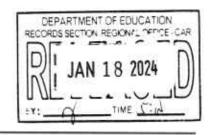


Republic of the Philippines

Department of Education cordillers administrative region



18 January 2024

REGIONAL MEMORANDUM No. 0 4 0 . 2 0 2 4

RENAMING OF PUBLIC SCHOOLS

To: Schools Division Superintendents Chiefs of Functional Divisions All Others Concerned

- Pursuant to DepEd Order no. 40, s. 2014 Article VI Section A.5 on Naming & Renaming of Schools, as well as DepEd Order No. 29, s. 2011 Revised Guidelines on the Naming & Renaming of Schools and the Local Government Code (Section 13), the following processes of naming & renaming of schools shall be observed:
 - 1.1 The Local School Board shall recommend to the concerned Sangguniang Panlalawigan/Panglungsod/Bayan the change of name of a school.
 - 1.2 The Local Sanggunian shall seek consultation with the National Historical Commission of the Philippines.
 - 1.3 Sangguniang Panlalawigan/Panglungsod/Bayan enacts an ordinance for the change of name of school.
 - 1.4 The Schools Division Office endorses it to the Regional Office for recording and dissemination.
- Enclosed with this memorandum is the workflow in processing the renaming of public school.
- Immediate & wide dissemination of this memorandum is desired.

ESTELA P. LEON CARIÑO EdD, CESO III
Director IV / Regional Director

QAD/EET/rbb - Renaming of Public Schools



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318 Ernail Address: car@deped.gov.ph



https://depedcar.ph

WORKFLOW IN PROCESSING THE RENAMING OF PUBLIC SCHOOLS

STAKEHOLDERS

i.e. Sangguniang Barangay Heirs of Donor/s



SCHOOL HEAD



LOCAL SCHOOL BOARD

Sec 99, Local Government Code



SANGGUNIANG PANLALAWIGAN

Sec 13 (a) Local Government Code,

PANGLUNGSOD OR BAYAN

Sec 13(c) Local Government Code



NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES



SANGGUNIANG PANLALAWIGAN

Sec 13 (a) Local Government Code ,

PANGLUNGSOD OR BAYAN

Sec 13(c) Local Government Code



SCHOOL DIVISION OFFICE



REGIONAL OFFICE

Submits a Letter of Intent

Endorses a Letter of Intent

Recommends to the Sangguniang Panlalawigan, Panlunsod, or Bayan the Renaming of school through a Local School Board Resolution

Consults with the National Historical Commission of the Philippines

Issues consultation result to the Sangguniang Panlalawigan, Panlunsod or Bayan

Enacts an Ordinance on the Renaming of School. (Copy of the Approved Ordinance should be furnished to the School Division Office)

Endorses ordinance to the Regional Office

Records and issues Memorandum to the Field then furnishes a copy to the concerned offices