



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

March 15, 2022

**REGIONAL MEMORANDUM**

No. **225**, s. 2022

**CONVERSION OF CABICAHAN ELEMENTARY SCHOOL TO CABICAHAN INTEGRATED SCHOOL, BARANGAY CABICAHAN, CALBAYOG CITY, WESTERN SAMAR**

To: Schools Division Superintendents  
 Regional Office Division Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

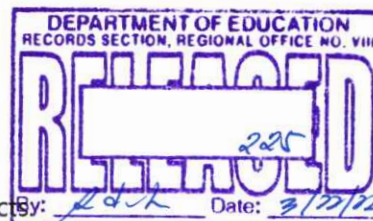
1. This Department of Education, Regional Office No. VIII announces that the request for **Conversion of Cabicahan Elementary School to Cabicahan Integrated School**, Barangay Cabicahan, Calbayog City, Western Samar, is a newly approved integrated school by this Regional Office on March 15, 2022 through administrative fiat pursuant to its expressed authority under Section 5 (B/13) of Chapter 1 of RA No. 9155 (The Governance of Basic Education Act of 2001), after full satisfactory compliance with the requirements prescribed by existing guidelines and policies of the Department.
2. The **Schools Division Superintendent** of the **Division of Calbayog City** where the school is located is hereby directed to consider this school in budget preparation for its eventual inclusion in the immediately succeeding General Appropriations Act (GAA).
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**

Regional Director

Enclosures: None  
 References: DepEd Order No. 40, s. 2014  
 DepEd Order No. 71, s. 2003  
 DepEd Order No. 91, s. 1999  
 DepEd Order No. 05, s. 1989

To be indicated in the Perpetual Index under the following subjects:



**INTEGRATED SCHOOL**

**MANAGEMENT**

**PUBLIC**

QAD-RRC



Government Center, Candahug, Palo, Leyte  
 (053) 323-3156 | region8@deped.gov.ph  
**ISO 9001:2015 Certified**

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1





Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

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**FOR : REGIONAL DIRECTOR**

**DATE : March 15, 2022**

**TITLE : EVALUATION & RECOMMENDATION FOR THE CONVERSION OF CABICAHAN ELEMENTARY SCHOOL TO CABICAHAN INTEGRATED SCHOOL, BARANGAY CABICAHAN, CALBAYOG CITY, WESTERN SAMAR**

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### **BACKGROUND**

Barangay Cabicahan is one of the barangays in Calbayog City, Western Samar where this can be reached through any type of land transportation. Barangay folks engaged mostly in agricultural activities and small-scale business as their source of living. In pursuit to achieve education, parents send their children to the nearest high school which is 9 kms from Mag-Ubay National High School. Coming to this school entails additional expenses for the cost of living and other school needs of the learners therefore, parents get difficulty in supporting them especially to those low-income families. Furthermore, the said school is already overcrowded in terms of learners population. These scenarios impelled parents and other stakeholders to hope for a secondary school to be offered in barangay Cabicahan. Furthermore, with the increasing prices of the basic commodities, it has threatened the additional budget of the family such as food, daily fare and other expenses.

The said barangay has an existing complete elementary school named Cabicahan Elementary School with a total land area of 10,000 sq.m. The said school is 27 kilometers away from the city proper. Currently, the school has a total enrolment of 126 pupils with 7 teachers handling Kindergarten to Grade 6 and managed by 1 school head. The school's distance to the nearest high schools is quite far that Grade 6 completers Cabicahan ES and from its neighboring barangays have difficulty to continue junior high school and education. Likewise, those high school learners enrolled in the nearest high school, could hardly sustain



in coming to school daily resulting to high percentage of students' absenteeism and be at risk of dropping out from the school. These are burdens of the parents and the school.

In view thereof, the municipal officials, the parents and the Barangay Officials of Cabicahan and its neighboring barangays expressed their full support for the request of the conversion of Cabicahan Elementary School to an Integrated School with the hope that financial burden among parents may be lessen as their children can continue in the secondary education. The Grade 6 graduates coming from the nearby elementary schools of the different barangays will also be greatly benefited.

