

Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 Duran Street, Iloilo City

Name of School: _____

Address: _____

Division: _____

Name of Main School: _____

School Head: _____

**CHECKLIST FOR THE ESTABLISHMENT, SEPARATION OF ANNEXES,
 INTEGRATION, CONVERSION AND RENAMING OF
 PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

	INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
1	MOA between the Principal of the Mother/Main school and TIC transferring responsibility for all existing resources, e.g. budget, teachers and facilities, from the mother/main school to the annex and providing continued support from the mother school until such time as the school's funding requirement is integrated in the GAA.			
2	Approval of the school establishment as an annex			
3	Copy of budget of the Annex from the mother school			
4	Inventory of facilities, furniture, equipment, textbooks in all subject areas			
5	Plantilla of personnel including proposal for the item of Principal I and additional teachers and support personnel			
6	Offering complete secondary education program (First to Fourth Years) or to offer Fourth Year by next school year: * Enrolment to Date: First Year: M _____ F _____ Second Year: M _____ F _____ Third Year: M _____ F _____ Fourth Year: M _____ F _____			
7	Feasibility Study showing the following:			
	a. Map containing the elementary schools within the service area.			
	b. List of names and addresses and enrolment of public and private schools in the municipality			
	c. List of names of the 100 prospective enrollees for the first curriculum year, except in schoolless barangays where a minimum enrolment of 60 pupils will suffice, in multigrade schools where a minimum of 15 shall be allowed and special education centers where a minimum of 3 types of children should warrant, as justified by the SDS.			
	d. School site plan with technical justifications.			
	e. Certification that schools are NOT within 2 km. radius of any existing public/private high school. However, this may be waived when the nearby existing private and public schools cannot accommodate students seeking admission or which charge fees parents cannot afford.			
	f. Availability of student places in the private schools participating in the GASTPE			

8.	<p>Certification on the existence and availability of a school site of at least one (1) hectare duly documented as DepED property thru a title or Deed of Donation or a Contract of Usufruct in favor of DepED.</p> <p>However, the required one (1) hectare school site may be lessened, with strong justification, to one half (1/2) hectare in urban or city divisions.</p>			
9.	<p>MOA between DepED and LGU with the following provisions:</p> <p>a. LGU provides funds for the operation and maintenance of the new school for at least five (5) years or until such time when funds for the said purpose are incorporated in the national budget.</p> <p>b. LGU provides funds for the operation construction of the new school building (s) and facilities, and provide the new classroom with furniture, equipment and textbooks.</p> <p>c. LGU funded teachers shall be paid at rates equal to those of nationally paid teachers or at rates approved by the Local School Board.</p> <p>d. Status report by the school head shall be submitted to the Regional Office through the SDS at the end of each year.</p> <p>e. LGU Resolution on the Renaming of the Annex endorsed by the Local School Board (LSB)</p> <p>f. REPORT OF DREC (Division Review and Evaluation Committee) ON RESULTS OF THEIR EVALUATION duly APPROVED by the SDS.</p>			

Remarks: _____

Renaming of School is governed by the LGU Code.

Processed by: _____

Date

Reviewed by: _____

Date