



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

DO 40, s. 2014

APPLICATION FOR ESTABLISHMENT OF PUBLIC ELEMENTARY/JUNIOR HIGH SCHOOLS

EVALUATION SHEET

Directions: Please fill-out the needed data.

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARK PASSED OR FAILED (Please state reason, if failed)
1. School should be established	a. Letter of request to open school	a. Requesting Officer: _____	

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Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph>





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is an urgent need in the area to be served as indicated in the project feasibility study > Kindergarten to Grade 6- at least one (1) school for every barangay > Grades 7 to 10- at least one (1) school for every barangay	addressed to the Schools Division Superintendent (SDS) (either from PTA or Barangay Council) b. Feasibility study, duly recommended/endorsed by the SDS indicating the following: 1. Justification on the need to establish a school;	Designation/Position: _____ Office/School: _____ Date of Request: _____ b. Feasibility Study Prepared by: _____ Designation/Position: _____ Office/School: _____	
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every municipality/ city	2. Proposed Organizational Structure;	Proposed Name of School: _____ Address/Location: _____ Recommended/Endorsed by the SDS? YES _____ NO _____ Date Recommended: _____ b.1 Justification on the need for the establishment of school: (Must come from the contents of feasibility study) _____ _____ _____ _____	
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	3. School Environment (environmental scanning / situational analysis)	b.2 Organizational Structure (As proposed)																											
		<table border="1"><thead><tr><th rowspan="2">Position Title</th><th colspan="3">No. of Positions</th></tr><tr><th>Nationally -paid</th><th>Locally-paid</th><th>Total</th></tr></thead><tbody><tr><td>School Principal</td><td></td><td></td><td></td></tr><tr><td>Master Teacher I/II</td><td></td><td></td><td></td></tr><tr><td>Teacher I/II/III</td><td></td><td></td><td></td></tr><tr><td>Administrative Assistant</td><td></td><td></td><td></td></tr><tr><td>Others</td><td></td><td></td><td></td></tr></tbody></table>	Position Title	No. of Positions			Nationally -paid	Locally-paid	Total	School Principal				Master Teacher I/II				Teacher I/II/III				Administrative Assistant				Others			
Position Title	No. of Positions																												
	Nationally -paid	Locally-paid	Total																										
School Principal																													
Master Teacher I/II																													
Teacher I/II/III																													
Administrative Assistant																													
Others																													
		b.3 School Environment (environmental scanning/situational analysis) Location/Classification:																											

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	4. Proposed School Development Plan; and	Urban Area _____ Rural Area _____ Topography/Geographical Condition of the Site: Mountainous: _____ Coastal: _____ Plain: _____ Catchment Area: Within _____ km radius from the nearest school (see Item 5.a) Mode(s) of transportation in going from home to school and vice versa: <table border="1"><thead><tr><th>Mode</th><th>Frequency *</th><th>Travel Time (in minutes/hours)</th></tr></thead><tbody><tr><td>1. Land transportation</td><td></td><td></td></tr><tr><td>a. Tricycle</td><td></td><td></td></tr><tr><td>b. Jeepney</td><td></td><td></td></tr></tbody></table>	Mode	Frequency *	Travel Time (in minutes/hours)	1. Land transportation			a. Tricycle			b. Jeepney			
Mode	Frequency *	Travel Time (in minutes/hours)													
1. Land transportation															
a. Tricycle															
b. Jeepney															

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	5. Proposed Budget / Budgetary Requirements (to cover the proposed school's crucial resources).	c. Bus		
		d. Motorcycle		
		e. Jabal-Jabal		
		f. Others		
		2. Banca Ride		
		3. Animal Ride		
		4. Hiking		
		*whether once a day, twice, every hour, etc.		
		b.4 Proposed School Development Plan		
		> Prepared by: _____		
> Designation/Position: _____				
> Office: _____				

