



Republic of the Philippines
Department of Education
REGION IV MIMAROPA
SCHOOLS DIVISION OF PALAWAN

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 432 s. 2022

TO : OIC-Office of the Assistant Schools Division Superintendent
OIC-Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors and Coordinating Principals
Teacher Leaders/Teachers-In-Charge, School Annexes
School Heads, Mother Schools of School Annexes

FROM: 
ROGER F. CAPA, CESO VI
Schools Division Superintendent

SUBJECT : **PROVISION OF TECHNICAL ASSISTANCE (TA) ON SCHOOL ESTABLISHMENT**

DATE : November 4, 2022

1. Pursuant to DepEd Order No. 40, s. 2014 otherwise known as "Revised Guidelines on the Establishment, Merging, Conversion and Naming/Renaming of Public Schools and Separation of Public School Annexes in Basic Education", schools applying for establishment must comply with the comprehensive guidelines and requirements in accordance to quality standards.
2. This office through the School Governance and Operations Division (SGOD) – School Management Monitoring and Evaluation (SMME) Section shall conduct provision of technical assistance on school establishment on Wednesday, November 9, 2022, 8:00 AM to 5:00 PM, at a venue to be announced later.
3. This activity aims to provide support to annex schools or Schools Without School ID through provision of technical assistance in complying to the various documentary requirements set forth in DepEd Order No. 40, s. 2014.
4. Participants to this activity are the Teacher Leaders/TICs of school annexes applying for establishment and the School Heads of their mother schools.
5. Teacher Leaders/TICs are advised to bring the set of original copies of required documents.
6. Transportation, meals and other expenses relative to this activity shall be charged to School MOOE subject to usual accounting and auditing rules.
7. For concerns, queries and confirmations, you may contact Ms. Daisy Anne P. Atrero, Senior Education Program Specialist, Division Focal Person on the Establishment of Schools.
8. Immediate and widest dissemination of this Memorandum to all concerned is desired.

SGOD-/SMME-daisy-11/04/2022

