

DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

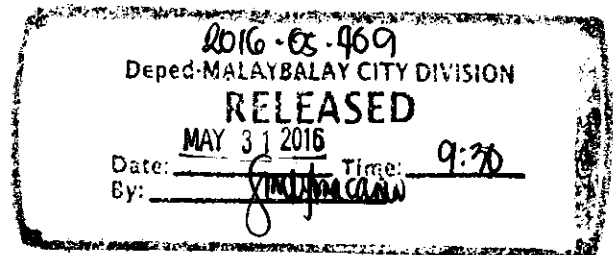


Telefax: (0880 or 088) 221-4597 email: depedmlblycity@yahoo.com

DIVISION ADVISORY

TO: **Chief Education Supervisor & Staff, Curriculum Implementation Division**
Chief Education Supervisor & Staff, Schools Governance Operations Division
Public Schools District Supervisors/District OICs
Public/Private Elementary/Secondary School Heads/Administrators
All Others Concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
AOIC- Schools Division Superintendent



DATE: **May 31, 2016**

SUBJECT: **DISSEMINATION OF REGIONAL ADVISORY DATED MAY 27, 2016**
RE: DOCUMENTARY REQUIREMENTS FOR ESTABLISHMENT OF
INDIGENOUS PEOPLE (IP) SCHOOLS

1. For the information and guidance of all concerned, attached is the Regional Advisory dated May 27, 2016 re: **Documentary Requirements for Establishment of Indigenous People (IP) Schools**, the content of which is self-explanatory.
2. Interested parties may contact and submit their intention, Attention: **ROSALIO P. ARANGCO**, Senior Education Program Specialist, Planning & Research Section, Cel No. +639178549710.
3. Immediate and wide dissemination of this advisory is highly appreciated.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Zone - Upper Bululang
Cagayan de Oro City



REGIONAL ADVISORY

TO: **Schools Division Superintendents**
This Region

FROM: **ALLAN G. EARNAZO**
Regional Director

DATE: **May 27, 2016**

RE: **Documentary Requirements for Establishment of Indigenous People (IP) Schools**

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Office of the Regional Director
Cagayan de Oro City

In connection with the submission of documents and consequently issuance of certificates to IP Schools, the Quality Assurance Division (QAD) of this Region hereby informs the field of the Documentary Requirements for the Establishment of Indigenous People (IP) School as per DO No. 40, s. 2014 also known as ESTABLISHMENT, MERGING, CONVERSION AND NAMING/RENAMING OF PUBLIC SCHOOLS AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN BASIC EDUCATION.

Attached is the Application for Establishment of Indigenous People (IP) School for your reference and guidance.

Widest dissemination of this advisory is desired.

ALLAN G. EARNAZO
Regional Director

/E1



Tel. No. (088)880 7072, 880 7071; 880-2087, Telefax (088) 722-2651

APPLICATION FOR ESTABLISHMENT OF INDIGENOUS PEOPLE (IP) SCHOOL

Evaluation Sheet

CRITERIA	REQUIRED DOCUMENTS	PRE EVALUATION	REMARKS PASSED OR FAILED (Pls. state reason, if failed)
1. Schools to be established is an urgent need in the area to be served as indicated in the project feasibility study > IP School	a. Letter request to open a school addressed to the Schools Division Superintendent (SDS) either from Barangay Council/IP Council b. Feasibility study, duly recommended/ endorsed by the SDS indicating the following: 1. Justification on the need to established a school 2. Proposed Organization structure 3. School environment (environmental scanning/situational analysis) 4. Proposed school development plan; and 5. Proposed budget (budgetary requirements to cover the proposed school's crucial resources).	1. Requesting Officer : _____ Designation /Position : _____ Office/School : _____ Date of request : _____ 2. Feasibility/Study Prepared by : _____ Designation/Position : _____ Office/School : _____ Proposed Name of School : _____ Address/Location : _____ Date Recommended : _____ b.1 Justification on the need for the establishment of the school: (must came from the contents of feasibility) _____ _____ b.2 Organizational Structure (as proposed) documents duly evaluated and accepted Designation/Position: _____ Office : _____	

Position Title	No. of Positions		
	Nationally paid	Locally paid	Total
School Principal			
Master Teacher I/II			
Teacher I/II/III			
Administrative Assistant and others			

B.3 School Environment (environment scanning/situational analysis)

Location/classification: Urban Area _____
 Rural Area _____
 Topography /Geographical Condition of the Site
 Mountainous _____ Coastal _____ Plain _____
 Catchment Area _____
 City/Municipality/Barangay _____

B.4 Proposed School Development Plan

- Prepared by: _____
- Position /Designation _____
- Office _____
- Date _____

B.5 Proposed Budget /Budgetary Requirement (must be supported with breakdown)

Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported with breakdown
Personnel Services						
LGU Funds						
MOOE						
Capital Outlay						
TOTAL						

Budget Proposal to be allocated in Multi Year Yes _____ No _____

If Yes, how many years _____

Source of fund for the initial operation of the proposed school DepED _____ LGU _____

2. Existence and available School Site

I. Duly documented as DepED property through a Title/ Deed of Donation/Contract of Usufruct for 50 years /other modes of acquiring ownership.

