



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

**REQUIREMENTS FOR NON-IMPLEMENTING UNIT TO IMPLEMENTING UNIT SCHOOL
 EVALUATION SHEET**

Name of School _____ Division _____
 Address _____ District _____
 Name of School Head _____ Mobile Phone No. _____

Required Documents	Passed	Failed	Remarks
1. School's latest and updated Personal Services Itemization and Plantilla of Personnel (PSIPOP)			
2. Approval of School's Agency Code by DBM			
3. Designation Documents duly signed by the school head			
4. Certificates of Training attended by the designated/appointed financial staff related to financial management			
5. Certification of the school head as to the capability of the school to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, House of Representative, etc.			
6. Copy of the Current General Appropriation Act (GAA) where the appropriation of the school reflected			
7. Enhanced Basic Education Information System (EBEIS) data on enrollment per grade level for the current school year.			
8. Division Review and Evaluation Committee/Ocular Inspection.			
9. Regional Review and Evaluation Committee/Ocular Inspection			
10. Letter request from the School Head address to the Schools Division Office (SDO)			
11. Endorsement Letter from SDO to Regional Office			
12. Endorsement letter from the Regional Office to DepEd Central Office			

Note: All photocopied documents must be authenticated.

Evaluated by: _____ Date _____



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