c.2. Proposed Budgetary Requirements</p> <table border="1" data-bbox="817 223 1989 459"> <thead> <tr> <th rowspan="2">PARTICULAR</th> <th rowspan="2">YEAR 1</th> <th rowspan="2">YEAR 2</th> <th rowspan="2">YEAR 3</th> <th rowspan="2">YEAR 4</th> <th rowspan="2">YEAR 5</th> <th colspan="2">Supported w/ Breakdown?</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td>1, 296, 180</td> <td>2, 503,644</td> <td>3,211,344</td> <td>3,921,156</td> <td>8,803,776</td> <td>✓</td> <td></td> </tr> <tr> <td>MOOE</td> <td>154, 880</td> <td>205, 540</td> <td>279, 210</td> <td>296, 540</td> <td>703,140</td> <td>✓</td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td>350, 000</td> <td>400, 000</td> <td>759, 000</td> <td>350, 000</td> <td>350,000</td> <td>✓</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>1, 801, 060</td> <td>3, 109, 184</td> <td>4, 249, 554</td> <td>4, 567, 696</td> <td>9,856,916</td> <td></td> <td></td> </tr> </tbody> </table> <p>c.3. Operational Plan Prepared by: <u>MARILYN B. PECUA</u> Position/ Designation : <u>SCHOOL HEAD</u> Office/ School : <u>DILAG ELEMENTARY SCHOOL</u> Date : <u>JANUARY 4, 2016</u></p> <p>c.4. SSDP Prepared by : <u>ENGR. JOVITO PAGTAN/ ENGR. PAUL PALLISO</u> Position/ Designation : <u>ENGINEERING ASSISSTANT</u> Office/ School : <u>CITY LOCAL GOVERNMENT UNIT</u> Date : <u>JANUARY 4, 2016</u></p> <p>d. Certificate signed by : <u>MARILYN B. PECUA</u> Position/ Designation : <u>SCHOOL HEAD</u> Date : <u>JANUARY 4, 2016</u> No. of Excess Classroom : <u>6 MARCOS TYPE BUILDING-MAKESHIFT</u></p> <p>e. Inventory if LR's prepared by : <u>FLORENCE B. DUCLAN</u> Position/ Designation : <u>SCHOOL PROPERTY CUSTODIAN</u> Date : <u>AUGUST 23, 2016</u> Validated by : <u>RUTH L. LEDDA</u> Position/ Designation : <u>ACTING SUPPLY OFFICER</u> Date : <u>AUGUST 30, 2016</u></p> <p>f. Per PSIPOP for FY 2016</p> <table border="1" data-bbox="817 1268 1989 1449"> <thead> <tr> <th>PARTICULARS</th> <th>NO. OF POSITION</th> </tr> </thead> <tbody> <tr> <td>School Head Items</td> <td>1</td> </tr> <tr> <td>No. of Teaching Items</td> <td>11</td> </tr> <tr> <td>No. of Support Staff</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>12</td> </tr> </tbody> </table>	PARTICULAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	Supported w/ Breakdown?		Yes	No	Personal Services	1, 296, 180	2, 503,644	3,211,344	3,921,156	8,803,776	✓		MOOE	154, 880	205, 540	279, 210	296, 540	703,140	✓		Capital Outlay	350, 000	400, 000	759, 000	350, 000	350,000	✓		TOTAL	1, 801, 060	3, 109, 184	4, 249, 554	4, 567, 696	9,856,916			PARTICULARS	NO. OF POSITION	School Head Items	1	No. of Teaching Items	11	No. of Support Staff		TOTAL	12	<p>PASSED <i>Teachers for Dilag IS shall come from the excess teachers of Balong NHS.</i></p> <p>PASSED</p> <p>PASSED <i>Titled School Site</i></p> <p>PASSED</p> <p>PASSED</p> <p>PASSED</p>
PARTICULAR	YEAR 1	YEAR 2							YEAR 3	YEAR 4	YEAR 5	Supported w/ Breakdown?																																											
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	g. Updated Status Report with regard to the school's existing crucial resources.	g. Certificate signed by : <u>MARILYN B. PECUA</u> Position/ Designation : <u>SCHOOL HEAD</u> Date : <u>AUGUST 2016</u> Resources Needed <table border="1" data-bbox="817 327 1993 502"> <thead> <tr> <th>PARTICULARS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td>1, 296,180.00</td> </tr> <tr> <td>MOOE</td> <td>154, 880.00</td> </tr> <tr> <td>Capital Outlay</td> <td>350, 000.00</td> </tr> <tr> <td>TOTAL</td> <td>1, 801, 060.00</td> </tr> </tbody> </table>	PARTICULARS	AMOUNT	Personal Services	1, 296,180.00	MOOE	154, 880.00	Capital Outlay	350, 000.00	TOTAL	1, 801, 060.00	PASSED <i>There shall be 3 teachers from Balong NHS to be detailed at Dilag IS.</i>