C. Division Inspection report signed by the SDS

C. DREC Inspection in Order

Particulars	Compliant to Cultural Standard
School Building /Classroom	
No. of available classrooms, if any	
Size of school site in square meters	

<p>3. The proposed establishment of school must be supported by the LGU</p>	<p>Sangguniang Bayan/Panglungsod Resolution supporting the establishment of school, duly approved by the Municipal Mayor, indicating therein the proposed name of the school</p>	<p>Sangguniang Bayan/Panglungsod Resolution No. _____ Approved by: _____ Date _____ Position /Designation _____ Proposed Name of School _____ Resolution stipulates the willingness of the LGU to provide financial support to the establishment of school Yes _____ No _____</p>																																				
<p>4. The proposed school must have at least 100 pupils /students composed of one or more grade level in case of aforementioned criterion is not meet</p>	<p>List of prospective enrollees per grade level, indicating their names, ages, address and or school where they are currently or were enrolled</p>	<p>No. of prospective enrollees</p> <table border="1" data-bbox="717 373 1390 692"> <thead> <tr> <th>Grade Level</th> <th>No. of enrollees</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>Total</td><td></td></tr> </tbody> </table> <p>List contains complete information as to the</p> <table border="1" data-bbox="717 740 1390 900"> <thead> <tr> <th>PARTICULARS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Names of pupils/students/cultural group</td> <td></td> <td></td> </tr> <tr> <td>2. Ages</td> <td></td> <td></td> </tr> <tr> <td>3. Addresses and/or school were currently or were enrolled</td> <td></td> <td></td> </tr> </tbody> </table>	Grade Level	No. of enrollees	1		2		3		4		5		6		7		8		9		10		Total		PARTICULARS	YES	NO	1. Names of pupils/students/cultural group			2. Ages			3. Addresses and/or school were currently or were enrolled		
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<p>5. School site must not be a high risk areas (natural or man made). The land characteristic of which is good elevation to avoid flooding and soil erosion, good drainage system, and safe/potable water supply</p>	<p>Clearance /permit from the Provincial Mines and Geosciences Bureau (MGB) and the Regional Office (RO) of the Department of Environment and Natural Resources (DENR) stating the proposed school site is not a high risk area</p>	<p>a. Clearance /permit from the provincial MGB (must be updated) b. Signed by: _____ c. Position : _____ d. Date _____ e. Declared as safe or not a high risk area Yes _____ No _____</p>																																				
<p>6. Must have at least 2 classrooms for the initial operation of the school.</p>	<p>a. School Site development plan</p>	<p>a. School Site Dev't Plan Prepared by: Position /Designation : _____ Office : _____ Date Prepared : _____</p>																																				

<p>Classroom built /to be built must be in accordance with the existing DepED Cultural Standard</p>	<p>b. School building plan and design duly approved by the cultural group/elders/DepED</p> <p>c. School building permit issued by the Municipal/City Engineer</p> <p>d. Bureau of Fire Protection (BFP) Certificate</p> <p>e. Inspection Report from Division In-Charge of Education facilities section, in case classroom are already constructed</p>	<p>b. School Building Plan Prepared by: Position /Deisgnation : _____ Office : _____ Date Prepared : _____</p> <p>No. of classrooms to be built _____ Proposed classroom built/to be built are compliant to DepED Cultural Standards Yes _____ No _____ If no. pls. state the classroom dimension /other deviation : _____</p> <p>c. School Building Designed Approved by: Position /Deisgnation : _____ Office : _____ Date Prepared : _____</p> <p>D. School Building Permit Issued by: Position /Deisgnation : _____ Office : _____ Date Prepared : _____</p> <p>E. Bureau of Fire Protection (BFP) Certificate Issued by: Position /Deisgnation : _____ Office : _____ Date Prepared : _____</p> <p>F. Inspection Report Issued by: _____ Position /Deisgnation : _____ Office : _____ Date Prepared : _____</p>													
<p>7. The LGU or DepED Division office has adequate staffing or teaching personnel intended for the opening of classes.</p>	<p>a. List of teaching and non-teaching personnel from the existing nearby school, duly identified by the respective item number per PSIPOP and name of school, if any?</p>	<p>No. of Teachers to be borrowed if any: _____ No. of Non-teaching personnel to be borrowed _____ If any _____</p> <p>List contains complete information as to:</p> <table border="1" data-bbox="717 1105 1393 1289"> <thead> <tr> <th>PARTICULARS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Position Title</td> <td></td> <td></td> </tr> <tr> <td>2. Item Number per latest PSIPOP</td> <td></td> <td></td> </tr> <tr> <td>3. Name of Lending School</td> <td></td> <td></td> </tr> </tbody> </table>	PARTICULARS	YES	NO	1. Position Title			2. Item Number per latest PSIPOP			3. Name of Lending School			
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EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)

RECOMMENDED BY:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Schools Division Superintendent

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

VALIDATED BY REGIONAL INSPECTORATE TEAM (RIT)

APPROVED BY:

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Regional Director

Signature Over Printed Name
Position/Designation

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