



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

**Office of the Schools Division
Superintendent**

December 10, 2021

DIVISION MEMORANDUM

No. 538, s. 2021

**REMINDERS ON THE OPENING OF EXTENSION OR ANNEX SCHOOLS AS WELL
AS EXTENSION CLASSES**

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

1.The Office hereby reminds the field that as regards to the establishment or creation of school annexes/extension schools, the provisions of **DepEd Order No. 40, s. 2014** must be followed at all the times for elementary and junior high schools and **DepEd Order No. 51, s. 2015** for the creation or establishment of senior high schools.

2.The same rules or standards apply that the **establishment of extension classes** shall only be done once a **“Permit to Operate”** is already issued or given in favor of the annex or extension school/s by the Regional Director.

3.The submission of documents/folders at the SGOD office applying for the creation of a school annex or extension school is not a sufficient evidence or proof that the said annex school is already given the **go-signal to operate**. The one-year prior rule still applies to both **public and private schools** as regards to the opening of schools based on existing DepEd issuances.

4.In this regard, the school annex can only operate in the next school year, after the submission of the necessary documents, provided that the **“Permit to Operate”** is already issued by the Regional Director. Example, if the documents were submitted around August 2021, the school annex can only operate by the School Year 2022-2023, **applying the one-year prior rule**.

5. Information reached at the SDOD Office that some schools are still practicing of having the actual extension classes in the supposed to be **daughter/annex school** without the necessary permit from the Regional Office but the students are currently enrolled in the



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mother school, **such practice is still considered frivolous if not anomalous or illegal. Concerned school heads or district supervisors are hereby directed to immediately stop such practice to avoid problems in the future.**

6.As public servants, compliance accountability to existing rules and standards must be observed at all the times, and same standards must be observed to **both public and private schools** for the sake of fairness to all concerned.

7.If there is a necessity to open a public school in the area particularly junior or senior high schools/programs, then school heads/district supervisors need to coordinate with the barangay or town officials and other stakeholders in the locality so that the crucial and immediate resources can be immediately and easily complied based on the existing guidelines.

8.The parents of the concerned learners/students must be immediately informed about this matter. The classes of the concerned students must be conducted in the mother school or in the school/s wherein they are officially enrolled based on the Learner Information System (LIS) not in the location of the proposed annex or extension school.

9. Classes will only be conducted in the site or location of the annex/extension school once a "Permit to Operate" is already issued by the Regional Director in favor of the said annex or extension school.

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


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