



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DO 40, s. 2014

APPLICATION FOR NAMING/RENAMING OF PUBLIC SCHOOLS

EVALUATION SHEET

Directions: Please fill-out the needed data.

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSES or FAILED) Pls state reason(s) if failed
1. Letter of Intent thru channel for the purpose address to the Chairman of the National Historical Commission of the Philippines (NHCP)	1. Letter of Intent to the NHCP endorsed by stakeholders	Letter of Intent Signed by: _____ Position/Designation: _____ Date: _____	

To send
regard
our
kind
QF



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>





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2. Approved separation from mother school, if the school is an annex	2. Approved separation	Indorsement Approved by: _____ Position/Designation: _____ Date: _____	
3. Approved proposal for naming/renaming of school recommended by Local School Board (LSB) to Sangguniang Bayan/Sangguniang Panglungsod following the given guidelines: a. No National School can be renamed by a Local Government Unit (LGU) b. Proposed names must have historical and cultural significance and must contribute to the national pride through the good example exhibited by the name being used.)	3. Approved Resolution for naming/renaming of the school by Sangguniang Bayan/Sangguniang Panglungsod	City/Municipality Resolution No.: _____ Name of Approving Officials: _____ Date: _____	

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c. Recommended names should be appropriate in terms of historical value & significance to the place to be named /renamed. d. Names should be short and simple for practical and aesthetic reasons, but nicknames and aliases should be discouraged. e. Schools named after the province or municipality are considered appropriately named and therefore shall not be renamed. f. Public places already named after president, national heroes cannot be replaced by names of people of lesser importance. g. No institutions shall be named/renamed after a living person.			
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h. No public place should be named or renamed after a person within ten years of his death except for highly exceptional reasons. i. A change of name cannot be made more than once in every ten years, unless for a justifiable reason. j. In naming of public places after people, the use of the word "memorial" should be deleted. k. Honorific titles like "Don", "Dona" etc should be deleted. l. The former name must always be recommended to be placed beneath the new name in the signage.			
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m. The use of names which are complicated and confusing shall be discouraged.			
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EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

RECOMMENDED BY:



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Signature Over Printed Name
Assistant Schools Division Superintendent
Co-Chairman

Signature Over Printed Name
Schools Division Superintendent
Chairman

QAD7-2025

VALIDATED BY THE REGIONAL INSPECTORATE TEAM (RIT):

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Position/Designation

APPROVED BY:

Signature Over Printed Name
Assistant Regional Director
Co-Chairman

Signature Over Printed Name
Regional Director
Chairman

QAD7-2025

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