



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

September 07, 2023

DIVISION MEMORANDUM

SGOD-2023-755

**REITERATION OF DEPED ORDER NO. 40, S. 2014 DATED AUGUST 26, 2014
RE: ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/ RENAMING
OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN
BASIC EDUCATION**

TO : Public Schools District Supervisors/
District Coordinating Principals
Elementary and Secondary School Principals/ Heads

1. This Office hereby reiterates the aforementioned department's directive not to establish new school annexes. The applicant-school must comply first with the documentary requirements for evaluation to be approved by Regional Office XI through the issuance of a Special Order, except for schools already identified by this office as extension schools and currently processing the documentary requirements.
2. The required land area for the school must be at least one (1) hectare and must be assessed first by MGB personnel to determine if the school site is safe from natural and man-made disasters. The Department Order categorically states that no school shall be established without the availability of a school site duly documented as DepEd property through a title or evidence of ownership, a deed of donation, a contract of usufruct for 50 years, or other modes of acquiring ownership, and no school shall be established in identified high-risk or disaster-prone areas.
3. The undersigned must be properly apprised of any plan to operate extension schools initiated by the Stakeholders of the community.
4. Immediate dissemination of, and strict compliance with this Memorandum is directed.

By the Authority of the
Schools Division Superintendent:

NORBERTO S. MANLANGIT, CE, MPA
Administrative Officer V
Officer-In-Charge



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