



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



Office of the Schools Division
Superintendent

24 May 2023

DIVISION MEMORANDUM
SGOD-2023- 454

**CONVERSION OF A HIGH SCHOOL CLASSIFIED AS NON-IMPLEMENTING
UNIT INTO A HIGH SCHOOL CLASSIFIED AS IMPLEMENTING UNIT**

TO : OIC, Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
Public Schools District Supervisors and
District Coordinating Principals
Public Secondary School Heads and Principals

1. In pursuance of Department Order No. 40, s. 2014 re: **ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/ RENAMING OF PUBLIC SCHOOLS, AND SEPARATION OF PUBLIC SCHOOL ANNEXES IN BASIC EDUCATION**, all public secondary schools, who wish to apply as implementing unit, are advised to comply with the herein documentary requirements.
2. Immediate dissemination of this Memorandum is desired.


CRISTY C. EPE
Schools Division Superintendent 

Incl.: As Stated.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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LIST OF DOCUMENTARY REQUIREMENTS

School	
Address	
School ID	
School Principal	
Total No. of Teachers	

CRITERIA	REQUIRED DOCUMENTS
1. The school must have a Principal position per latest PSIPOP and at least (20) teachers .	a. School's latest and <u>updated PSIPOP</u> .
2. The school must have an agency code and designated/ appointed financial staff (<i>Bookkeeper and Disbursing Officer</i>); and capability to comply with submission of financial reports to oversight agencies such as Commission on Audit (COA), DBM, National Economic and Development Authority (NEDA), Senate, House of Representatives, etc.	a. Approval of School's Agency Code by DBM; b. <u>Designation documents</u> duly signed by the School Head; c. <u>Certificates of Training attended</u> by the designated/ appointed financial staff related to financial management; and d. <u>Certification of the School Head</u> as to the capability of the school to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, House of Representatives, etc.
3. With a ⁺ least Php 6 million appropriations based on current GAA (i.e., PS, MOOE and CO)	a. <u>Copy of the current GAA</u> where the appropriation of the school is reflected; and b. <u>EBEIS data on enrolment per grade level</u> for the current school year.
4. The proposed conversion was requested by the School Head and reviewed/ evaluated and endorse by the Division and Regional Office before forwarding the same to DepEd Central Office.	a. Letter-request from the School Head address to the SDO; b. Endorsement letter from the SDO to Regional Office; and c. Endorsement letter from the Regional Office to DepEd Central Office.



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