



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

**Office of the Schools Division  
Superintendent**

**August 12, 2021**

**DIVISION MEMORANDUM**

No. 303, s. 2021

**REQUIREMENTS FOR THE SEPARATION OF SCHOOL ANNEXES/EXTENSION  
SCHOOLS AND CREATION OF NEW SCHOOL(s) DISTRICTS**

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

1. This is to inform the field that the SGOD Office is now prioritizing the separation of school annexes/extension schools from the mother units/schools to ensure that these annex schools shall have their own/separate identity (ies) in order that these schools will be given teachers and school head Plantilla/items, and other crucial resources rather than rely continuously from the mother unit/schools.

2. In the absence of the legislative/Congressional action for separation, the normal process/regional action to separate these annexes/schools shall be resorted to in accordance to **DepEd Order No. 40, s. 2014 supplemented by DepEd Order No. 51, s. 2015 (for senior high schools)**.

3. In this regard, the school heads of annex schools need to prepare immediately the following documents, to be submitted to the SGOD Office **on or before September 30, 2021**:

3.1 School ID of the Annex School using the print out from the EBEIS (signed by the school head or planning officer);

3.2 Machine Copy of the Permit to Operate issued by the Regional Director;

3.3 Sangguniang Bayan Resolution supporting the separation;

3.4 Letter-Request must be done by the mother school head/principal (not the annex school head) duly signed and addressed to the Regional Director channeled to the SDS, if mother school head refuses to do so, justification letter must be submitted;

3.5 Feasibility Study about the separation indicating the need/justification, proposed organizational structure, school environment (environmental scanning/situational analysis), proposed school development plan and proposed budgetary requirements;



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3.6 Inventory of crucial resources (chairs, tables, classrooms, buildings and other facilities) to be transferred to the new/annex school or to the proposed school to be separated, duly signed by the property custodian of the mother school/unit;

3.7 Duly signed Memorandum of Agreement (MOA) between the school heads of the mother school and the annex school, indicating among others, the transfer of crucial resources to the proposed regular/new school including the Plantilla/items that will now be given to the new/separate school;

3.8 List of teaching and non-teaching items pursuant to the existing DepEd-DBM standards for the schools;

3.9 Funds for Personnel Services based on the actual salaries of the school personnel (both teaching and nonteaching) to be transferred;

3.91 Funds for Maintenance and Other Operating Expenses (MOOE), a provision in the Local School Board may be attached, if no budget from SEF, compute the MOOE in the previous year/s based on the actual operation of the school;

3.92 List of facilities, furniture, equipment and textbooks in all subject areas;

3.93 Funding requirements from the SEF to sustain the operation of the school until such time that the school's funding shall be integrated in the annual General Appropriations Act (GAA);

3.94 Justification by the annex school head in the event of disagreement with the mother school head/principal pertaining to the separation (in case the MOA cannot be met);

3.95 Latest and updated PSIPOP including proposal for the items for Principal 1 and additional teachers and support personnel;

3.96 Letters of no objection from other school heads if there are items/Plantilla that will be extracted from their school/s to be integrated to the new separated school;

3.97 SF 4 (Monthly Learner/s Movement and Attendance Report, and SF 7 (School Personnel Assignment List and Basic Profile) of the annex school;

3.98 Enrollment report signed by the Planning Officer or by the school head indicating the enrollment of at least 400 students/learners (if the enrollment needed cannot be met, justification of the SDS is needed);

3.99 Existing school site with an area of 5, 000 square meters (rural), 2, 500 square meters (urban) duly donated to DepEd, if not a contract of usufruct for 50 years or an absolute perpetual right to use is given to DepEd or stipulated in the usufruct; and

3.991 Certification from the municipal mayor about her/his willingness to financially support the operations of the new school for the next five (5) years.



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**4. For the creation or establishment of a new school/s district,** the following requirements must be complied (pending the release of the new guidelines as stipulated in DepEd Memo No. 26, s. 2021 dated 12 May 2021):

4.1 Letter-request signed by the district supervisor of the mother district addressed to the Regional Director channeled to the SDS;

4.1 List of teaching and nonteaching personnel with Plantilla/items numbers of the entire district/municipality (as a whole) and the new list/s of personnel (teaching/nonteaching) of the new proposed schools district with correct Plantilla/items;

4.2 Enrollment report of the original/mother district and the now separated new schools district;

4.3 Spot map of the entire municipality/old schools district indicating the schools and the map of the new schools district with schools under its jurisdiction or coverage, the distance of the schools from the central school or seat of the new district must be indicated;

4.4 Sangguniang Bayan Resolution regarding the creation of a new schools district in the municipality;

4.5 Justification letter regarding the creation of a new schools district in the area signed by the municipal PTA federation president or any other concerned stakeholder/s in the town;

4.6 Feasibility Study about the creation of a new schools district indicating the need/justification, proposed organizational structure, environment (environmental scanning/situational analysis), proposed district development plan and proposed budgetary requirements (the seat of the new schools district/central school must be indicated in the justification/feasibility study considering the geographical proximity of the schools to the seat of the new district or new central school);

4.7 List of schools of the mother district (before the separation) and the new proposed schools district together with the names of school heads with contact numbers, and the new listing of schools of the mother district (after the creation/separation);

4.8. List of subject/area coordinators and master teachers before and after the creation of the new district indicating the equitable/fair distribution of coordinators and master teachers; the inventory of district properties and resources, other facilities; and

4.9 Letter of support from the municipal mayor regarding the creation of new schools district in the town or municipality.

**5. Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

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