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		> Date: _____ b.5 Proposed Budget/Budgetary Requirements (must be supported with breakdown) <table border="1"><thead><tr><th rowspan="2">Particulars</th><th rowspan="2">Year 1</th><th rowspan="2">Year 2</th><th rowspan="2">Year 3</th><th rowspan="2">Year 4</th><th rowspan="2">Year 5</th><th colspan="2">Supported with Breakdown</th></tr><tr><th>Yes</th><th>No</th></tr></thead></table>	Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported with Breakdown		Yes	No	
Particulars	Year 1	Year 2							Year 3	Year 4	Year 5	Supported with Breakdown	
			Yes	No									

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		<table border="1"><tr><td>Personnel Services</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>MOOE</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Capital Outlay</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Budget Proposal to be allocated in Multi-Year? YES: _____ NO: _____ If yes, how many years? _____ Source of Fund for the initial operation of the proposed school: DepEd _____ LGU _____	Personnel Services								MOOE								Capital Outlay								Total								
Personnel Services																																			
MOOE																																			
Capital Outlay																																			
Total																																			
	c. Division Inspection Report signed by the SDS.	<table border="1"><tr><td colspan="2">C. DREC Inspection in order?</td></tr><tr><td rowspan="2">PARTICULARS</td><td>COMPLIANT TO STANDARDS?</td></tr><tr><td>YES NO</td></tr></table>	C. DREC Inspection in order?		PARTICULARS	COMPLIANT TO STANDARDS?	YES NO																												
C. DREC Inspection in order?																																			
PARTICULARS	COMPLIANT TO STANDARDS?																																		
	YES NO																																		

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		<table border="1"><tr><td>1. School Building/Classroom</td><td></td><td></td></tr><tr><td>2. No. of available classrooms, if any</td><td></td><td></td></tr><tr><td>3. Size of school site in square meters</td><td></td><td></td></tr></table> 	1. School Building/Classroom			2. No. of available classrooms, if any			3. Size of school site in square meters			
1. School Building/Classroom												
2. No. of available classrooms, if any												
3. Size of school site in square meters												
2. The proposed establishment of school must be supported by the LGU	Sangguniang Bayan /Panlungsod Resolution supporting the establishment of a school, duly approved by the Municipality / City Mayor, indicating therein the purposed name of the school.	Sangguniang bayan/ Panlungsod Resolution No. _____ Approved by: _____ Date: _____ Position/Designation: _____ Proposed Name of School: _____ Resolution stipulates the willingness of the LGU to provide financial support to the establishment of the school? YES ____ NO ____										

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3. The proposed must have at least 100 pupils/ students composed of one or more grade levels. In case the aforementioned criterion is not met, the SDS shall make necessary justification.	List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently or were enrolled.	No. of Prospective Enrollees: <table border="1"><thead><tr><th>Grade Level</th><th>No. of Enrollees</th></tr></thead><tbody><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr><tr><td>4</td><td></td></tr><tr><td>5</td><td></td></tr><tr><td>6</td><td></td></tr><tr><td>7</td><td></td></tr><tr><td>8</td><td></td></tr><tr><td>9</td><td></td></tr><tr><td>10</td><td></td></tr><tr><td>TOTAL</td><td></td></tr></tbody></table>	Grade Level	No. of Enrollees	1		2		3		4		5		6		7		8		9		10		TOTAL		
Grade Level	No. of Enrollees																										
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											
TOTAL																											

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		List contains complete information as to the: <table border="1"><thead><tr><th>PARTICULARS</th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>1. Name of pupils/ students</td><td></td><td></td></tr><tr><td>2. Ages</td><td></td><td></td></tr><tr><td>3. Addresses and/or school were currently or were enrolled</td><td></td><td></td></tr><tr><td>4. Prospective enrollees are bonafide residents of the barangay/ municipality</td><td></td><td></td></tr></tbody></table>	PARTICULARS	YES	NO	1. Name of pupils/ students			2. Ages			3. Addresses and/or school were currently or were enrolled			4. Prospective enrollees are bonafide residents of the barangay/ municipality			
PARTICULARS	YES	NO																
1. Name of pupils/ students																		
2. Ages																		
3. Addresses and/or school were currently or were enrolled																		
4. Prospective enrollees are bonafide residents of the barangay/ municipality																		
	Justification on the need for the establishment of an	Justification signed by : _____ Position/ Designation : _____																

