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

March 15, 2022

REGIONAL MEMORANDUM

No. **242**, s. 2022

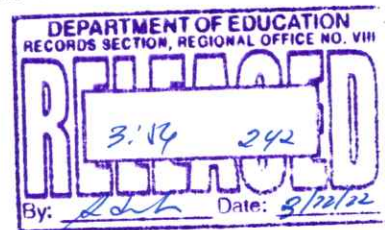
CONVERSION OF LAPAAN ELEMENTARY SCHOOL TO LAPAAN INTEGRATED SCHOOL, BARANGAY LAPAAN, CALBAYOG CITY, WESTERN SAMAR

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

- This Department of Education, Regional Office No. VIII announces that the request for **Conversion of Lapaan Elementary School to Lapaan Integrated School**, Barangay Lapaan, 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.
- 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).
- immediately succeeding General Appropriations Act (GAA).
- 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





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 LAPAAN ELEMENTARY SCHOOL TO LAPAAN INTEGRATED SCHOOL, BARANGAY LAPAAN, OQUENDO 2 DISTRICT, CALBAYOG CITY, WESTERN SAMAR**

BACKGROUND

Barangay Lapaan is one of the interior barangays in Oquendo, 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 source of living. In pursuit to achieve education, parents send their children to the nearest high school which is 3.60 kms from Tarabucan 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. These scenarios impelled parents and other stakeholders to hope for a secondary school to be offered in barangay Lapaan. 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 complete elementary school named Lapaan Elementary School with a total land area of 8,485 sq.m. The said school is 31 kilometers away from the city proper. Currently, the school has a total enrolment of 103 pupils with 5 teachers and 1 school head. The school's distance to the nearest high schools is quite far that Grade 6 completers in Lapaan ES and from its feeder elementary schools namely: Obo-ob ES, Hibabngan ES, De Victoria ES and San Isidro ES have difficulty to continue junior high school 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 supported by the Local Chief Executive of the Municipality of Oquendo, with the Barangay Officials of Lapaan and its neighboring barangays expressed their full support for the request of the conversion of Lapaan 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 Lapaan Elementary School to Lapaan Integrated School in Barangay Lapaan, Oquendo 2 District, Calbayog City, Western Samar endorsed by the Schools Division Superintendent of Calbayog City to the Regional Office is deemed necessary.

FINDINGS:

1. Lapaan Elementary School has a total land area of 8,485 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 of Oquendo, 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 Lapaan in the Municipality of Oquendo executed a Resolution expressing their full support for the conversion of Lapaan ES to an integrated school, located in barangay Lapaan, 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. Lapaan ES has an excess of 3 classrooms.

6. The school has other facilities such as computer laboratory, hand washing facilities, school stage, covered walk and enough space for playground.

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

8. 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.

9. 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. Lapaan Elementary School shall be converted into an integrated school and shall be named **LAPAAN 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 Lapaan 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.

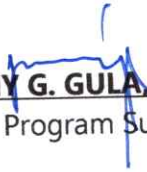
6. The School Head of Lapaan Elementary School shall manage the integrated school provided that the qualification standards shall be satisfied.

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


JIMMY G. GULA, 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 reason, if failed</small>																																																																																																	
1. The school is listed in the EBES	DepED School ID	Name of School : <u>LARAAN ELEMENTARY SCHOOL</u> DepED School ID No. as Presented : <u>124097</u> DepED School ID No. as verified with Planning Unit : <u>124097</u>	D PASSED <i>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. There are no schools offering complete basic education within the catchment area; 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. There are inadequate equipment and resources to support the operation of elementary and secondary schools,	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 : <u>Ms. Rona L. de los Reyes, Nida L. Gaspen, Hon. Sherwin L. Abejuela et.al</u> Position/Designation : <u>Teachers / Parents / Brgy. Officials / SPG Officers</u> Office/School : <u>Laraan ES / Brgy. Laraan, Calbayog City</u> Date : <u>February 22, 2021</u> Proponent(s) of the Feasibility Study : <u>Ms. Rona L. De los Reyes</u> Duly Recommended by : <u>Thelma Cabasaran-Quitale, PhD, CESO V</u> Position/Designation : <u>Schools Division Superintendent</u> Justification on the Need for Expansion of school : c. IS Implementation Plan c.1 No. of Prospective Enrollees: <table border="1" data-bbox="456 1304 1187 1600"> <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>20</td><td>22</td><td>25</td><td>27</td><td>30</td></tr> <tr><td>1</td><td>15</td><td>18</td><td>20</td><td>22</td><td>25</td><td>27</td></tr> <tr><td>2</td><td>17</td><td>19</td><td>21</td><td>24</td><td>27</td><td>30</td></tr> <tr><td>3</td><td>22</td><td>24</td><td>26</td><td>29</td><td>31</td><td>34</td></tr> <tr><td>4</td><td>12</td><td>14</td><td>16</td><td>19</td><td>21</td><td>24</td></tr> <tr><td>5</td><td>9</td><td>11</td><td>13</td><td>15</td><td>17</td><td>20</td></tr> <tr><td>6</td><td>10</td><td>12</td><td>14</td><td>16</td><td>19</td><td>21</td></tr> <tr><td>7</td><td></td><td>46</td><td>48</td><td>51</td><td>53</td><td>55</td></tr> <tr><td>8</td><td></td><td></td><td>48</td><td>51</td><td>54</td><td>56</td></tr> <tr><td>9</td><td></td><td></td><td></td><td>50</td><td>52</td><td>55</td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td>52</td><td>55</td></tr> <tr><td>TOTAL</td><td>103</td><td>164</td><td>228</td><td>302</td><td>378</td><td>407</td></tr> </tbody> </table>	Grade Level	Current	Projected					(SY 20 to 21)	Year 1	Year 2	Year 3	Year 4	Year 5	K	18	20	22	25	27	30	1	15	18	20	22	25	27	2	17	19	21	24	27	30	3	22	24	26	29	31	34	4	12	14	16	19	21	24	5	9	11	13	15	17	20	6	10	12	14	16	19	21	7		46	48	51	53	55	8			48	51	54	56	9				50	52	55	10					52	55	TOTAL	103	164	228	302	378	407	RA. RB. - not endorsed by SPS RC - PASSED RC.1 <i>passed</i> RC.2 <i>passed</i> RC.3
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CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION							REMARKS	
		c.2 Proposed Budgetary Requirements					Supported w/ Breakdown?			
		Particulars	Year 1	Year 2	Year 3	Year 4	Yes	No		
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:	Personal Services	888467.76	1284947.84	1284947.64	1284947.64				
		MOOE	400260.00	463786.00	529942.00	612338.00				
		Capital Outlay								
		Total								
e. The number of elementary graduates does not warrant the establishment of a separate secondary school or	3. Operational Plan re: curriculum and instructional supervision of the proposed integrated School; and	c.3 Operational Plan Prepared By	: Ma. Rona L. De los Reyes							2.c.f
		Position/Designation	: Head Teacher I							
		Office/School	: Lapaan ES							
		Date	: February 22, 2021							
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	: Ciria Mendoza							2.d.
		Position/Designation	: Former Principal							
		Office/School	: Lapaan ES							
		Date	: September 225, 2018							
	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	: Ma. Rona L. de los Reyes							PASSED
		Position/Designation	: Head Teacher I							
		Date	: February 22, 2021							
	e. Inventory of Learning Resources (LRs) prepared by the School's Property Custodian, as validated by the Schools Division Office	e. Inventory of LR's prepared by	: Sherwin Camilon							2.e.
		Position/Designation	: School Property Custodian							
		Date	: February 22, 2021							
	f. Updated PSIPOP of the concerned school	Validated by	: Severino O. Laura							3.P
		Position/Designation	: Administrative Officer IV/ Supply Officer							
		Date	: June 14, 2021							
		f. Per PSIPOP for FY 2021								
		Particulars	No. of Positions							
		School Head Item	1							
		No. of Teaching Items	5							
		No. of Supporting Staff								
		Total	6							

