



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

March 15, 2022

REGIONAL MEMORANDUM

No. **228** 2022

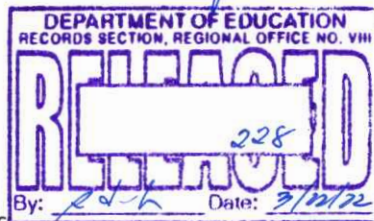
CONVERSION OF CAGBAYANG ELEMENTARY SCHOOL TO CAGBAYANG INTEGRATED SCHOOL, BARANGAY CAGBAYANG, CALBAYOG CITY, WESTERN SAMAR

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 Cagbayang Elementary School to Cagbayang Integrated School**, Barangay Cagbayang, 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.

[Signature]
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





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

FOR : **REGIONAL DIRECTOR**

DATE : **March 15, 2022**

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

BACKGROUND

Barangay Cagbayang 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 farming and small-scale business as their sources of living. In pursuit to achieve education, parents send their children to the nearest high schools namely; Mag-Ubay National High School and Tarabucan National High School, both are 4 kms away from the proposed integrated school. Coming to this schools entail additional expenses for the cost of living and other school needs of the learners therefore, parents have difficulty in supporting them especially to those low-income families. These scenarios impelled parents and other stakeholders to hope for a secondary school to be offered in barangay Cagbayang. Furthermore, with the increasing prices of the basic commodities, it has threatened the allocated budget of the family such as food, daily fare and other expenses.

The said barangay has an existing elementary school named Cagbayang Elementary School with a total land area of 65,000 sq.m. The said school is 25 kilometers away from the city proper. Currently, the school has a total enrolment of 138 pupils handled by 8 teachers and 1 school head. The school's distance to the nearest high schools is quite far that Grade 6 completers in San Jose ES and from its feeder barangays namely; Alang-Alang, Caybago and Quezon have difficulty to continue secondary 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 parents and municipal officials and the barangay officials of Cagbayang and its neighboring barangays expressed their full support of the request for the conversion of Cagbayang Elementary School to an Integrated School with the hope that financial burden among parents shall be lessen as their children can continue in the secondary education and high participation rate may be assured. 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 Cagbayang Elementary School to Cagbayang Integrated School in Barangay Cagbayang, Calbayog City, Western Samar endorsed by the Schools Division Superintendent of Calbayog City to the Regional Office is deemed necessary.

FINDINGS:

1. Cagbayang Elementary School has a total land area of 65,000 sq.m. which has enough buildable space for expansion to Junior High School and even for Senior High School Program. 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 Chief Executive, strongly expressed full support to the school and commits to allocate additional budget for the expansion to the secondary level.
3. The officials of barangay Cagbayang and its neighboring barangays executed resolutions expressing their full support for the conversion of Cagbayang ES to an integrated school, located in barangay Cagbayang, Calbayog City, Western Samar.

4. The Schools Division Office represented by the Assistant Schools Division Superintendent, 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 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. Cagbayang ES has an excess of 4 classrooms.

6. The school has other facilities such as computer laboratory, hand washing facilities, school stage, sufficient no. of comfort rooms, H.E. room, school canteen, principal's office and enough space for playground and buildable area.

7. The school has concrete perimeter fence surrounding the school site.

8. The school has electricity and water connection.

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

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

11. 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. Cagbayang Elementary School shall be converted into an integrated school and shall be named **CAGBAYANG 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 Cagbayang 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 Cagbayang Elementary School shall manage the integrated school provided that the qualification standards shall be satisfied.

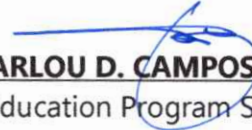
7. The Schools Division Superintendent shall provide teachers trained on the K to 12 Curriculum and consider additional regular teachers to this school to complete the number of teachers required to operate the integrated school.

