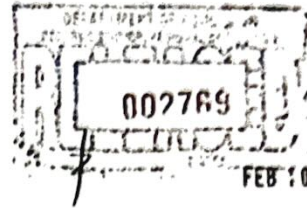




Republic of the Philippines  
Department of Education  
REGION I



February 10, 2025

REGIONAL MEMORANDUM  
No. 212 s. 2025

**REITERATION OF REGIONAL MEMORANDUM NO. 0034 S. 2024  
(TIMELINE FOR PROCESSING REQUESTS FOR ESTABLISHMENT,  
MERGING AND CONVERSION OF PUBLIC SCHOOLS,  
AND SEPARATION OF PUBLIC ANNEXES)**

TO: Schools Division Superintendents

1. In adherence to the provisions stated in Regional Memorandum No. 0034, s. 2024, this Office reiterates the prescribed timeline and processes for requests regarding the establishment, merging, conversion of public schools, and separation of public annexes. This reminder aims to ensure strict compliance with the set deadlines and procedural guidelines to facilitate efficient and timely processing of requests.
2. All offices concerned are directed to observe the following guidelines:
  - a. **Submission of Requests:** Requests must be submitted on or before the specified deadlines to allow ample time for review, validation, and endorsement.
  - b. **Required Documents:** All submissions must be complete with supporting documents in compliance with existing DepEd policies and standards.
  - c. **Coordination and Follow-ups:** Schools Division Offices (SDOs) must closely coordinate with the Regional Office to address any concerns or clarifications regarding the status of requests.
  - d. **Strict Adherence to the Timeline:** Late submissions and incomplete documents will not be accommodated beyond the stipulated period.
3. For reference, a copy of Regional Memorandum No. 0034, s. 2024 is hereby attached to this Memorandum. All concerned personnel are enjoined to comply with this directive to ensure smooth implementation of school establishment and restructuring processes.

February 13, 2025

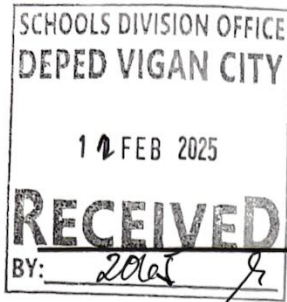
**To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD/CID)  
Public and Private Elementary and Secondary School Heads  
All other concerned**

For information and guidance. Attention is invited to paragraphs 2 and 3 of the Regional Memorandum. No. 212, s.2025.

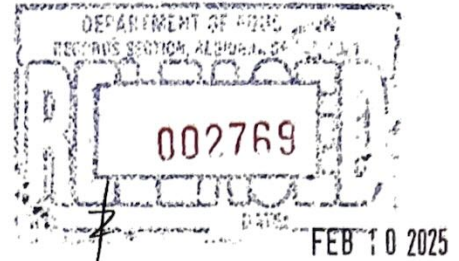
*[Signature]*  
**VILMA D. EDA, CESO V**  
School Division Superintendent



2502-874



Republic of the Philippines  
**Department of Education**  
 REGION I



February 10, 2025

**REGIONAL MEMORANDUM**No. 212 s. 2025

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TO: Schools Division Superintendents

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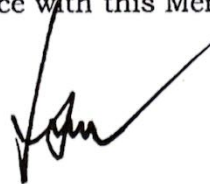


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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 2



4. Immediate dissemination of and strict compliance with this Memorandum is desired.



**TOLENTINO G. AQUINO**

Director IV

Encl.: As stated

Reference: RM No. 0034 s. 2024

To be indicated in the Perpetual Index  
under the following subjects:

PUBLIC SCHOOLS

OPERATIONS

GUIDELINES

QAD/fad/RM-ReiterationOf-RM0034  
February 10, 2025



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Republic of the Philippines  
**Department of Education**  
REGION I



JAN 09 2024

**REGIONAL MEMORANDUM**

No. 0034

**TIMELINE FOR THE PROCESSING OF REQUESTS FOR ESTABLISHMENT,  
MERGING AND CONVERSION OF PUBLIC SCHOOLS, AND SEPARATION OF  
PUBLIC SCHOOL ANNEXES**

**TO: Schools Division Superintendents**

1. This Office, through the Quality Assurance Division (QAD) reiterates the timeline for the processing of requests for establishment, merging and conversion of public schools, and separation of public school annexes.
2. For inclusion in the Budget Proposal for the succeeding years, the general procedure as contained in Annex A of DepEd Order 40.s. 2014 shall be observed.

<b>TIMELINE</b>	<b>GENERAL PROCEDURE</b>
<b>Within January to March of the current year</b>	<b>For Division Initiative</b>  The SDS, thru the Division Planning Unit: <ol style="list-style-type: none"><li>1. conducts inventory of the existing schools and feasibility study;</li><li>2. prioritizes and recommends the need for the establishment, merging and conversion of schools and separation of annexes;</li><li>3. computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a 5-year period); and</li><li>4. coordinates with appropriate school heads, or stakeholders/presents to the Local School Board re: priority needs for the establishment, merging and conversion of schools and separation of school annexes</li></ol>
<b>Within January to April of the current year</b>	<b>For School/Stakeholder Initiative</b>  The School Head and/or Stakeholder: <ol style="list-style-type: none"><li>1. in accordance with the guidelines set therein, works on the completion of</li></ol>



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	<p>necessary documents for submission to Division Planning Unit;</p> <p>2. collaborates/coordinates with the possible sponsor/donor of school site, in case of the establishment of schools; and</p> <p>3. submits application/request to the Division Planning Unit</p>
<b>Within January to April of the current year</b>	<p>The SDS, thru the Division Planning Unit:</p> <p>1. receives requests/applications from schools, LGUs, or stakeholders (Congressmen, Senators, etc.)</p> <p>2. reviews applications and notifies the requesting parties of the action taken <b>within 15 days</b> from receipt of the requests;</p> <p>3. re-computes for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (e.g. over a 5-year period), taking into consideration the LGU support (financial or kind); and</p> <p>4. submits to the <b>Division Review and Evaluation Committee (DREC)</b> for evaluation</p>

3. It is advised that initial evaluation of the documents and onsite validation be conducted by the Division Review and Evaluation Committee (DREC) before the request/s is/are forwarded to the Regional Office for action.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
 Director IV

Encl: None

Reference: DO 40, s. 2014

To be included in the Perpetual Index

Under the following subjects:

POLICY      RULES AND REGULATIONS      SCHOOL

QAD/OPF/RM Timeline per DO 40, s. 2014  
 January 9, 2024

