



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

March 15, 2022

REGIONAL MEMORANDUM

No. **243**, s. 2022

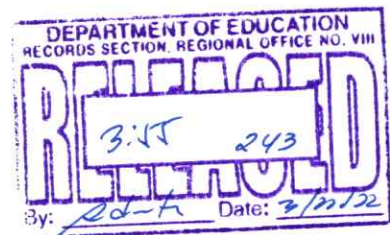
CONVERSION OF MANCOL ELEMENTARY SCHOOL TO MANCOL INTEGRATED SCHOOL, BARANGAY MANCOL, CALBAYOG CITY, WESTERN SAMAR

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 Mancol Elementary School to Mancol Integrated School**, Barangay Mancol, 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





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 MANCOL ELEMENTARY SCHOOL TO MANCOL INTEGRATED SCHOOL, BARANGAY MANCOL, CALBAYOG CITY, WESTERN SAMAR**

BACKGROUND

Barangay Mancol is one of the interior 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 50 kms from barangay Mancol named 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. 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 Mancol. 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 Mancol Elementary School with a total land area of 7,200 sq.m. Currently, the school has a total enrolment of 138 pupils with 5 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 Mancol ES and from its neighboring barangays namely: Tigbe, Cabadiangan, Jacinto and Buenavista 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 Mancol and its neighboring barangays expressed their full support for the request of the conversion of Mancol 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 Mancol Elementary School to Mancol Integrated School in Barangay Mancol, Calbayog City, Western Samar endorsed by the Schools Division Superintendent of Calbayog City to the Regional Office is deemed necessary.

FINDINGS:

1. Mancol Elementary School has a total land area of 7,200 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 City Mayor Rolando P. Aquino, 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 Mancol executed a Resolution expressing their full support for the conversion of Mancol ES to an integrated school, located in barangay Mancol, 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. Mancol ES has an excess of two (2) 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 Mancol Integrated School as per commitment expressed by the assigned District Supervisor.

8. 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.

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. Mancol Elementary School shall be converted into an integrated school and shall be named **MANCOL 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 Mancol 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 Mancol 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>No. state reason, if failed</small>																																																																																																	
1. The school is listed in the EBEIS	DepED School ID	Name of School : <u>MANCOL ELEMENTARY SCHOOL</u> DepED School ID No. as Presented : <u>124100</u> DepED School ID No. as verified with Planning Unit : <u>124100</u>	Passed 1) 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 : <u>Malvin D. Regulacion</u> Position/Designation : <u>Teacher III- Teacher-In-Charge</u> Office/School : <u>Mancol Elementary School</u> Date : _____ Proponent(s) of the Feasibility Study : <u>Malvin D. Regulacion</u> Duly Recommended by : <u>Dr. Thelma Cabadian-Guitaling</u> Position/Designation : <u>Schools Division Superintendent</u> Justification on the Need for Expansion of school : <u>1. Help the parents of Brgy. Mancol, Tigbe, Cabadiangan, Jacinto and</u> <u>2. Distance of existing secondary school is far from these barangays.</u> 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>6</td><td>12</td><td>14</td><td>18</td><td>20</td><td>24</td></tr> <tr><td>1</td><td>9</td><td>12</td><td>18</td><td>23</td><td>27</td><td>30</td></tr> <tr><td>2</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td><td>30</td></tr> <tr><td>3</td><td>6</td><td>13</td><td>16</td><td>20</td><td>22</td><td>25</td></tr> <tr><td>4</td><td>7</td><td>11</td><td>15</td><td>19</td><td>23</td><td>25</td></tr> <tr><td>5</td><td>6</td><td>15</td><td>18</td><td>21</td><td>25</td><td>29</td></tr> <tr><td>6</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td><td>30</td></tr> <tr><td>7</td><td></td><td>11</td><td>26</td><td>29</td><td>30</td><td>35</td></tr> <tr><td>8</td><td></td><td>20</td><td>25</td><td>30</td><td>35</td><td>40</td></tr> <tr><td>9</td><td></td><td></td><td></td><td>30</td><td>35</td><td>40</td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td>40</td><td>45</td></tr> <tr><td>TOTAL</td><td>44</td><td>134</td><td>162</td><td>230</td><td>307</td><td>351</td></tr> </tbody> </table>	Grade Level	Current	Projected					(SY 20 to 21)	Year 1	Year 2	Year 3	Year 4	Year 5	K	6	12	14	18	20	24	1	9	12	18	23	27	30	2	5	10	15	20	25	30	3	6	13	16	20	22	25	4	7	11	15	19	23	25	5	6	15	18	21	25	29	6	5	10	15	20	25	30	7		11	26	29	30	35	8		20	25	30	35	40	9				30	35	40	10					40	45	TOTAL	44	134	162	230	307	351	2.9 2-b. not endorsed/ recommended by COs 2.c.1 passed
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REQUIRED DOCUMENTS	PER EVALUATION						REMARKS	
	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:	Particulars	Year 1	Year 2	Year 3	Year 4	Supported w/ Breakdown?	
								Yes
		Personal Services	871721.52	877721.52	877721.52	877721.52		
		MOOE	74665.00	110584.00	147426.00	186332.00		
		Capital Outlay						
		Total	946386.52	988305.52	1025147.52	1064053.52		
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 : Malvin D. Regulacion						
		Position/Designation : Teacher-In-Charge						
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.	Office/School : Brgy. Mancol/ Mancol ES						
		Date : June 4, 2021						
		c.4. SSDP Prepared by : MALVIN D. REGULACION						
		Position/Designation : Teacher III- Teacher In-Charge						
		Office/School : Mancol ES						
		Date : May 25, 2021						
		d. Certification Signed by : Malvin D. Regulacion						
		Position/Designation : Teacher-In-Charge						
		Date : June 10, 2021						
		No. of Excess Classrooms : One(1) classroom						
		e. Inventory of Learning Resources (LRs) prepared by : ALMERCEDES M. MONDEJAR						
		Position/Designation : School Property Custodian						
		Date : December 10, 2020						
		Validated by : SEVERINO O. LAURE						
		Position/Designation : Administrative Officer IV/ Supply Officer						
		Date : June 24, 2021						
		f. Per PSIPOP for FY 2021						
		Particulars	No. of Positions					
		School Head Item	1					
		No. of Teaching Items	2					
		No. of Supporting Staff						
		Total	3					