Moreover, the Schools Division Superintendent of Calbayog City Division intensely expressed her full support to the proposed conversion of school initiated by the concerned parents and local officials to ensure that all school-aged children in the community will have access to basic education and possibly lessen the financial burden of parents in sending their children to school. Thus, conversion of Cabicahan Elementary School to Cabicahan Integrated School in Barangay Cabicahan, Calbayog City, Western Samar endorsed by the Schools Division Superintendent of Calbayog City to the Regional Office is deemed necessary.

#### **FINDINGS:**

1. Cabicahan Elementary School has a total land area of 10,000 sq.m. which has enough buildable space for expansion to Junior High School. The school site is free from flooding and landslide based on the certification issued by the Mines and GeoSciences Bureau.
2. The LGU, through the Office of the Municipal Mayor, strongly expressed full support to the school and commit to allocate additional budget for the expansion to the secondary level through a Resolution No. 2021-08-085.
3. The officials of barangay Cabicahan executed a Resolution No. 07, s. 2021 dated May 2, 2021, expressing their full support for the conversion of Cabicahan ES to an integrated school, located in barangay Cabicahan, Calbayog City, Western Samar.

4. The assigned District Supervisor, the Schools Division Engineer, M & E SEPS, Education Program Supervisor, and SGOD Chief in Calbayog City Division and the different stakeholders present during the virtual and on-site validations on schools' application conducted by the DepEd Regional Inspectorate Team also expressed their willingness and full support for the conversion of the school during the Focused Group Discussion (FGD).

5. Cabicahan ES has an excess of two (2) classrooms.

6. The excess learning materials and school furniture from nearby schools will also be given to the proposed Cabicahan Integrated School as per commitment expressed by the assigned District Supervisor.

7. The proposed school will receive support from the Local Government of Oquendo while the inclusion of the school in the GAA of DepEd is on process.

8. Schools Division Office of Calbayog City through its assigned District Supervisor extended support as to the provision of technical assistance for the school management, supervision, and other needs especially to teachers.

#### **RECOMMENDATIONS:**

In view of the foregoing evaluation and findings, the evaluators respectfully recommend that:

1. Cabicahan Elementary School shall be converted into an integrated school and shall be named **CABICAHAN INTEGRATED SCHOOL** and is authorized to operate effective School Year 2022 – 2023.

2. The school shall implement K to 12 Basic Education Curriculum.

3. School operation shall be on a gradual basis. Thus, Curriculum Grades to be offered upon opening of classes for School Year 2022-2023 shall only be Grade 7 which may progress to the next grade levels in the succeeding years.

4. The school head of Cabicahan Elementary School with the assistance of the District Supervisor and the Municipal Engineer shall revisit and redesign the school development plan for use of available buildable spaces at the site in preparation for the construction of buildings for the Junior High School.



5. The LGU, both the Barangay and Municipal levels, and the parents shall provide financial support to the school until such time that operations will be covered by the DepEd Budget.

6. The School Head of Cabicahan Elementary School shall manage the integrated school provided that the qualification standards shall be satisfied.

7. The Schools Division Superintendent shall provide teachers trained on the K to 12 Curriculum and consider additional regular teachers to this school to complete the number of teachers required to operate the integrated school.

8. The Schools Division Superintendent likewise shall initiate for the provision of school buildings, chairs, textbooks, and other resources to the school.

