



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division  
Superintendent

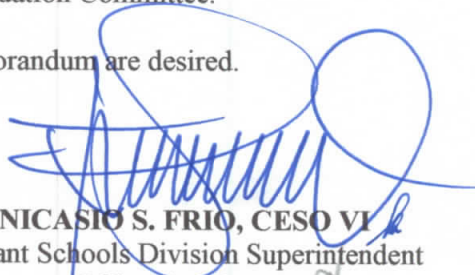
DIVISION MEMORANDUM  
NO. 108, s. 2022

MAR 21 2022

**TIMELINES ON THE ESTABLISHMENT, CONVERSION, MERGING, NAMING/RENAMING OF PUBLIC SCHOOLS AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN BASIC EDUCATION; CREATION OF FARM SCHOOLS; AND NEW DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)**

To: Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Anent **DepEd Order No. 40, s. 2014**, "REVISED GUIDELINES ON THE ESTABLISHMENT, CONVERSION, MERGING, NAMING/RENAMING OF PUBLIC SCHOOLS AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN BASIC EDUCATION, and **Regional Memorandum No. 149, s. 2021** "GUIDELINES ON THE CREATION OF FARM SCHOOLS IN WESTERN VISAYAS", this Office reiterates the prescribed timeline in the submission and validation of pertinent documents.
2. Attached are the Timeline in the submission and validation of pertinent documents and the composition of the Division Review & Evaluation Committee (DREC). See Enclosure nos.1 to 2 for reference.
3. Schools Heads shall adhere to the timelines and prepare the pertinent documents ahead of the scheduled dates for initial validation of the Division Review & Evaluation Committee.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent





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(Enclosure 1 to DIV. MEMO No. 100, s. 2022)

**Timeline in the Submission and validation of Pertinent Documents**

A. DepEd Order No. 40, s. 2014

<b>Timeline</b>	<b>Region/Division</b>	<b>School</b>
January to April	The Division Planning Unit shall: <ol style="list-style-type: none"><li>1. conduct inventory of existing schools;</li><li>2. prioritizes and recommends the need for establishment, conversion of schools and separation of annexes;</li><li>3. coordinates with appropriate School Heads or stakeholders or presents to the Local School Board the priority needs and the result of the inventory.</li></ol> <ol style="list-style-type: none"><li>1. reviews the applications and notifies the requesting parties of the action taken within 15 days from receipt of the request;</li><li>2. recomputes/reviews for the funding requirements for crucial items per school</li><li>3. submits the application documents to the DREC for further evaluation.</li></ol>	The School Head and/or Stakeholders shall work on the completion of the necessary documents for submission to the Division Planning Unit, in according with guidelines set in DO #40, s. 2014.
May to June	The <b>Division Review &amp; Evaluation Committee (DREC)</b> shall: <ol style="list-style-type: none"><li>1. evaluates recommendations of the Division Planning Unit and pre – inspects proposed school sites and school building plan;</li><li>2. notifies the school applicant if documents found to be lacking; and</li><li>3. recommends to the SDS endorsement to RD if documents are found to be in order</li></ol>	
July to October	The Regional Office thru the QAD shall: <ol style="list-style-type: none"><li>1. conducts review and validation of applications;</li><li>2. re-computes for the funding requirements for crucial items to be included in the Budget Proposal; and</li><li>3. requests for compliance of lacking documents or RD disapproves the application.</li></ol>	
November to December	<ol style="list-style-type: none"><li>1. RO endorses the approved applications and the Budget Proposal to CO; and</li><li>2. Office of the Planning Service reviews the proposal.</li></ol>	





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B. Regional Memorandum No. 149, s. 2021

<b>Timeline</b>	<b>Region/Division</b>	<b>School</b>
May 3-7		School Head shall submit pertinent documents to the SDO
May 10-14	DREC shall evaluate the pertinent documents submitted by school	
May 16-21	SDO shall submit pertinent documents and recommendation of Farm Schools to the RO	
May 23-June 17	Regional validation of documents by RFTATs	
June 22-25	Regional Office shall issue permit to SDO Farm Schools	





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(Enclosure 2 to DIV. MEMO No. 108, s. 2022)

**Division Review and Evaluation Committee**

Chair: Nicasio S. Frio, CESO VI, OIC-Schools Division Superintendent

Co-Chair: Lea C. Belleza EdD, OIC-Assistant Schools Division Superintendent

Secretariat: Jonalyn A. Dela Cerna, Senior Education Program Specialist

Aldrin T. Ballentos, OIC-Education Program Specialist II

Members:

1. Arnold S. Magdaet, Administrative Officer V
2. Junry M. Esparar, PhD - OIC CID Chief
3. Cecilia G. Abello, PhD - SGOD Chief
4. Julieta V. Gempison, PhD – SGOD EPS
5. Atty. Racel D. Malalu-an, Legal Officer III
6. Arnie G. Besas, Planning Officer
7. Raymund G. Noquilla, Engineer III - Division Engineer
8. Jolly G. Gariando, Jr, Public Schools District Supervisor
9. Lyn Rose E. Otea, Division Budget Officer
10. Alfredo T. Mangao, PTA Federation President



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