2.C.2
passed

2.C.3
passed

2.C.4
passed

PASSED

2.d
passed

2.e.
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>MALVIN D. REGULACION</u> Position/Designation : <u>Teacher III/ Teacher In-Charge</u> Date : <u>June</u> Resources Needed <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td>871721.52</td> </tr> <tr> <td>MOOE</td> <td>74665.00</td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>Total</td> <td>946386.52</td> </tr> </tbody> </table>	Particulars	Amount	Personal Services	871721.52	MOOE	74665.00	Capital Outlay		Total	946386.52	2.g. passed
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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>MANCOL 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 Vice Mayor</u> Date : <u>June 22, 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. passed PASSED A.b. passed
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	REQUIRED DOCUMENTS	PER EVALUATION		REMARKS																	
<p>The School Head to be designated by the SDS 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-Quitluis, PhD, CESO V</u> Date : <u>Schools Division Superintendent</u> Place of Designated School Head : <u>September 2, 2020</u> Platfile Position Title : <u>Mahin D. Regalacion</u> Platfile Position Title : <u>Teacher III</u></p>		<p>5-9 <i>passed</i></p>																	
		<p>b. Designated School Head has satisfied the DepED CSC Qualification Standards of a School Head for Secondary School?</p> <p>YES _____ NO _____</p> <p>Educational Preparation : <u>BEED & Graduate Diploma in Cultural Education</u></p>		<p>5-6 <i>passed</i></p>																	
		<table border="1"> <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>		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>PASSED <i>passed</i></p>
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		<p>c. Justification, if any, duly signed by Position/Designation : _____ Date : _____ Reason(s) : _____</p>																			

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

Jordan B. de Veyra
JORDAN B. DE VEYRA
 Engr. III - Education Facilities
 Member

Ma. Mabelle M. Mendoza
MA. MABELLE M. MENDOZA
 Planning Officer III
 Member

Edith S. Cano
EDITH S. CANO
 Administrative Officer V
 Member

Marcelino L. Mercader
MARCELINO L. MERCADER
 Division Federation GPTA - President
 Member

Ubaldo D. Diomansay
UBALDO D. DIOMANSAY
 Chief ES, SGOD
 Member

Renato S. Cagomoc Ed. III
RENATO S. CAGOMOC Ed. III
 Chief ES, CID
 Member

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

RECOMMENDED BY:

Thelma Cabadsan-Quitluis
THELMA CABADSAN-QUITLUIS, PhD, CESO V
 Schools Division Superintendent

APPROVED BY REGIONAL INSPECTORATE TEAM (RIT):



RACHEL R. CUEVAS
Education Program Supervisor

Signature Over Printed

Signature Over Printed

Signature Over Printed
Name Position/Designation

Signature Over Printed
Name Position/Designation

Signature Over Printed
Name Position/Designation

Signature Over Printed
Name Position/Designation

APPROVED:



ROSEMARIE N. GUINO Ed.D
OIC - Chief, QAD