



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

REQUIREMENTS FOR ADDITIONAL GRADE LEVEL EVALUATION SHEET

Name of School _____
 Division _____
 Name of School Head: _____ Position _____
 Grade Level Applied for: _____ School Year: _____

Required Documents	Passed	Failed	Remarks
1. Report of Inspection/Evaluation Sheet duly signed by Division Inspectorate Team. (DIT)			
2. Indorsement from SDS or its representatives.			
3. Indorsement from the PSDS/Principal In-charge			
4. Feasibility Study-duly Notarized			
5. Request letter of school Head to open Additional Grade Level			
6. Certificate of Availability of classroom, chairs, tables, etc			
7. Certificate of Availability of Textbooks, & Other reference materials signed by District Property Custodian.			
8. Sangguniang Bayan Resolution to open for additional grade level.			
9. Brgy resolution to open for additional grade level.			
10. GPTCA Resolution to open for additional grade level.			
11. List of Enrollment by grade level duly signed by SH & noted by PSDS.			
12. School Form 4 (Monthly Attendance of Learners)			
13. List of Teachers by Grade assignment/subject area assignment signed by SH & certified by			
14. Certificate of NAT Results for the last 3 years signed by the District Planning Officer/DPO			
15. Updated School Site Development Plan			
16. Certificate of land Title or Deed of Donation			
17. Pictorials of School Bldgs, furniture, & facilities (computer lab, library, etc.) with caption.			

Date: _____

 Evaluated and Processed by:

 Chief, QAD

Action Taken:



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