



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

August 02, 2021

DIVISION MEMORANDUM

No. 271, s. 2021

**REMINDERS ON THE ESTABLISHMENT, MERGING, CONVERSION, AND
NAMING/RENAMING OF PUBLIC SCHOOLS, AND SEPARATION OF
PUBLIC SCHOOL ANNEXES**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1. This is to inform and remind all concerned especially school heads and public schools district supervisors as regards to the strict adherence to the land or lot area requirement in the establishment of schools from elementary to secondary as stipulated in **DepEd Order No. 40, s. 2014 and DepEd Order No. 51, s. 2015** (establishment of senior high schools).

2. The basic land area requirements for a school to be created/established are as follows:

2.1 Five thousand (5, 000) square meters if the school is located in the rural area;

2.2 Two thousand five hundred (2, 500) square meters if the school is located in the urban (or rural area); and

2.3 Two thousand square meters (2, 000) for a primary school may be considered subject to the approval of the schools division superintendent.

3. A moratorium on the conversion of elementary schools to integrated schools is hereby advised effective this School Year 2021-2022, in this regard, district supervisors, school heads and other stakeholders are advised to establish/create instead a separate school (primary/elementary, secondary or senior high school).

4. School heads of existing integrated schools with senior high school programs or offerings are hereby also advised to work for the separation of the Senior High School Programs to have a separate school ID or identity (with separate location or school site).



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5. All concerned are hereby advised that as much as possible, the sites or parcels of land where the **new schools** are supposed to occupy (or to be located), **must be directly donated to the Department of Education-Division of Cebu Province.**
6. Renaming of schools (as endorsed by the Sangguniang Bayan) may be done **ten (10) years** from the death of the lot donor except on exceptional and meritorious cases, as may be allowed by the existing DepEd issuances.
7. School heads of **School Annexes or Extension Schools** must coordinate with the SGOD Office as regards to the immediate separation (regional action) of these schools from their mother unit/schools.
8. Based on informal reports, senior high school graduates who graduated under the **General Academic Strand (GAS)** were still required to **take bridging programs/courses** upon entry to colleges and universities, in this regard, school heads of Senior High Schools with **GAS programming must consider the opening of new programs particularly in the fields of Humanities and Social Sciences (HUMSS).**
9. If possible, there should be gradual phasing out (transitioning) of GAS programs and/or conversion of GAS programming to HUMSS, in order to properly guide the senior high school graduates towards a vertical typology or specialization of academic degrees for a **better occupation outlook**, when they moved out from senior high school or go to colleges and universities.
10. In the offering of senior high school programs, school heads must consider (as a priority) technical-vocational skills, and/or programs/courses which connect to disciplines or degrees awarded by colleges and universities with professional examination (board courses).
11. Reminder is hereby given, that in the opening/establishment, renaming of schools, and/ or offering of new programs (e.g., senior high school), a **one-year prior rule** (except on meritorious cases) as regards to the submission of documents shall be adhered to in accordance to existing DepEd issuances.
12. For further clarifications about the establishment of schools, renaming of schools, separation of school annexes, conversion of secondary schools as implementing units, please contact this email address: victor.ybanez@deped.gov.ph.
13. Wide dissemination of and **strict compliance of this Memorandum** is hereby directed.


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