



Republic of the Philippines  
**Department of Education**  
 REGION I



JAN 09 2024

**REGIONAL MEMORANDUM**

No. 0034

**TIMELINE FOR THE PROCESSING OF REQUESTS FOR ESTABLISHMENT, MERGING AND CONVERSION OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC SCHOOL ANNEXES**

**TO: Schools Division Superintendents**

1. This Office, through the Quality Assurance Division (QAD) reiterates the timeline for the processing of requests for establishment, merging and conversion of public schools, and separation of public school annexes.
2. For inclusion in the Budget Proposal for the succeeding years, the general procedure as contained in Annex A of DepEd Order 40.s. 2014 shall be observed.

TIMELINE	GENERAL PROCEDURE
<p><b>Within January to March of the current year</b></p>	<p><b>For Division Initiative</b></p> <p>The SDS, thru the Division Planning Unit:</p> <ol style="list-style-type: none"> <li>1. conducts inventory of the existing schools and feasibility study;</li> <li>2. prioritizes and recommends the need for the establishment, merging and conversion of schools and separation of annexes;</li> <li>3. computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a 5-year period); and</li> <li>4. coordinates with appropriate school heads, or stakeholders/presents to the Local School Board re: priority needs for the establishment, merging and conversion of schools and separation of school annexes</li> </ol>
<p><b>Within January to April of the current year</b></p>	<p><b>For School/Stakeholder Initiative</b></p> <p>The School Head and/or Stakeholder:</p> <ol style="list-style-type: none"> <li>1. in accordance with the guidelines set therein, works on the completion of</li> </ol>



Flores St., Catbangen, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324



DepEd Region I



region1@deped.gov.ph



www.depedro1.com

	<p>necessary documents for submission to Division Planning Unit;</p> <ol style="list-style-type: none"> <li>2. collaborates/coordinates with the possible sponsor/donor of school site, in case of the establishment of schools; and</li> <li>3. submits application/request to the Division Planning Unit</li> </ol>
<p><b>Within January to April of the current year</b></p>	<p>The SDS, thru the Division Planning Unit:</p> <ol style="list-style-type: none"> <li>1. receives requests/applications from schools, LGUs, or stakeholders (Congressmen, Senators, etc.)</li> <li>2. reviews applications and notifies the requesting parties of the action taken <b>within 15 days</b> from receipt of the requests;</li> <li>3. re-computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a 5-year period), taking into consideration the LGU support (financial or kind); and</li> <li>4. submits to the <b>Division Review and Evaluation Committee (DREC)</b> for evaluation</li> </ol>

3. It is advised that initial evaluation of the documents and onsite validation be conducted by the Division Review and Evaluation Committee (DREC) before the request/s is/are forwarded to the Regional Office for action.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
 Director IV

Encl: None

Reference: DO 40. s. 2014

To be included in the Perpetual Index

Under the following subjects:

POLICY      RULES AND REGULATIONS      SCHOOL

QAD/OPF/RM-Timeline per DO 40, s. 2014  
January 9, 2024



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