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

September 28, 2023

**REGIONAL MEMORANDUM**

No. **1067** s. 2023

**DOCUMENTARY REQUIREMENTS ON THE APPLICATION FOR CONVERSION  
OF EXISTING ELEMENTARY SCHOOLS TAGGED AS  
PRIMARY SCHOOLS IN THE EBIES**

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

1. In line with the Constitutional mandate to make education accessible to all (Article 14, Section 1 of the 1987 Philippine Constitution) and the Education Act of 1982 (Batas Pambansa Blg. 232), which upholds equality of access to education, this Office, through the Quality Assurance Division (QAD), announces the required documents for applying for Conversion of Existing Elementary Schools tagged as Primary Schools in the Enhanced Basic Education Information System (EBEIS).

2. The following are the Documentary Requirements:

**2.1 Letter Explaining the Necessity of Conversion from Primary to Elementary School**

• A letter addressed to the SDS from the school or stakeholders.

**2.2 School Identification (ID)**

• Certification by the SDO Planning Officers.

**2.3 Proof of School Site Ownership**

• Any legal evidence, such as a Deed of Donation or Usufructuary Agreement, indicating that the school site is owned by DepEd.

**2.4 Availability of Classrooms and Other School Facilities**

• Certification of sufficient equipment and facilities, prepared by the School Head and verified by the PSDS.

**2.5 List of Prospective Grade-Level Learners**

• A list of learners, including their age and address, prepared by the School Head and verified by the PSDS.

**2.6 Certificate from Nearby Schools Ensuring No Enrollment Impact**

• Assurance that the future expansion of the applicant school will not lead to the closure of nearby elementary/multigrade schools, to be prepared by the PSDS and signed by the SDS.

**2.7 Certification of Teacher Availability**

• Confirmation of the availability of an adequate number of teachers, to be prepared by the PSDS and signed by the SDS.

**2.8 Stakeholder Support**

• Evidence of support and commitment to the sustained success of expanded grade-level offerings.

3. This aims to align with the Department of Education's efforts to provide equal educational opportunities to all school-aged children in the region.



4. The SDSs are advised to facilitate the submission of the application to the Regional Office on or October 31, 2023, after a thorough evaluation of the documents at their level.
5. For dissemination and immediate compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *EF*

Enclosure: As stated

Reference: As stated

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

CONVERSION      ESTABLISHMENT      PUBLIC SCHOOLS

QAD-MCMS