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

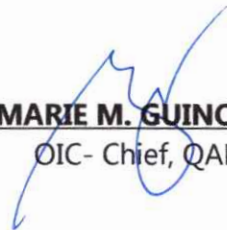
Education Program Supervisor



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 : CAGBAYANG ELEMENTARY SCHOOL DepED School ID No. as Presented : 124083 DepED School ID No. as verified with Planning Unit : 124083	PASSED																																																																																																	
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). b. Feasibility Study on the proposed expansion of school, duly recommended/ endorsed by the SDS. 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.	Request signed by : John Michael C. Jalayjay, Mary Grace C. Manota, Zosimo Calipes, et. al. Position/Designation : School Head & Teachers, GPTA Officers and Brgy. Council Office/School : Cagbayang Elementary School, Brgy. Cagbayang Calbayog City Date : April 30, 2021 Proponent(s) of the Feasibility Study : John Michael C. Jalayjay Duly Recommended by : Thelma Cabadsan-Quitlig PhD, CESO V Position/Designation : Schools Division Superintendent Justification on the Need for Expansion of school : Distance of nearby secondary high school is more than 4 kilometers from 3 feeder schools thus it will help parents to lessen the burden for the fare and pocket money of their children. 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>18</td><td>15</td><td>17</td><td>19</td><td>22</td><td>18</td></tr> <tr><td>1</td><td>22</td><td>18</td><td>15</td><td>17</td><td>19</td><td>22</td></tr> <tr><td>2</td><td>20</td><td>22</td><td>18</td><td>15</td><td>17</td><td>19</td></tr> <tr><td>3</td><td>26</td><td>20</td><td>22</td><td>22</td><td>15</td><td>15</td></tr> <tr><td>4</td><td>15</td><td>26</td><td>20</td><td>20</td><td>22</td><td>22</td></tr> <tr><td>5</td><td>18</td><td>15</td><td>26</td><td>26</td><td>20</td><td>20</td></tr> <tr><td>6</td><td>19</td><td>18</td><td>15</td><td>15</td><td>26</td><td>26</td></tr> <tr><td>7</td><td></td><td>41</td><td>42</td><td>38</td><td>56</td><td>45</td></tr> <tr><td>8</td><td></td><td></td><td>41</td><td>42</td><td>38</td><td>56</td></tr> <tr><td>9</td><td></td><td></td><td></td><td>41</td><td>42</td><td>58</td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td>41</td><td>42</td></tr> <tr> <td>TOTAL</td> <td>138</td> <td>175</td> <td>216</td> <td>255</td> <td>318</td> <td>323</td> </tr> </tbody> </table>	Grade Level	Current	Projected					(SY 20 to 21)	Year 1	Year 2	Year 3	Year 4	Year 5	K	18	15	17	19	22	18	1	22	18	15	17	19	22	2	20	22	18	15	17	19	3	26	20	22	22	15	15	4	15	26	20	20	22	22	5	18	15	26	26	20	20	6	19	18	15	15	26	26	7		41	42	38	56	45	8			41	42	38	56	9				41	42	58	10					41	42	TOTAL	138	175	216	255	318	323	1) PASSED 2. a. Passed 2. b. not endorsed/recommended by SDS complied PASSED 2. c. 1 Passed
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REQUIRED DOCUMENTS	PER EVALUATION						REMARKS
	c.2 Proposed Budgetary Requirements						
	Particulars	Year 1	Year 2	Year 3	Year 4	Supported w/ Breakdown?	
						Yes	No
2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay:	Personal Services	486,614.76	877,721.52	877,721.52	877,721.52		/
	MOOE	278,577.00	319,974.00	358,075.00	406,948.00		/
3. Operational Plan re: curriculum and instructional supervision of the proposed integrated School; and	Capital Outlay	Centralized downloading to Division Offices					
	Total	745,191.76	1,197,695.52	1,235,796.52	1,284,669.52		
e. The number of elementary graduates does not warrant the establishment of a separate secondary school.	4. School Site Development Plan (SSDP) to include proposed school building, as needed.	c.3 Operational Plan Prepared By : John Michael C. Jalayahay					
		Position/Designation : Head Teacher I					
f. The Elementary / secondary school has excess classrooms of at least four (4) and seven (7) to accommodate high school/elementary enrollees, respectively.	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.	Office/School : Cagbayang Elementary School					
		Date : March 15, 2021					
	e. Inventory of Learning Resources (LRs) prepared by the School's Property Custodian, as validated by the Schools Division Office.	c.4. SSDP Prepared by : Cresenciano Llego					
		Position/Designation : Former School Head					
	f. Updated PSIPOP of the concerned school.	Office/School : Cagbayang Elementary School					
		Date : Sept. 25, 2017					
		d. Certification Signed by : JOHN MICHAEL C. JALAYAHAY					
		Position/Designation : Head Teacher I					
		Date : March 15, 2021					
		No. of Excess Classrooms : 1					
		e. Inventory of LR's prepared by : SOLFIA C. SAMONTE					
		Position/Designation : School Property Custodian					
		Date : March 15, 2021					
		Validated by : SEVERINO O. LAURE					
		Position/Designation : Administrative Officer IV / Supply					
		Date : May 24, 2021					
		f. Per PSIPOP for FY 2020					
		Particulars	No. of Positions				
		School Head Item	1				
		No. of Teaching Items	8				
		No. of Supporting Staff					
		Total	9				