  
**RACHEL R. CUEVAS**

Education Program Supervisor

  
**MARLOU D. CAMPOSANO, EdD**  
Education Program Supervisor

**Noted by:**

  
**ROSEMARIE M. GUINO, EdD**  
OIC- Chief, QAD

QAD-RRC

APPLICATION FOR CONVERSION OF A SCHOOL INTO AN INTEGRATED SCHOOL  
 (THRU EXPANSION OF AN EXISTING ELEMENTARY OR SECONDARY SCHOOL)  
 EVALUATION SHEET

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS (PASSED OR FAILED) <small>(Pls. state reasons, if failed)</small>																																																																																																	
1. The school is listed in the EBEIS	DepED School ID	Name of School : <u>CABICAHAN ELEMENTARY SCHOOL</u> DepED School ID No. as Presented : <u>124081</u> DepED School ID No. as verified with Planning Unit : <u>124081</u>	PASSED <i>D. passed</i>																																																																																																	
2. The conversion of a school into an IS must satisfy at least three (3) of the following conditions, whichever are applicable:	a. Letter of request for the conversion of a school (thru expansion) into an IS addressed to the Schools Division Superintendent (SDS).	Request signed by : <u>Bartolome R. Doraja et al. / Marion D. Collado et al.</u> Position/Designation : <u>School Head/TIC / Brgy. Captain</u> Office/School : <u>Cabicanan ES / Brgy. Cabicanan</u> Date : <u>April 30, 2021</u>	<i>2. a. passed</i>																																																																																																	
a. There are no schools offering complete basic education within the catchment area;	b. Feasibility Study on the proposed expansion of school, duly recommended/ endorsed by the SDS.	Proponent(s) of the Feasibility Study : <u>Bartolome R. Doraja</u> Duly Recommended by : <u>Thelma Cabadsan-Qualig, PhD, CESO V</u> Position/Designation : <u>Schools Division Superintendent</u> Justification on the Need for Expansion of school : <u>Distance from Mag-ubay National High School (nearest high school) is 9 kilometers from Brgy. Cabicanan.</u>	<i>2. b. passed</i>																																																																																																	
b. There are not enough items for teachers and school heads that would justify the establishment of a separate elementary and a secondary school;	c. IS implementation Plan covering five (5) years to include among others, the following: 1. Current and projected enrolment for five (5) school years, by grade level:	2. Lessen the worries of the parents of stakeholders in dividing their attentions in serving different schools. c. IS Implementation Plan c.1 No. of Prospective Enrollees: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2">Grade Level</th><th>Current</th><th colspan="5">Projected</th></tr> <tr> <th>(SY 20 to 21)</th><th>Year 1</th><th>Year 2</th><th>Year 3</th><th>Year 4</th><th>Year 5</th></tr> </thead> <tbody> <tr><td>K</td><td>14</td><td>18</td><td>21</td><td>21</td><td>19</td><td>15</td></tr> <tr><td>1</td><td>24</td><td>14</td><td>18</td><td>21</td><td>21</td><td>19</td></tr> <tr><td>2</td><td>14</td><td>24</td><td>14</td><td>18</td><td>21</td><td>21</td></tr> <tr><td>3</td><td>21</td><td>14</td><td>24</td><td>14</td><td>18</td><td>21</td></tr> <tr><td>4</td><td>12</td><td>21</td><td>14</td><td>24</td><td>14</td><td>18</td></tr> <tr><td>5</td><td>20</td><td>12</td><td>21</td><td>14</td><td>24</td><td>14</td></tr> <tr><td>6</td><td>21</td><td>20</td><td>12</td><td>21</td><td>14</td><td>24</td></tr> <tr><td>7</td><td></td><td>21</td><td>20</td><td>12</td><td>21</td><td>14</td></tr> <tr><td>8</td><td></td><td>20</td><td>21</td><td>20</td><td>12</td><td>21</td></tr> <tr><td>9</td><td></td><td></td><td>20</td><td>21</td><td>20</td><td>12</td></tr> <tr><td>10</td><td></td><td></td><td></td><td>20</td><td>21</td><td>20</td></tr> <tr><td><b>TOTAL</b></td><td><b>126</b></td><td><b>164</b></td><td><b>185</b></td><td><b>206</b></td><td><b>205</b></td><td><b>199</b></td></tr> </tbody> </table>	Grade Level	Current	Projected					(SY 20 to 21)	Year 1	Year 2	Year 3	Year 4	Year 5	K	14	18	21	21	19	15	1	24	14	18	21	21	19	2	14	24	14	18	21	21	3	21	14	24	14	18	21	4	12	21	14	24	14	18	5	20	12	21	14	24	14	6	21	20	12	21	14	24	7		21	20	12	21	14	8		20	21	20	12	21	9			20	21	20	12	10				20	21	20	<b>TOTAL</b>	<b>126</b>	<b>164</b>	<b>185</b>	<b>206</b>	<b>205</b>	<b>199</b>	<i>2. c. passed</i>