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The proposed conversion of the school into an IS must be supported by the LGU	a. Sanguniang Bayan/ Panglungsod resolution supporting the conversion thru expansion of a school into an IS, duly approved by Municipal/City Mayor, indicating therein the proposed name of the school. b. Certificate from the LGU signed by the Municipal/City Mayor, as the case maybe, 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	Sanguniang Bayan/ Panglungsod Resolution No.: <u>2016-043</u> Approved by : <u>JOCEL C. BAAC</u> Position/ Designation : <u>PROVINCIAL GOVERNOR</u> Proposed Name of School : <u>DILAG INTEGRATED SCHOOL</u> Resolution stipulates the willingness of the LGU to support the establishment of the school? YES <u> / </u> NO <u> </u> LGU Certification Signed by : <u>FERDINAND B. TUBBAN</u> Position/ Designation : <u>CITY MAYOR</u> Date : <u>NOVEMBER 2013</u> LGU Support <table border="1" data-bbox="817 1013 1993 1316"> <thead> <tr> <th>PARTICULARS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>a. Construction of new building/ classroom</td> <td rowspan="5">Php</td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, etc.</td> </tr> <tr> <td>c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget</td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates</td> </tr> <tr> <td>e. Other LGU support</td> </tr> <tr> <td>TOTAL</td> <td>Php 1, 000, 000.00</td> </tr> </tbody> </table> The above items are supported by breakdown? <u> / </u> YES <u> </u> NO Availability if Funds certified by : _____ Position/ Designation : _____ Office : _____ Date Approved : _____	PARTICULARS	AMOUNT	a. Construction of new building/ classroom	Php	b. Procurement of educational facilities, furniture, etc.	c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget	d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates	e. Other LGU support	TOTAL	Php 1, 000, 000.00	PASSED <i>The support of Dilag IS shall come from CLGU support to DepEd Tabuk as conformed in the MOA (addendum, between the SH & the SDS</i> <i>The stated amount for Dilag IS from CLGU proposed by the SDO Tabuk is Php 669, 180.00 for 2017. The annual support may vary depending on the needs of the school.</i>
PARTICULARS	AMOUNT												
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CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSES OR FAILED/ pls. state reason, if failed)																	
<p>The School Heads to be designated to the IS must satisfy the DepEd-CSC qualification Standards of school Head for Secondary School.</p> <p>In case where the aforementioned criterion is not met, the SDS shall make the necessary justification</p>	<p>a. Designation Order for the proposed School Head.</p> <p>b. Transcript of records certificates of relevant training Service Record and Civil Service Eligibility of the proposed School Head, Duty Certified as true copies by the Schools Division Office's Record Unit</p> <p>c. Justification by the SDS, in case the aforementioned criterion is not met.</p>	<p>a. Designation Order Signed by : FELIPE L. BALLITOC Position/ Designation : OIC-SCHOOLS DIVISION SUPERINTENDENT Date : JANUARY 22, 2016 Name of Designated School Head : MARILYN B. PECUA Plantilla Position : PRINCIPAL I</p> <p>b. Designated School Head has satisfied the DepEd-CSC Qualification Standards of a School Head for Secondary School? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/></p> <p>Educational Preparation : BACHELOR OF ELEMENTARY EDUCATION</p> <table border="1" data-bbox="806 534 1982 742"> <thead> <tr> <th rowspan="2">Documents Submitted</th> <th colspan="2">Certified by DO Records Unit?</th> </tr> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Transcript of Records</td> <td>✓</td> <td></td> </tr> <tr> <td>2. Certificates of Relevant Training</td> <td>✓</td> <td></td> </tr> <tr> <td>3. Service Record</td> <td>✓</td> <td></td> </tr> <tr> <td>4. CS Eligibility</td> <td>✓</td> <td></td> </tr> </tbody> </table> <p>c. Justification, if any, duly signed by: FELIPE L. BALLITOC Position/ Designation : OIC-SCHOOLS DIVISION SUPERINTENDENT Date : APRIL 6, 2016 Reason (s) : 1. No available item for Integrated School Principal in the PSISOP 2. The Designated SH was awarded as one of the top performing school hed in the region.</p>	Documents Submitted	Certified by DO Records Unit?		YES	NO	1. Transcript of Records	✓		2. Certificates of Relevant Training	✓		3. Service Record	✓		4. CS Eligibility	✓		<p>PASSED</p> <p><i>Note: If the existing School Head's qualification is for elementary, he/she shall be given one (1) year to meet the QS of the Secondary School Head</i></p> <p>PASSED</p>
Documents Submitted	Certified by DO Records Unit?																			
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3. Service Record	✓																			
4. CS Eligibility	✓																			


EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:



EMMANUEL C. UBUAN
 Division Evaluation Coordinator



SHAKEL L. MARTINEZ
 HRMO Designate


SIXTO D. LANG-AY JR. CPA
 Division Accountant



IRENE S. ANGWAY
 OIC-ASST. Schools Division Superintendent

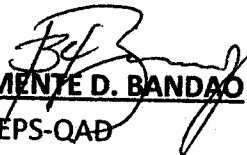

HENRY M. ALUNDAY
 Division Physical Plan and Facilities Coordinator



DOROTHY S. ASINGAL
 Administrative Officer V


FELIPE L. BALLITOC
 Schools Division Superintendent

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT):


DANIEL M. GONAYON
EPS-QAD

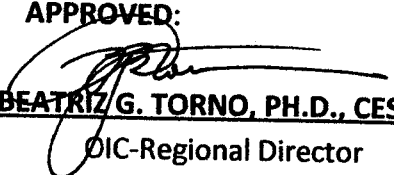

CLEMENTE D. BANDO
EPS-QAD


FLORENCE T. BALICTAN
HT 6- QAD


CRISTINA L. PAQUIT
SAO-Finance Division

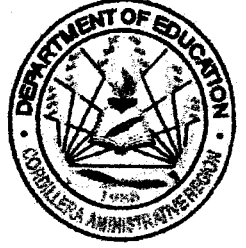

LILIA B. GOC-OBAN
Chief-FTAD


SORAYA T. FACULO
OIC-Assistant Regional Director

APPROVED:

BEATRIZ G. TORNO, PH.D., CESO 1V
OIC-Regional Director



Republic of the Philippines
Department of Education
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**REVIEW AND EVALUATION FOR CONVERSION OF A SCHOOL INTO AN INTEGRATED SCHOOL
(THRU EXPANSION OF A N EXISTING ELEMENTARY OR SECONDARY SCHOOL)**

(Ref. DepED Order No. 40, series 2014 - Annex D - 4.b.1)

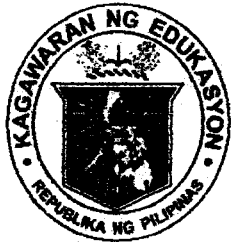
Name of School: DILAG ELEMENTARY SCHOOL

Proposed Name of School: DILAG INTEGRATED SCHOOL

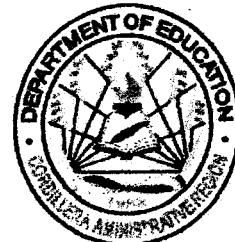
Address: Dilag, Tabuk City, Kalinga

Date of Validation/Assessment: Sept. 20, 2016

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>136005</u>		✓		
2. The conversion of a school into an IS must satisfy at least three (3) of the following conditions, whichever are applicable:			a. Letter request for the conversion of a school (thru expansion) into an IS addressed to the Schools Division Superintendent (SDS).		✓		
a. There are no schools offering complete basic education within the catchment area;	✓		b. Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS.		✓		
b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school;	✓		c. 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;			Applied	Need additional 1 yr. projects
c. There are inadequate equipment and resources to support the operation of separate elementary and secondary school;	✓		2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;				Need addi. 1 yr. proj. budget.
			3. Operational Plan re: curriculum and instructional supervision of the proposed Integrated School; and				
d. There is difficulty in acquiring a school site for the secondary school;			4. School Site Development Plan (SSDP) to include proposed school buildings, as needed.			Applied	Indicate High sch. Elem. Blk.
e. The number of elementary graduates does not warrant the establishment of a separate secondary school; or			d. For Item f criterion, a Certification is 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.				



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CRITERIA	MET		REQUIRED DOCUMENTS	Not Available	Available		Remarks
	YES	NO			Sufficient	Needs more info.	
f. The elementary/secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively.	✓		e. Inventory of Learning Resources (LRs) prepared by the School's Property Custodian, as validated by the Schools Division Office.		✓		
			f. Updated PSIPOP of the concerned school.		✓		
			g. Updated Status Report with regard to the school's existing crucial resources.		✓		
3. The proposed conversion of school into an IS must be supported by the LGU	✓		a. Sangguniang Bayam/Panglungsod Resulotion supporting the conversion thru expansion of a school into an IS, duly approved by the Municipality/City Mayor, indicating therein the proposed name of the school		✓		
			b. Certification from the LGU signed by the Municipal/City Mayot, 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.		✓		
4. The school Head to be designated to the IS must satisfy the DepED-CSC Qualification Standards of a School Head for secondary school. In casese where the aforementioned criterion is not met, the SDS shall make the necessary justification.			a. Designation Order for the proposed School Head.		✓		
			b. 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 Schools Division Office's Records Unit.		✓		
			c. Justification by the SDS, in case the aforementioned criterion is not met.		✓		

Regional Evaluation/Validation Team:

DANIEL M. GONKAYON

CLEMENTE D. ISAMPANO

LILIA B. GOC-OBAN