

[DEPED ORDER NO. 71, S. 2003, August 27, 2003]

**TRANSFER OF DELEGATED AUTHORITY FROM THE OFFICE OF
THE SECRETARY TO THE REGIONAL OFFICES REGARDING
APPROVAL OF THE ESTABLISHMENT, SEPARATION OF ANNEXES,
INTEGRATION, CONVERSION AND RENAMING OF PUBLIC
ELEMENTARY AND SECONDARY SCHOOL**

1. Pursuant to Rule III, Section 3.2 (13) of R.A. No. 9155, otherwise known as the Governance of Basic Education Act of 2001, the approval of the establishment of public elementary and secondary schools, separation of annexes, and integration and conversion of public elementary and secondary schools shall be delegated to the Regional Offices (ROs) of this Department.
2. Conformably, all requests/applications for establishment, separation of annexes and integration and conversion of schools shall be forwarded to the Division Office (DO), for processing, review, evaluation and indorsed to the RO, for appropriate action and approval.
3. For cost efficiency, the establishment of integrated schools rather than annexes or extension classes, is encouraged. Likewise, there shall be an elementary school in every barangay and a high school in every municipality.
4. The guidelines for the establishment of new schools, separation of annexes, integration and conversion of schools are enclosed. The requirements for processing of documents for integration and conversion of schools shall be governed, where applicable, by the provisions of DECS Order No. 5, s. 1989 and DECS Order No. 91, s. 1999.
5. All other issuances on the establishment, separation, integration and conversion of schools that are inconsistent with this Order are rescinded.
6. Immediate dissemination of this Order is desired.

Adopted: 27 Aug. 2003

(SGD.) EDILBERTO C. DE JESUS
Secretary

Guidelines in the Establishment of New Schools, Separation of Annexes, Integration, Conversion and Renaming of Public Elementary and Secondary Schools

A. General Procedure

1. All requests and applications for establishment of new schools, separation of annexes, integration and conversion and renaming of schools shall be submitted to the Schools Division/City Superintendent (SD/CS), for evaluation.
2. The application and its supporting documents shall be reviewed and evaluated by the Division Review and Evaluation Committee (DREC) of the Schools Division concerned, in accordance with the provisions of this Order. The SD/CS shall head the DREC, co-chaired by ASDS, and one (1) Education Supervisor I and the Division Administrative Officer as members.
3. If the requirements have been satisfied, the SD/CS shall indorse the application for approval to the Office of the Regional Director (Attn: Assistant Regional Director).
4. The documents shall be reviewed and validated by the Inspectorate Team (I-Team), created by the Regional Director. The I-Team shall conduct ocular inspection and/or interview with local stakeholders to establish the real and urgent need for the school and validate the inspection report of the team.
5. The Assistant Regional Director shall chair the I-Team with the Chief of the Elementary/Secondary Education Division as co-chair, and two (2) Education Supervisor II as members.
6. When required standards have been met, the Regional Director shall issue the approval, copy furnished the Office of the Secretary, Office of the Planning Service - Research and Statistics Division, Financial Management Service, and the Bureau of Elementary Education, in the case of public elementary schools, or the Bureau of Secondary Education, in the case of public secondary schools.
7. If action on the application is withheld pending compliance with certain requirements, the I-Team shall return the request to the Division Office, for appropriate action.

B. Specific Procedures

1. Establishment of New Schools

1.1 The school head shall conduct a feasibility study to justify the establishment of the school. The study should (i) show on the map the elementary schools within the service area of the proposed secondary school; (ii) list the names, addresses and enrollment of public and private schools in the municipality; (iii) list the names of the 100 prospective enrollees for the first curriculum grade/year, except in the schoolless barangays where a minimum enrollment of 60 pupils will suffice, in