DO 40, s. 2014

APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/JUNIOR HIGH SCHOOLS
CHECKLIST OF DOCUMENTS

Requesting Office/School: _____
Name of Proponent (s): _____
Position/Designation: _____
Proposed Name of School: _____
Address: _____

Directions: Put a check mark (/) on the blank if the document is available and an X if it is not.

_____ 1. Letter of request to open school addressed to the Schools Division Superintendent (SDS) (either from PTA or Barangay Council)
_____ 2. Feasibility study, duly recommended / endorsed by the SDS indicating the following:
  _____ a. Justification on the need to establish a school;
  _____ b. Proposed Organizational Structure;
  _____ c. School Environment (environmental scanning / situational analysis)
  _____ d. Proposed School Development Plan; and
  _____ e. Proposed Budget / Budgetary Requirements (to cover the proposed school's crucial resources).
_____ 3. Division Inspection Report signed by the SDS.
_____ 4. Sangguniang Bayan /Panlungsod Resolution supporting the establishment of a school, duly approved by the Municipality / City Mayor, indicating therein the proposed name of the school.
_____ 5. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled.
_____ 6. Justification on the need for the establishment of an MG school, if necessary
_____ **7. For Secondary Schools Only**
  _____ a. Certification from the SDS that no private high sch
  Municipality / City is participating in the GATSP

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DepEd, or that GATSPE participating high school has reached its allocation or number of available slots.

_____ b. Justification by the SDS on the need to establish a public high school to cater to the elementary school graduates / students who cannot afford to enroll in the private high school.

_____ 8. Map, preferably drawn to scale, showing the distance of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal /City Engineer.

_____ 9. Certification from the Municipal/City Engineer that the proposed school is not within the 2 – km radius (for rural areas) and 1- km radius for urban areas) from any existing public elementary / high school.

_____ 10. Justification from the SDS for the waiver on the 2 or 1 – km radius requirement, if necessary.

_____ 11. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original DepEd, reflecting the size and boundaries of the school site.

_____ 12. Justification from the SDS in case the required school size cannot be met.

_____ 13. Clearance/permit from the provincial Mines and Geosciences Bureau (MGB) and the Regional Office of the Department of Environment and Natural Resources (DENR) stating that the proposed school site is not high risk area.

_____ 14. School site development plan.

_____ 15. School building plan indicating the number and technical specifications of the classroom to be built.

_____ 16. School building design duly approved by DepEd Education Facilities Division, Administrative Service.

_____ 17. School building permit issued by the Municipal / City Engineer.

_____ 18. Bureau of Fire Protection Certificate.

_____ 19. Inspection Report form from Division In-Charge of Facilities Section, in case classrooms are already constructed.

_____ 20. Duly notarized MOA* by and between DepEd, represented by SDS, and LGU, represented by the Municipal/City Mayor or Provincial Governor, as the case may be, where the LGU shall provide funds for, c the following:

_____ a. Construction of the new school building(s);

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_____ b. Procurement of educational facilities, furniture, textbooks and instructional materials;

_____ c. Operation and maintenance for at least five (5) years or until such time when funds for the purpose are incorporated in the national budget; and

_____ d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rate.

_____ 21. Sangguniang Bayan/ Panlalawigan/Panlungsod Resolution for the purpose.

_____ 22. Certification from the schools Division Superintendent that the Division Office has sufficient fund to cover resulting expenses, if any.

_____ 23. List of teaching and non-teaching personnel to be borrowed from the existing nearby school(s), duly identified by the respective Item Number per Personal Services Itemization and Plantilla of Personnel (PSIPOP) and name of school, if any.

Notes:

a. *For general guidelines, please refer to DO No. 40, s. 2014*
b. *Please indicate N/A, if not applicable.*
c. *Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.*
d. *To facilitate evaluation, please do not include other documents not listed above.*

Remarks: *Kindly submit all the lacking documents on or before* _____.

Documents received by:

_____
Signature Over Printed Name
Position/Designation

Date: _____

QAD7-2025

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Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: https://region3.deped.gov.ph

PERFORMANCE GOVERNANCE SYSTEM
Certificate No. PHP QMS 24 93 0181