

Camamar-an ES



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

September 6, 2024

DIVISION MEMORANDUM
NO. 679 s. 2024

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE CONVERSION OF
OF HIGH SCHOOLS WITHOUT FISCAL AUTONOMY (NON-
IMPLEMENTING UNIT) INTO HIGH SCHOOLS WITH FISCAL AUTONOMY
(IMPLEMENTING UNIT)**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
All Public Secondary School Heads (including Integrated Schools)

1. With the purpose of enhancing the DepEd quality standards in the delivery of basic education, and in accordance to the provisions of DepEd Order No. 40, s. 2014, all public secondary school heads, including integrated schools, are hereby directed to submit the documentary requirements for the conversion into high schools with fiscal autonomy (implementing units).
2. All required documents shall be submitted to the division office not later than October 4, 2024.
3. In adherence to the Equal Opportunity Principle (EOP), fair and inclusive treatment is accorded to all regardless of disability, sexual orientation, gender, age, religion, ethnicity.
4. This office directs the wide dissemination and compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent *ga*

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

CONVERSION IMPLEMENTING UNITS

Department of Education
Division of _____, Region _____
APPLICATION FOR CONVERSION OF SCHOOLS

Requesting Office/School : _____

Name of Proponent(s) : _____

Position/Designation : _____

Proposed New Name of School : _____

Address : _____

CHECKLIST OF DOCUMENTS

a. High School classified as Non- Implementing Unit into a High School classified as Implementing Unit

- _____ 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 Representatives, etc.
- _____ 6. Copy of the current General Appropriations Act (GAA) where the appropriation of the school is reflected.
- _____ 7. Enhanced Basic Education Information System (EBEIS) data on enrolment per grade level for the current school year.
- _____ 8. Letter-request from the School Head addressed to the Schools Division Office (SDO).
- _____ 9. Endorsement letter from the SDO to Regional Office.
- _____ 10. Endorsement letter from the Regional Office to DepED Central Office.

Notes:

- a. Please indicate N/A, if not applicable.
- b. Kindly submit all the lacking documents on or before _____.
- c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.
- d. To facilitate evaluation, please do not include other documents not listed above.

Documents Received by: _____
(Signature over Printed Name and Designation)

Date: _____