**Application for Conversion of Schools Elementary/Junior High School(s) into an Integrated School**

**Requesting Office/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Proponent(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position/Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Name of School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOCUMENTARY REQUIREMENTS**

Pursuant to DepEd Order No. 40, s. 2014

\_\_\_ 1. DepEd School Identification (ID) \_\_\_\_\_\_\_\_\_\_

\_\_\_ 2. Letter request for the conversion of school(s) into an Integrated School (IS) addressed

to the Schools Division Superintendent.

\_\_\_ 3. In case of expansion of existing school:

\_\_\_ a. Feasibility study on the proposed expansion of school, duly

recommended/endorsed by the SDS;

\_\_\_ b. IS Implementation Plan covering five (5) school year, by Grade Level;

\_\_\_1. Current and projected enrolment for five (5) school years, by grade level;

\_\_\_2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;

\_\_\_3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and

\_\_\_4. School Site Development Plan to include proposed school buildings, as needed;

\_\_\_ c. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school;

\_\_\_ d. Inventory of learning resources prepared by the School’s Property Custodian, as validated by the Schools Division Office;

\_\_\_ e. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school(s); and

\_\_\_ f. Updated Status Report with regard to the school’s existing crucial resources

\_\_\_ 4. In case of merging or combination of existing elementary and secondary school(s);

\_\_\_ a. Feasibility Study on the proposed merging or combination of schools, duly

recommended/endorsed by the SDS;

\_\_\_ b. IS Implementation Plan covering five (5) years to include among others, the following:

\_\_\_1. Current and projected enrolment for five (5) school year, by grade level;

\_\_\_2. Proposed budgetary requirements for its Personal Services, MOOE and Capital Outlay;

\_\_\_3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and

\_\_\_4. School Site Development Plan to include proposed school buildings, as needed.

\_\_\_ c. Inventory of learning resources prepared by the School’s Property Custodian for both schools to be integrated.

\_\_\_ d. Updated PSIPOP of both schools to be integrated

\_\_\_ e. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the Schools Division Office; and

\_\_\_ f. Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools indicting among others, the integration of crucial recourses for the proposed IS

\_\_\_ 5. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school

\_\_\_ 6. Certification from the LGU signed by the Municipal City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget

\_\_\_ 7. Designation Order of the proposed School Head.

\_\_\_ 8. Transcript of Records, Certificates of Relevant Training, Service Record and Civil Service eligibility of the proposed School Head, duly certified by the Division Office’s Records Unit

\_\_\_ 9. Justification by the SDS, in case the proposed School Head does not meet the Qualifications Standards for School Head item for secondary school.

\_\_\_10. Certification from the SDS as to the school assignment of the other School Head who will not be selected, in case both schools to be merged or combined are with existing School Heads.

\_\_\_ 11. DREC (Division Review & Evaluation Committee) Processing Form. (Annex D-4.b.1 page 66 of DepED Order No. 40, s. 2014)

**Notes:**

1. Please indicate N/A, if not applicable\_\_\_\_\_\_\_\_\_.
2. Kindly submit all the lacking documents on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labelled appropriately.
4. To facilitate evaluation, please do not include other documents not listed above.

**Findings/Recommendations:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Processed by**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Processor/Reviewer**

(Signature over printed name and designation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Validated by :**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Education Supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date