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	MG school, if necessary	Date _____					
For Secondary School Only							
4. There is no private high school participating in the Government Assistance to Students and Teachers in Private Education (GASTPE) Program of	a. Certification from the SDS that no private high school within the Municipality / City is participating in the GATSPE Program of DepEd, or that GATSPE participating high school has reached its allocation or	a. Certification signed by _____ Position/ Designation : _____ Date : _____ GASTPE Participating High School(s) <table border="1"><thead><tr><th>Name of School</th><th>No. of Slots Allocated</th><th>No. of Slots Filled</th><th>Remarks</th></tr></thead><tbody></tbody></table>	Name of School	No. of Slots Allocated	No. of Slots Filled	Remarks	
Name of School	No. of Slots Allocated	No. of Slots Filled	Remarks				

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DepEd; or the GASTPE recipient school(s) has reached its allocation or number of available slots.	number of available slots; OR					
In cases where the aforementioned criteria is not met, the SDS shall make	b. Justification by the SDS on the need to establish a public high school to cater to the elementary school graduates / students who	b. Justification signed by: _____ Position/ Designation : _____ Date : _____				

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necessary justification.	cannot afford to enroll in the private high school.														
5. The proposed school to be established is not within the 2 km radius from any existing public school in rural and urban areas, respectively. However, this limitation may be waved where existing	a. 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.	a. Map shows the distances of the proposed school from the existing school? YES___ NO___ <table border="1"><thead><tr><th>Name of Nearest School</th><th>Distance to the Proposed School (in km)</th><th>Address</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td></tr></tbody></table>	Name of Nearest School	Distance to the Proposed School (in km)	Address	1.			2.			3.			
Name of Nearest School	Distance to the Proposed School (in km)	Address													
1.															
2.															
3.															

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public school within the 2 or 1 km radius, as the case may be can no longer accommodate students seeking admission, is geographically inaccessible, or necessary in the best interest of education as justified by the SDS.	b. 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/secondary school. -OR- c. Justification from the SDS for the waiver on the 2 or 1	b. Certification signed by : _____ Position/ Designation : _____ Office : _____ Date : _____	
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	– km radius requirement, if necessary.	c. Justification signed by : Position/ Designation : Reason(s) : 	
6. Existence and availability of a school site of at least 5,000 sq. m. or one-half (½) hectare for rural areas;	a. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor	a. Document submitted : <u> e.g. Deed of Donation </u> In favor or in the name of DepEd?: YES _____ NO _____ Address/ Location : _____ Size based on boundaries of proposed : _____	

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		Reason(s) : _____ _____ _____ _____	
7. School site must not be a high-risk area (natural or man-made). The land characteristics of which include good elevation to avoid flooding	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	a. Clearance / permit from the provincial MGB (<i>must be updated</i>) Signed by : _____ Position: Designation: _____ Date: _____ b. Certification from RO-DENR (<i>must be updated</i>) Signed by : _____ Position: Designation: _____ Date: _____	

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and soil erosion, good drainage system and safe / potable water supply.	site is not high risk area.	Declared as safe or not a high – risk area? YES ___ NO___	
8. Must have at least two (2) classrooms for the initial operation of the school. Classroom built/ to be built must be in accordance with the	a. School site development plan b.School building plan indicating the number and technical	a. School site development plan Prepared by : Position: Designation: _____ Office: _____ Date: _____ b. School Building Plan Prepared by: Position: Designation: _____ Office: _____ Date Prepared: _____	