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		c.2 Proposed Budgetary Requirements																																											
d. There is difficulty in acquiring a school site for the secondary school;	2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay.	<table border="1"> <thead> <tr> <th rowspan="2">Particulars</th> <th rowspan="2">Year 1</th> <th rowspan="2">Year 2</th> <th rowspan="2">Year 3</th> <th rowspan="2">Year 4</th> <th colspan="2">Supported w/ Breakdown?</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td>698,015.52</td> <td>349,007.76</td> <td>349,007.76</td> <td>349,007.76</td> <td></td> <td></td> </tr> <tr> <td>MOOE</td> <td>441,940.00</td> <td>466,086.00</td> <td>499,713.00</td> <td>497,522.00</td> <td></td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>1,139,955.52</b></td> <td><b>815,093.76</b></td> <td><b>848,720.76</b></td> <td><b>846,529.76</b></td> <td></td> <td></td> </tr> </tbody> </table>						Particulars	Year 1	Year 2	Year 3	Year 4	Supported w/ Breakdown?		Yes	No	Personal Services	698,015.52	349,007.76	349,007.76	349,007.76			MOOE	441,940.00	466,086.00	499,713.00	497,522.00			Capital Outlay							<b>Total</b>	<b>1,139,955.52</b>	<b>815,093.76</b>	<b>848,720.76</b>	<b>846,529.76</b>			2.C.2 - passed
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e. The number of elementary graduates does not warrant the establishment of a separate secondary school.	3. Operational Plan re: curriculum and instructional supervision of the proposed integrated School; and	c.3 Operational Plan Prepared By : Bartolome R. Doroja Position/Designation : TIC / School Head Office/School : Cabicahan ES Date : April 30, 2021						2.C.3 - passed																																					
f. The Elementary / secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively.	4. School Site Development Plan (SSDP) to include proposed school building, as needed.	c4. SSDP Prepared by : Marianita P. Bejasa Position/Designation : Former Head Teacher Office/School : Cabicahan ES Date : September 25, 2018						2.C.4 - passed																																					
	d. For item f criterion, a Certification signed by the School head, duly attested by the SDS on the excess classrooms, tables, chairs, and other resources to be used for the expansion of elementary or secondary school.	d. Certification Signed by : BARTOLOME R. DOROJA Position/Designation : Teacher III/ Teacher In-Charge Date : May 25, 2021 No. of Excess Classrooms : Two (2) classrooms						PASSED																																					
	e. Inventory of Learning Resources (LRs) prepared by the School's Property Custodian, as validated by the Schools Division Office.	e. Inventory of LRs prepared by : Ma. Gina L. Derla Position/Designation : School Property Custodian Date : April 30, 2021 Validated by : Severino O. Laure Position/Designation : Div. Property Custodian/ AO IV Date : June 28, 2021						2.D. passed																																					
	f. Updated PSIPOP of the concerned school.	f. Per PSIPOP for FY 2021 <table border="1"> <thead> <tr> <th>Particulars</th> <th>No. of Positions</th> </tr> </thead> <tbody> <tr> <td>School Head Item</td> <td>1</td> </tr> <tr> <td>No. of Teaching Items</td> <td>7</td> </tr> <tr> <td>No. of Supporting Staff</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>8</b></td> </tr> </tbody> </table>						Particulars	No. of Positions	School Head Item	1	No. of Teaching Items	7	No. of Supporting Staff		<b>Total</b>	<b>8</b>	2.E. passed																											
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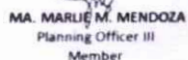




