



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

REQUIREMENTS FOR ESTABLISHMENT OF SCHOOL

School: _____
 Name of Proponent _____ Position/Designation _____
 Proposed Name of School _____
 Address: _____ Division _____

REQUIRED DOCUMENTS	Complied	Not Complied	Remarks
1. Letter-request to establish a school addressed to the SDS from PTA or Barangay Council.			
2. Feasibility study, duly recommended/endorsed by the SDS indicating the following:			
a. Proposed Organizational Structure			
b. Proposed school Development plan			
c. Proposed budgetary requirements to cover the proposed school's crucial resources.			
3. Division Inspection Report Signed by the SDS			
4. Sangguniang Bayan Resolution supporting the establishment of a school, duly approved by the Mayor, indicating the name of the school.			
5. List of prospective enrollees per grade level, indicating their names, ages, address and school where they are currently or enrolled			
6. Justification by the SDS on the need to establish a public school to cater to the elementary school graduates who cannot afford to enroll in private school			
7. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer and validated by the schools Division Office.			
8. Certification from the Municipal/City Engineer that the proposed school is not within the 2 kms radius for rural areas and 1 km radius for urban areas from any existing public elementary/high school			
9. Deed of Donation, Deed of sale or contract of Usufruct for 50 years executed in favor of DepEd, Original Certificate of Title (OCT) or transfer of Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site			
10. Justification from the SDS in case the required size of school site cannot be met			
11. Clearance/ permit from the Provincial Mines and Geoscience Bureau (MGB) and the Regional Office of the DENR stating that the proposed school site is not a high risk area.			



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 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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13. Pictorials of school buildings, furniture, Textbooks and other reference materials and facilities.			
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Findings:

Evaluated by _____



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