

Republic of the Philippines

Department of Education





December 09, 2024

REGIONAL MEMORANDUM No. 893 2024

REITERATION OF THE PROCESS FLOW FOR THE APPLICATIONS OF PUBLIC SCHOOLS ON REGULATORY AND DEVELOPMENTAL SERVICES

To: Assistant Regional Director Schools Division Superintendents

School Governance Operations Division (SGOD) Chiefs Regional Inspectorate Team for Schools (RITS) Members Division Review Evaluation Committee (DREC) Members

All others concerned

- 1. This Office through the Quality Assurance Division (QAD) reiterates the timelines, process flow, checklist of documents, and evaluation sheet for submitting documents for Public School on Regulatory and Developmental Services applications as stipulated in D.O. 40, s. 2014 includes the Establishment, Merging, Conversion of Public Schools, the Separation of School Annexes, and D.O. 51, s. 2015 for Senior High School Programs.
- 2. Schools Division Offices should check the completeness of the documents properly before they are transmitted to the regional office.
- 3. This aims to ensure that all applications should be submitted following timelines and process flow to facilitate immediate action from this office.
- 4. Attached is the Process Flow for processing the requests for the applications of public schools on Regulatory and Developmental Services.
- 5. Immediate dissemination and strict compliance of this memorandum to all concerned is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III

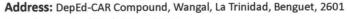
Director IV/Regional Director 5

QAD/CDBJr/LMA - Process Flow - Public Regulatory Services DO 40 s. 2014 & DO 51 s. 2015









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PROPOSED GENERAL PROCEDURE

Processing of Requests for the Establishment, Merging and Conversion of Public Schools, and Separation of Public School Annexes (For Inclusion in the Budget Proposal for the Succeeding Years)

FLOWCHART

1

DIVISION INITIATIVE

The SDS, thru the Division Planning Unit:

START

- 1) conducts inventory of existing schools and feasibility study;
- prioritizes and recommends the need for the establishment, merging and conversion of schools and separation of annexes;
- computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a five-year period); and
- coordinates with appropriate school heads or stakeholders/presents to the Local School Board re: priority needs for the establishment, merging, and conversion of schools and separation of school annexes.

Timelines: within January to March of the current year

2

SCHOOL/STAKEHOLDER INITIATIVE

The School Head and/or Stakeholder:

- in accordance with the guidelines set therein, works on the completion of necessary documents for submission to Division Planning Unit;
- collaborates/coordinates with the possible sponsor/donor of school site, in case of the establishment of schools; and
- 3) submits application/request to the Division Planning Unit.

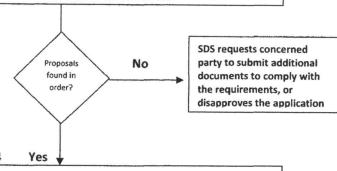
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Timelines: within January to April of the current year

The SDS, thru the Division Planning Unit:

- receives requests/applications from Schools, LGUs, or stakeholders (Congressmen, Senators, etc.);
- reviews applications and notifies the requesting parties of the action taken within 15 days from receipt of the requests;
- re-computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on multi-year basis (e.g. over a 5-year period), taking into consideration the LGU support (financial or in kind); and
- 4) submits to the Division Review and Evaluation Committee (DREC) for further evaluation.

Timelines: within January to April of the current year



DREC evaluates recommendations of the Division Planning Unit, and pre-inspects proposed school sites and school building plan

Timelines: within May to June of the current year