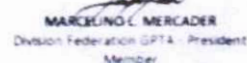
REQUIRED DOCUMENTS	PER EVALUATION	REMARKS																		
<p>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</p>	<p>a. Designation Order for the proposed School Head</p> <p>a. Designation Order Signed by _____            Position/Designation _____            Date _____            Name of Designated School Head _____            Plantilla Position Title _____</p>	<p>S. G. Passed</p>																		
<p>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</p>	<p>b. Designated School Head has satisfied the DepED CSC Qualification Standards of a School Head for Secondary School?</p> <p>YES _____ NO _____            Educational Preparation _____</p>	<p>PASSED</p>																		
<p>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</p>	<p>Documents Submitted</p> <table border="1"> <thead> <tr> <th data-bbox="255 941 829 998"></th> <th colspan="2" data-bbox="829 941 1021 998">Certified by DO Records Unit?</th> </tr> <tr> <th data-bbox="255 998 829 1021"></th> <th data-bbox="829 998 925 1021">YES</th> <th data-bbox="925 998 1021 1021">NO</th> </tr> </thead> <tbody> <tr> <td data-bbox="255 1021 829 1044">1. Transcript of Records</td> <td data-bbox="829 1021 925 1044">/</td> <td data-bbox="925 1021 1021 1044"></td> </tr> <tr> <td data-bbox="255 1044 829 1067">2. Certificates of Relevant Training</td> <td data-bbox="829 1044 925 1067">/</td> <td data-bbox="925 1044 1021 1067"></td> </tr> <tr> <td data-bbox="255 1067 829 1090">3. Service Record</td> <td data-bbox="829 1067 925 1090">/</td> <td data-bbox="925 1067 1021 1090"></td> </tr> <tr> <td data-bbox="255 1090 829 1113">4. CS Eligibility</td> <td data-bbox="829 1090 925 1113">/</td> <td data-bbox="925 1090 1021 1113"></td> </tr> </tbody> </table>		Certified by DO Records Unit?			YES	NO	1. Transcript of Records	/		2. Certificates of Relevant Training	/		3. Service Record	/		4. CS Eligibility	/		<p>r.b. Passed</p>
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<p>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</p>	<p>c. Justification, if any, duly signed by _____            Position/Designation _____            Date _____            Reason(s) _____</p>	<p></p>																		

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

  
 JORDAN A. DE VEYRA  
 Engr. III - Education Facilities

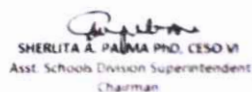
  
 MA. MARLIE M. MENDOZA  
 Planning Officer III  
 Member

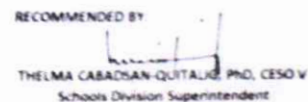
  
 EDITA S. CANO  
 Administrative Officer V  
 Member

  
 MARCELINO C. MERCADER  
 Division Federation GPTA - President  
 Member

  
 UBALDO D. DIOMANGAY  
 Chief ES, SGOD  
 Member

  
 RENATO S. OCHOA EdD, DM  
 Chief ES, SGOD  
 Member

  
 SHERLITA A. PALMA PhD, CESO VI  
 Asst. Schools Division Superintendent  
 Chairman

RECOMMENDED BY:  
  
 THELMA CABADSAN-QUITALIG PhD, CESO V  
 Schools Division Superintendent

\_\_\_\_\_  
APPROVED BY REGIONAL INSPECTORATE TEAM (RIT):

  
\_\_\_\_\_  
**RACHEL R. CUEVAS**  
Signature Over Printed  
Education Program Supervisor

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Signature Over Printed

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Signature Over Printed  
Name Position/Designation

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APPROVED:

  
\_\_\_\_\_  
**ROSEMARIE M. GUINO Ed I**  
OIC - Chief, QAD