



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

REQUIREMENTS FOR OPENING OF ANNEX SCHOOL

Name of proposed School: _____

Address: _____ Division _____

REQUIRED DOCUMENTS	Complied	Not Complied	Remarks
1.Division inspection report signed by the SDS			
2. Indorsement from SDS or its representative/s			
3. Feasibility study, duly recommended/endorsed by the SDS indicating the following:			
a. Justification on the need to establish a school			
b. Proposed school site development plan			
c. School environment (environmental scanning/situational analysis)			
4. Letter request to open a school addressed to the SDS (by Barangay Council)			
5. Certificate of availability of classroom/s, chairs, tables, textbooks and other reference materials (by principal of main school)			
7. List of prospective enrollees per grade level, indicating their names, ages, address and school where they are currently or enrolled			
8. List of teachers indicating their field of specialization			
9. Designation of school head for the proposed extension school duly signed by SDS			
10. Joint Barangay and PTA Resolution to open for extension school			
11. certificate for support for five years from Barangay/Municipal LGUs in terms of Teachers honoraria, physical facilities.			
12. Sangguniang Panglunsod Resolution supporting the establishment of a school, duly approved by the Mayor, indicating the name of the school.			
13. Certification from the SDS that no private school within the barangay			
14. 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			



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15. 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			
16. Justification from the SDS for the waiver on the 2 or 1 km radius requirements, if necessary			
17. Any document such as but not limited to 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			
18. 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.			
19. Justification from the SDS in case the required size of the school cannot be met			
20. Pictorials of school buildings, furniture, and facilities.			

Findings:

Evaluated by _____

Date: _____



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