CRITERIA	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>MA. RONAL D. DE LOS REYES</u> Position/Designation : <u>Head Teacher I</u> Date : <u>February 22, 2021</u> Resource Needed <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td>888,487.76</td> </tr> <tr> <td>MOOE</td> <td>400,260.00</td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>Total</td> <td>1288727.76</td> </tr> </tbody> </table>	Particulars	Amount	Personal Services	888,487.76	MOOE	400,260.00	Capital Outlay		Total	1288727.76	B.g. passed PASSED
Particulars	Amount												
Personal Services	888,487.76												
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Total	1288727.76												
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>2021-08-085</u> Date : <u>March 8, 2021</u> Approved by : <u>DIEGO P. RIVERA</u> Position/Designation : <u>City Vice Mayor</u> Proposed Name of School : <u>LAPAAN INTEGRATED SCHOOL</u> Resolution stipulates the willingness of the LGU to support the establishment of the School? YES <u>1</u> NO _____ LGU Certification Signed by : <u>Sherwin L. Abejara</u> Position/Designation : <u>Brgy. Captain</u> Date : <u>May 16, 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 _____ NO _____ 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. passed 4.b. passed PASSED
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TOTAL													

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS																	
<p>5. The School Head to be designated to the IS must satisfy the DepED-CSC Qualification Standards of a School Head for Secondary School.</p> <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>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>a. Designation Order Signed by Position/Designation : <u>THELMA CABADSAN-QUITAN, PhD, CESO V</u> Date : <u>Schools Division Superintendent</u> Name of Designated School Head : <u>May 17, 2021</u> Plarville Position Title : <u>Ms. Rosa L. De los Reyes</u> : <u>Head Teacher I</u></p> <p>b. Designated School Head has satisfied the DepED CSC Qualification Standards of a School Head for Secondary School?</p> <p>YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> Educational Preparation : <u>BSED- Physics & Chemistry / MAAT- 15 units</u></p> <table border="1" data-bbox="461 962 1003 1110"> <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>6a.</p> <p>6b. -</p> <p>PASSED</p> <p>6c.</p>
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EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):



JORDAN B. SEVEYRA
 Engr. III- Education Facilities
 Member


MA. MARLIE M. MENDOZA
 Planning Officer III
 Member

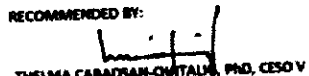

EDITA S. CARO
 Administrative Officer V
 Member


MARCELINO L. MERCADER
 Division Federation PTA - President


UBALDO D. DIMANGAY
 Chief ES, SGOD
 Member


RENATO S. CRUZ EdD, DPA
 Chief ES, OSD
 Member


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

RECOMMENDED BY:

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

APPROVED BY REGIONAL INSPECTORATE TEAM (RIT):



RACHEL R. CUEVAS
Signature Over Printed
Education Program Supervisor

Signature Over Printed



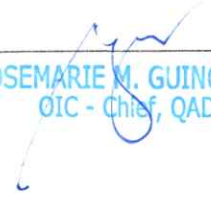
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Name Position/Designation

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APPROVED:



ROSEMARIE M. GUINO Ed L
OIC - Chief, QAD