2.C.2
passed

2.C.3
passed

2.C.4
PASSED

2.D.
Passed


2.C.
Passed

2.F.
Passed

	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS										
	g. Updated Status Report with regard to the school's existing crucial resources.	g. Updated Status Report Prepared by : <u>JOHN MICHAEL C. JALAYAHAY</u> Position/Designation : <u>Head Teacher I</u> Date : <u>March 15, 2021</u> Resources Needed <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td>450,000.00</td> </tr> <tr> <td>MOOE</td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>Total</td> <td>450,000.00</td> </tr> </tbody> </table>	Particulars	Amount	Personal Services	450,000.00	MOOE		Capital Outlay		Total	450,000.00	2.g. <i>passed</i> PASSED
Particulars	Amount												
Personal Services	450,000.00												
MOOE													
Capital Outlay													
Total	450,000.00												
4. The proposed conversion of school into IS must be supported by the LGU	a. Sangguniang Bayan/Panlungsod Resolution supporting the conversion thru expansion of a school into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the School b. Certification from the LGU signed by the Municipal/City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget	Sangguniang Bayan/Panlungsod Resolution No : <u>2021-08-025</u> Approved by : <u>DIEGO P. RIVERA</u> Date : <u>March 8, 2021</u> Position/Designation : <u>City Mayor</u> Proposed Name of School : <u>CAGBAYANG INTEGRATED SCHOOL</u> Resolution stipulates the willingness of the LGU to support the establishment of the School? YES <u>/</u> NO <u>/</u> LGU Certification Signed by : <u>DIEGO P. RIVERA</u> Position/Designation : <u>City Mayor</u> Date : <u>May 20, 2021</u> LGU Support <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>a. Construction of new school building/classrooms</td> <td rowspan="5">Php</td> </tr> <tr> <td>b. Procurement of educational facilities, furniture, etc.</td> </tr> <tr> <td>c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget</td> </tr> <tr> <td>d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates</td> </tr> <tr> <td>e. Other LGU Support</td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table> The above items are supported by breakdown? YES <u>/</u> NO <u>/</u> Availability of Funds Certified by : _____ Position/Designation : _____ Office : _____ Date Approved : _____	Particulars	Amount	a. Construction of new school building/classrooms	Php	b. Procurement of educational facilities, furniture, etc.	c. Operation and maintenance of at least five (5) years until such time when funds for the purpose are incorporated in the budget	d. Salaries of teaching and non-teaching personnel, preferably at par with national salary rates	e. Other LGU Support	TOTAL		4.a. <i>passed</i> 4.b. <i>passed</i> PASSED
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TOTAL													


	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS																	
<p>Designated School Head to be designated to the IS must satisfy the DepED-CSC Qualification Standards of a School Head for Secondary School.</p>	<p>a. Designation Order for the proposed School Head.</p>	<p>Designation Order Signed by : <u>THELMA CABADSAN -QUITILIG PhD, CESO V</u> Position/Designation : <u>Schools Division Superintendent</u> Date : <u>April 30, 2020</u> Name of Designated School Head : <u>JOHN MICHAEL C. JALAYAHAY</u> Plantilla Position Title : <u>Head Teacher I</u></p>	<p>v-9 passed</p>																	
<p>In cases where the aforementioned criterion is not met, the SDS shall make the necessary justification.</p>	<p>b. Transcript of Records, Certificates of Relevant Training, Service Record, and Civil Service eligibility of the school Head, duly certified as true copies by the Schools Division Office's Records Unit.</p>	<p>b. Designated School Head has satisfied the DepED CSC Qualification Standards of a School Head for Secondary School?</p> <p>YES <u> / </u> NO <u> / </u> Educational Preparation : <u>Master of Education in Administration and Supervision</u></p> <table border="1" data-bbox="487 976 1039 1115"> <thead> <tr> <th rowspan="2">Documents Submitted</th> <th colspan="2">Certified by DO Records Unit?</th> </tr> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Transcript of Records</td> <td>/</td> <td></td> </tr> <tr> <td>2. Certificates of Relevant Training</td> <td>/</td> <td></td> </tr> <tr> <td>3. Service Record</td> <td>/</td> <td></td> </tr> <tr> <td>4. CS Eligibility</td> <td>/</td> <td></td> </tr> </tbody> </table> <p>c. Justification, if any, duly signed by Position/Designation : Date : Reason(s) :</p>	Documents Submitted	Certified by DO Records Unit?		YES	NO	1. Transcript of Records	/		2. Certificates of Relevant Training	/		3. Service Record	/		4. CS Eligibility	/		<p>v-6. PASSED passed</p>
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EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

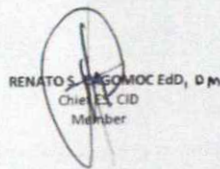

JORDAN B. DE VEYRA
 Engr. III- Education Facilities

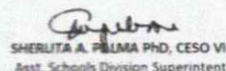

MA. MARLIE M. MENDOZA
 Planning Officer III
 Member

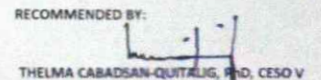

EDITA S. CANO
 Administrative Officer V
 Member


MARCELINO L. MERCADER
 Division Federation PTA - President


UBALDO D. DIOMANGAY
 Chief ES, SGOD
 Member


RENATO S. GREGORIO EdD, DM
 Chief ES, CID
 Member


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

RECOMMENDED BY:

THELMA CABADSAN-QUITILIG, PhD, CESO V
 Schools Division Superintendent

DATED BY REGIONAL INSPECTORATE TEAM (RIT):


RACHEL R. CUEVAS
Education Program Supervisor

Signature Over Printed
Name Position/Designation

Signature Over Printed
Name Position/Designation

APPROVED:


ROSEMARIE C. TINIO EID
CIC - Chief, OAD

Signature Over Printed

Signature Over Printed
Name Position/Designation

Signature Over Printed
Name Position/Designation