**Application for Separation of School Annex**

**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. Approval on the establishment of school annex issued by the DepEd Central/Regional Office

\_\_\_ 3. Sangguniang Bayan/Panlungsod Resolution supporting the separation of the school annex, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school

\_\_\_ 4. Request for separation of the school annex concerned, duly recommended/ endorsed by the Schools Division Superintendent and/or stakeholders

\_\_\_ 5. Feasibility Study, indicating the following:

\_\_\_\_a. Justification on the need to separate a school annex;

\_\_\_\_ b. Proposed Organizational Structure;

\_\_\_­\_c. School Environment (environmental scanning/situational analysis);

\_\_\_ d. Proposed School Development Plan; and

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

\_\_\_ 6. Inventory of crucial resources to be transferred to the proposed school to be separated, duly signed by the mother school’s Property Custodian

\_\_\_ 7. Duly Notarized MOA regarding the separation of school annex, drawn up by and between the School head of the mother school and Officer-In-Charge (OIC)/Teacher-In-Charge (TIC) of the school annex, indicating among other, the transfer of crucial resources to the proposed regular school, as follows:

\_\_\_a. Teaching and non-teaching items, pursuant to the existing DepED-DBM staffing standards for schools;

\_\_\_b. Funds for Personal Services based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred;

\_\_\_c. Funds for Maintenance and Other Operating Expenses (MOOE);

\_\_\_d. Facilities, furniture, equipment and textbooks in all subject areas; and

\_\_\_e. Other funding requirements until such time that the school’s funding requirement is integrated in the General Appropriations Act (GAA)

\_\_\_ 8. Justification from the School Head or Schools Division Superintendent in case the required MOA (Item 7 above) cannot be met

\_\_\_ 9. Latest and Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) including proposal for the items for Principal I and additional teachers and support personnel

\_\_\_10. List of enrollees by grade level, duly signed by the School Head/Officer-In-Charge and attested by the SDS

\_\_\_11. Justification from the SDS in case item 10 above cannot be met

\_\_\_12. 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 Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site

\_\_\_13. Justification from the SDS in case Item 12 above cannot be met

\_\_\_14. DREC (Division Review & Evaluation Committee) Processing Form. (Annex D-2 page 54 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:**

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**Processed by**:

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

**Processor/Reviewer**

(Signature over printed name and designation)

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

Date

**Validated by :**

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

**Chief Education Supervisor**

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

Date