



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

DIVISION MEMORANDUM

No. 333, s. 2023

SEP 05 2023

**TREATMENT OF VENUES OF TEACHING AND LEARNING
WITHOUT DepEd SCHOOL IDENTIFICATION**

To: OIC-Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office is mandated to ensure that public and private schools and learning centers under its administration and supervision are recognized, recommended, and given permit to operate.
2. However, it is noted that, in this Division, there are currently 24 venues without DepEd School IDs that are undertaking educational operation where school-age children are receiving instruction from teachers.
3. In this connection, this Office is reiterating the following relevant provisions of DepEd Order No. 40, s. 2014 titled "Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools, and Separation of School Annexes in Basic Education:
 - a. IV. Definition of Terms
 - i. **School** is a public educational institution, under the control and supervision of the Department of Education, undertaking educational operation with a specific age-group of pupils or students pursuing defined studies at defined levels, receiving instruction from teachers, usually located in a building or group of buildings in a particular physical or cyber site.
 - ii. **DepEd School Identification (ID)** is a unique six-digit number assigned to every school for purposes of identifying schools listed in the database of DepEd's Enhanced Basic Education Information System (EBEIS). It is also used as a system of distinguishing schools with the same name but located in different school districts/divisions/regions.
 - iii. **Mother or Main School** is a school which maintains full administrative management and instructional supervision and control over one or more school annex(es).
 - iv. **School Annex** is an existing public school campus that is fully dependent on its mother school but located in another school site. School annexes are issued separate School IDs for purposes of school site identification. Administration, management and instructional supervision and control rests with the mother school.

b. A.1 On Establishment of Schools

- i. 3. It shall be the policy of DepEd not to establish new school annexes.



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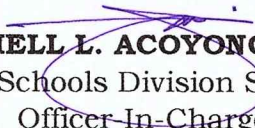
- ii. 5. A school that is operating but not established pursuant to existing DepEd Orders, rules and regulations or by law passed by Congress (and has received a DepEd School ID from the DepEd Central Office) shall comply with the requirements set under these guidelines (i.e., DepEd Order No. 40, s. 2014) within one (1) school year from its issuance; otherwise, the school recognition shall be automatically considered cancelled.
 - iii. 7. No public school shall be established without the availability of a school site duly documented as DepEd property through a title or evidence of ownership or Deed of Donation or Contract of Usufruct for 50 years or other modes of acquiring ownership. Tax Declaration and Resolution issued by the LGU donating lots to DepEd cannot be considered as substitute ownership document.
 - iv. 9. The construction of make-shift and/or demountable classrooms/ school building and the temporary use of LGU facilities like covered gymnasium, barangay halls, and other structures shall not be allowed in the establishment of schools.
4. In order to comply with the abovesaid provisions of DepEd Order No. 40, s. 2014 and in consideration of the declared policy of the Department of Education to protect and promote the right of all citizens to quality basic education and to make such education accessible to all Filipino children, the following shall be observed:
- a. the 24 venues of teaching and learning without DepEd School IDs shall not be called as School Annexes but shall be treated as Satellite Classes of Mother or Main Schools;
 - b. the classes organized in the Satellite Classes shall be treated as additional sections to the classes organized in the Mother or Main Schools, thus, the enrollment in the Satellite Classes shall be reported with the enrollment of the Mother or Main School in the LIS;
 - c. the teachers in the Satellite Classes shall be under the instructional supervision of the School Head of the Mother or Main Schools;
 - d. the School Heads of the Mother or Main Schools shall ensure the provision of the necessary resources to their respective Satellite Classes, particularly those which are needed in the effective delivery of instruction;
 - e. the Satellite Classes shall be led by designated Heads of Instruction who shall assist the School Heads of the Mother or Main Schools on instruction-related concerns;
 - f. the School Heads of the Mother or Main Schools shall work out the establishment of their respective Satellite Classes into Elementary or Secondary Schools within SY 2023-2024;
 - g. the School Heads of the Mother or Main Schools shall prepare a contingency or transition plan should the operation of their respective Satellite Classes be discontinued due to failure to comply with DepEd Order No. 40, s. 2014; and
 - h. the Division Review and Evaluation Committee (DREC) shall provide the necessary technical assistance to the School Heads of the Mother or Main Schools in the process of establishing their respective Satellite Classes into Elementary or Secondary Schools.





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5. Immediate and wide dissemination and strict compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
~~Officer-In-Charge~~
Office of the Schools Division Superintendent

