**Application for Conversion of Existing Elementary and Junior High School Into a Stand-alone Senior High School**

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

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

**Name of School Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**DOCUMENTARY REQUIREMENTS**

Pursuant to DepEd Order No. 51. S. 2015

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

\_\_\_\_\_ 2. Letter-request for implementation of SHS program addressed to the Schools Division Superintendent

\_\_\_\_\_ 3. Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area

\_\_\_\_\_ a. Justification signed by the SDS, in case will offer the same SHS Track

\_\_\_\_\_ 4. Implementation Plan for SHS program covering five (5) years to include among others, the following:

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

\_\_\_\_\_ b. Proposed budgetary requirements for its Personal Services Maintenance and

Other Operating Expenses and Capital Outlay

\_\_\_\_\_ c. Operational Plan regarding curriculum and instructional supervision of the

Proposed SHS

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

\_\_\_\_\_ 5. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used in the implementation of SHS program

\_\_\_\_\_ 6. Inventory of learning resources prepared by school’s Property Custodian, as validated by the School Division Office

\_\_\_\_\_ 7. Updated Personal Services Itemization and Plantilla of Personnel of the concerned school

\_\_\_\_\_ 8. Updated Status Report with regard to the school’s existing crucial resources

\_\_\_\_\_ 9. Map, preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/School building are/will be constructed, duly certified by the Municipal/City Engineer

\_\_\_\_\_10. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference numbers (LRNs), where applicable, ages, addresses, school names and DepED School Identification Numbers where

they are currently or previously enrolled

\_\_\_\_\_a. Justification signed by the SDS, in case the required minimum enrolment

and/or number of tracks are not satisfied

\_\_\_\_\_11. List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry, Department of Labor and Employment or the City/Municipal Planning Officer

\_\_\_\_\_12. Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the City/Municipal Mayor, and are decided upon by the Regional Director SDS, Division Planning Officer and the School Head concerned

\_\_\_\_\_13. Results of internal assessments or surveys done with the prospective enrollees

\_\_\_\_\_14. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer and School Head

\_\_\_\_\_15. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties

\_\_\_\_\_16. Immersion deployment plan

\_\_\_\_\_17. Certification duly signed by the SDS on the compliance to the following conditions:

\_\_\_\_\_ a. Learners are not denied access to elementary and JHS education as a result of the conversion

\_\_\_\_\_ b. Prior consultation with both internal and external stakeholders is conducted for the purpose by the SDS and School Head of the concerned Elementary or JHS

\_\_\_\_\_ c. Health and safety of any learner is not compromised as a result of the conversion and subsequent transfer of elementary and/or JHS learners, taking into consideration the distance to be travelled to and from the new school site

\_\_\_\_\_ d. Affected school personnel shall not be displaced and demoted, and shall be transferred to the nearest school where their services are needed

\_\_\_\_\_18. Sangguniang Bayan/Panglungsod Resolution signifying the Local Government Unit support to the conversion of school into an SHS, duly approved by Municipal/City Mayor, indicating therein the proposed name of the school

\_\_\_\_\_19. Division Review and Evaluation Committee (DREC) Processing Form.

(Refer to page 50 Annex D-3, DepED Order No. 51, s. 2015)

**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