**Application for Conversion of Schools Junior High School**

**to a Technical-Vocational 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. Current School Program, signed by the School Head and approved by the Schools Division Superintendent

\_\_\_ 2. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and Special Technical-Vocational Curriculum

\_\_\_ 3. Approval from the Office of the Undersecretary for Programs and Projects on the Technical-Vocational Course to be offered by the school, aligned with TESDA Training Regulations

\_\_\_ 4. Certification by the School Head that the technical-vocational course being offered:

\_\_\_a. is relevant to the needs of the community/local industry;

\_\_\_b. with available localized curriculum in partnership with local industry/ies; and

\_\_\_c. is based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes

\_\_\_ 5. Feasibility Study duly recommended by the SDS indicating the following:

\_\_\_a. Need to convert into a Technical-Vocational School;

\_\_\_b. Current and projected enrolment for a period of five (5) years;

\_\_\_c. Demand to Open a Technical-Vocational course;

\_\_\_d. Organizational Structure;

\_\_\_e. School Development Plan; and

\_\_\_f. Proposed Budget/Budgetary Requirements

\_\_\_ 6. Certified true copy of the Transcript of records of the School Head

\_\_\_ 7. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head issued by TESDA

\_\_\_ 8. Certified true copies of the Transcript of Records of Technical-Vocational Teachers

\_\_\_ 9. Certified true copies of NC II or higher certificate by TESDA of Technical-Vocational Teachers on special technical-vocational skills

\_\_\_ 10. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration

\_\_\_ 11. Updated Teachers’ Profile

\_\_\_ 12. Inventory of relevant learning resources per specialization prepared by School’s Property Custodian and validated by the Schools Division Office.

\_\_\_ 13. Certification from the School Head that the relevant resources of the school are adequate, duly validated by the SDS

\_\_\_ 14. Sangguniang Bayan/Panlungsod Resolution supporting the conversion of the school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school

\_\_\_ 15. Certification from the LGU, duly signed by the Municipal/City Mayor, as the case maybe, where the LGU shall provide funds for the operation and maintenance for at least 5 years or until such time when the funds for the purpose are incorporated in the national budget

\_\_\_ 16. 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 DedED; Original Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site

\_\_\_ 17. Justification from the SDS in case the required size of technical-vocational school site cannot be met

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Processed by**:

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

**Processor/Reviewer**

(Signature over printed name and designation)

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

Date

**Validated by :**

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

**Chief Education Supervisor**

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

Date