



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

February 27, 2024

**REGIONAL MEMORANDUM**

QAD-2024- **223**

**ESTABLISHMENT OF CANLUGOC ELEMENTARY SCHOOL, SITIO CANLUGOC,  
LUNAS, MAASIN CITY, SOUTHERN LEYTE**

To: Schools Division Superintendents } Division of Maasin City  
Assistant Schools Division superintendent  
All Others Concerned

1. The Department of Education, Regional Office No. VIII announces that the request for **Establishment of Canlugoc Elementary School**, Sitio Canlugoc, Lunas, Maasin City, Southern Leyte, was approved by this Regional Office on February 27, 2024, 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 Maasin City** 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

Enclosure: Evaluation and Recommendation Report of School's Application  
References: DepEd Order No. 40, s. 2014  
DepEd Order No. 71, s. 2003  
DECS Order No. 91, s. 1999  
DECS Order No. 5, s. 1989

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

BASIC EDUCATION

QAD-SST





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

**EVALUATION AND RECOMMENDATION REPORT OF SCHOOL'S APPLICATION**

**Name of School** : CANLUGOC ELEMENTARY SCHOOL  
**School Address** : SITIO CANLUGOC, LUNAS, MAASIN CITY,  
SOUTHERN LEYTE  
**Type of Application** : ESTABLISHMENT OF ELEMENTARY SCHOOL

**FINDINGS:**

1. Sitio Canlugoc is five kilometers away from its nearest school, Lunas Elementary School.
2. The establishment of a school in Sitio Canlugoc has a significant impact on:
  - a. reducing the financial burden on families residing in the area.
  - b. Reducing commuting distance which minimizes the risks associated with transportation.
3. The proposed school occupied a site containing 2,000 square meters through a Deed of Donation signed by Urbano G. Saludo as donor and Bruna A. Epis, School Head of Lunas Elementary School representing the Department of Education, as done.
4. The proposed school environment is free from disturbances that could impede learning.
5. It has a one -unit single storey 2-classroom building.
6. The school is currently holding classes for Kindergarten, Grades 1 and 2 with two teachers as extension of Lunas Elementary School.
7. These classes are handled and managed by the Teacher-in-Charge (TIC).
8. The school has buildable space for the construction of additional learning facilities.
9. The Municipal LGU has committed to provide funds in the procurement of educational facilities, furniture, and instructional materials; and for the operation and maintenance for at least five years until such time as funds for the purpose are incorporated in the national budget.
10. The Schools Division Superintendent of Leyte Division has pledged through a Memorandum of Agreement with the Municipal Local Government Unit, ensuring the assignment of teaching and non-teaching personnel to complement the staffing requirements of the school.

**RECOMMENDATIONS**

In view of the foregoing evaluation and findings, the team respectfully recommends that:

1. The established elementary school shall be named **Canlugoc Elementary School** and is authorized to commence operations effective school year 2024-2025.



Address: Government Center, Candahug, Palo, Leyte  
 Telephone No.: (053) 832-5738  
 Email Address: region8@deped.gov.ph  
 Website: region8.deped.gov.ph

Doc. Ref. Code	RO-QAD-F010	Rev	00
Effectivity	01.31.2024	Page	1 of 2

2. The introduction of the elementary school shall be phased in gradually. Therefore, only Kindergarten and a combination of Grades 1 and 2 classes should be offered in the inaugural academic year of 2024-2025.

3. Progression to subsequent grade levels shall be allowed, contingent upon meeting the minimum enrolment criteria and other requirements stipulated in DO 40, s. 2014.

4. The Chief of the Curriculum Instruction Division shall oversee continual monitoring and provide strategic and technical support towards the full implementation of basic education curriculum.

5. The Chief of School Governance Operation Division (SGOD) shall oversee the monitoring and capacity-building efforts of schools to ensure a conducive learning environment, specifically in compliance with recommendations from the Mines and Geosciences Bureau (MGB) and quality standards of Governance and Operations.


6. The Policy, Planning, and Research Division (PPRD) shall work on the issuance of Deped School ID.

7. The Schools Division Superintendent (SDS) of Maasin City shall facilitate for the:


- a. Deployment of qualified school head and teachers to complement the staffing requirements.
- b. Review of the legality of the Deed of Donation document of the school site.

8. Both the Municipal Local Government Unit and the Schools Division of Maasin City shall perform their roles and responsibilities as stipulated in the Memorandum of Agreement (MOA).


**Prepared by:**

  
**SONNY S. TAYUM**  
Education Program Supervisor  
Date: February 26, 2024

**Reviewed by:**

  
**CESAR P. VERUNQUE**  
Chief, QAD/RIT Co-Chair  
Date: February 27, 2024

**Recommending Approval:**

  
**RONEO AL. K. FIRMO, PhD, CESO V**  
ARD/ RIT Chair  
Date: 2/27/24