**APPLICATION FORM FOR CONVERSION OF**

**AN EXISTING PUBLIC ELEMENTARY SCHOOL OR MERGING**

**ELEMENTARY AND JUNIOR HIGH SCHOOL INTO**

**AN INTEGRATED SCHOOL**

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

Name of Proponent/s : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements**

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| |  |  |  | | --- | --- | --- | | \_\_\_\_\_\_ | 1. | DepEd School ID/s. | | \_\_\_\_\_\_ | 2. | a. Letter-request for the conversion of school/s into an Integrated School (IS) addressed to  the Schools Division Superintendent (SDS).  b. Indorsement from Schools Division Superintendents (SDS). | | \_\_\_\_\_\_ | 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) years to include among others, the following:  \_\_\_\_\_ 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 & 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 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. 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 indicating among others, the integration of crucial resource 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 for 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 as true copies by the Division Office’s Records Unit. | | \_\_\_\_\_\_ | 9. | Justification by the SDS, in case the proposed School Head does not meet the Qualification 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. | |  |  |

***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 labeled appropriately.*
4. *To facilitate evaluation, please do not include other documents not listed above.*

**Documents Received by:**

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

*(Signature over Printed Name and Designation) Date*

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