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existing DepEd standards. <u>All public elementary and high schools shall adopt the standard 7m x 9m classroom dimension regardless of its size.</u>	specifications of the classrooms to be built. c. School building design, duly approved by DepEd Education Facilities Division,	No. of Classrooms to be built _____ With attached technical specifications? YES ____ NO ____ Proposed classroom built / to be built are compliant with DepEd standards? YES ____ NO ____ If no, please state the classroom dimension / other deviations _____ c. School Building Design Approved By: Position: _____ Designation: _____ Office: _____ Date Approved: _____ d. School Building Permit Issued by _____	
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	Administration Service.	Position: Designation: _____	
		Office: _____	
		Date Issued: _____	
	d. School Building Permit issued by the Municipal / City Engineer	e. Bureau of Fire Protection Certificate	
		Issued by: _____	
		Position: Designation: _____	
		Office: _____	
		Date: _____	
	e. Bureau of Fire Protection (BFP) Certificate		
		f. Inspection Report Issued By _____	
		Position: Designation: _____	
		Office: _____	
		Date: _____	
	f. Inspection Report from Division In-Charge of Education Facilities		

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	Section, in case classrooms are already constructed.		
9. The LGU of DepEd Division Office has adequate finds for its initial operation, payment for teachers' salaries, allowances and other	a. Duly notarized MOA by and between DepEd, represented by SDS, and LGU, represented by the Municipality / City mayor or Provincial Governor, as the case may be, where the LGU shall provide funds for, among others, the following: (Refer to	d. Signatories of Contracting Parties 1. For the DepEd Signed By: _____ Position / Designation: _____ 2. For the LGU Signed By: _____ Position / Designation: _____ Date Notarized _____	

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benefits, maintenance and other operating expenses.	Annex E-1 for the sample template) 1. construction of the new school building(s); 2. procurement of educational facilities, furniture and instructional materials; 3. operation and maintenance for at least five	LGU Support specified in the MOA or SB Resolution	
		Particulars	Amount
		a. Construction of the new school building(s)	Php
		b. Procurement of educational facilities, furniture, 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 budget	
		d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates	

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	(5) years or until such time when funds for the purpose are incorporated in the national budget; and	e. Other LGU supports	
		TOTAL	Php
4. salaries of teaching and non-teaching personnel, preferably at par with the national salary rates.		Availability of Funds Certified by: _____ Position / Designation: _____ Office: _____ Date Approved: _____ _____	

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	The MOA must be supported by the Sangguniang Bayan / Panlalawigan / Panglungsod Resolution for the purpose b. Certification from the Schools Division Superintendent that the Schools Division Office has sufficient fund to cover	Sangguniang Bayan / Panglungsod Resolution Prepared by: _____ Position / Designation: _____ Date signed: _____ 8. Certification Signed by Position/ designation _____ Office: _____	
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	resulting expenses	Date: _____ Availability of Funds Certified by _____ Position / Designation _____ Office _____ Date Approved _____	
	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.		

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		No. of Teachers to be borrowed, if any: _____ No. of Non-teaching personnel to be borrowed, if any _____ List contains complete information as to: <table border="1"><thead><tr><th>PARTICULARS</th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>1. Position Titles</td><td></td><td></td></tr><tr><td>2. Item number per latest PSIPOP</td><td></td><td></td></tr><tr><td>3. Name of Lending School</td><td></td><td></td></tr></tbody></table>	PARTICULARS	YES	NO	1. Position Titles			2. Item number per latest PSIPOP			3. Name of Lending School			
PARTICULARS	YES	NO													
1. Position Titles															
2. Item number per latest PSIPOP															
3. Name of Lending School															

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):



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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:

Signature Over Printed Name
Assistant Schools Division Superintendent
Co-Chairman

Signature Over Printed Name
Schools Division Superintendent
Chairman

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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@depd.gov.ph
Website: <https://region3.deped.gov.ph>





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

VALIDATED BY THE REGIONAL INSPECTORATE TEAM (RIT):

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APPROVED BY:



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Department of Education
REGION III-CENTRAL LUZON

Signature Over Printed Name
Assistant Regional Director
Co-Chairman

Signature Over Printed Name
Regional Director
Chairman

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