



G. Quality Assurance Division

1. Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools

Official Recognition for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and Separation of Public Schools. This is open to Public Schools applying for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and Separation of Public-School Annexes in Basic Education.

Office or Division:	Quality Assurance Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	Public Schools within the Region	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
A. Establishment of Public Elementary/Secondary Schools		
1.Action slip (1 original copy)	DepEd SDO	
2.Evaluation slip (1 original copy)	DepEd SDO	
3. Application Documents (1 original copy each document)	DepEd SDO PTA or Barangay Council/Client	
a. Indorsement Letter		
b. Letter request to open a school addressed to the SDS		
c. Feasibility study, duly recommended/endorsed by the SDS indicating the following: (i) Justification on the need to establish a school; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (v) Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources)		
d. Division Inspection Report signed by the SDS		DepEd SDO
e. Sangguniang Bayan/ Panlungsod Resolution supporting the establishment of a school, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school		Office of the Municipal/City Mayor
f. List of prospective enrollees per grade level, indicating their names, ages, addresses and/or school where they are currently enrolled		Client Client
g. Justification on the need for establishment of an MG school, if		

<p>necessary</p> <p>h. Certification from the SDS that no private high school within the Municipality/ City is participating in the GASTPE Program of DepEd, or that GASTPE participating high school has reached its allocation or number of available slots or Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enroll in a private high school</p> <p>i. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed school, duly certified by the Municipal/City Engineer</p> <p>j. Certification that the proposed school is not within 2-km radius (for rural areas) and 1 km radius (for urban areas) from any existing public elementary/high school</p> <p>k. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary</p> <p>l. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</p> <p>m. Justification from SDS in case the required school site cannot be met</p> <p>n. Clearance/permit stating that the proposed site is not a high-risk area</p> <p>o. School site development plan</p> <p>p. School building plan indicating the number and technical specifications of the classroom to be built</p> <p>q. School building design duly approved by DepEd EFD- AS</p> <p>r. School Building permit</p> <p>s. Bureau of Fire Protection Certificate</p> <p>t. Inspection Report, in case classrooms are already constructed</p>	<p>DepEd SDO- Office of the SDS</p> <p>Client</p> <p>Office of the Municipal/City Engineer</p> <p>DepEd SDO – Office of the SDS</p> <p>Client</p> <p>DepEd SDO – Office of SDS</p> <p>Provincial Mines and Geosciences Bureau (MGB) and Department of Environment and Natural Resources (DENR) - Regional Office</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Office of the Municipal/City Engineer</p> <p>Bureau of Fire Protection</p> <p>SGOD – Facilities Section</p>
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B. Establishment of a Stand-Alone Senior High School (SHS)	
1. Action slip (1 original copy)	DepEd SDO
2. Evaluation slip (1 original copy)	DepEd SDO
Application Documents (1 original copy each document)	
a. Indorsement Letter	DepEd SDO
b. Letter request from interested parties addressed to the SDS or recommendation from the SDS to open a stand- alone SHS/ Justification onthe need to establishment of stand-alone SHS	PTA/Barangay Council/ DepEd SDO
c. Track(s), Strand(s) to be offered as well as their respective number of prospective enrollees	Client
d. School Environment(environmental scanning/situational analysis)	Client
e. List and types of establishment and industries in the community, as attested by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer	Client/ Office of the Municipal/City Engineer
f. Certification from the SDS that the track (s) and strand (s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the Municipal/City Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer, and School Head concerned	Office of the SDS
g. Result of the internal assessment or survey done with the prospective enrollees	Client
h. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head	Client
i. Accomplished SHS Site Appraisal Form (Annex E)	Client
j. SHS building plan indicating the number and technical specification of the classroom to be built	Client
k. SHS building permit	Office of the Municipal /City Engineer
l. Inspection Report, in case classrooms are already constructed	SGOD – Facilities Section
f. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties	Client
m. Immersion Deployment Plan	Client

C. Separation of School Annexes	
<p>1. Application Documents (1 original copy each document)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. Certification of DepEd School ID c. Approval on the establishment of school annex d. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the separation of the school annex, indicating the proposed name of the school e. Duly recommended/ endorsed request for separation of the school annex concerned f. Feasibility study, indicating the following: (i) Justification on the need to separate a school annex; (ii) Proposed Organizational Structure; (iii) School Environment (environmental scanning/situational analysis); (iv) Proposed School Development Plan; and (v) Proposed Budget/Budgetary Requirements g. Duly signed Inventory of crucial resources to be transferred to the proposed school to be separated h. Duly notarized MOA regarding the separation of school annexes, drawn by and between the School Head of the mother school and OIC/TIC of the school annex, indicating among others, the transfer of crucial resources to the proposed regular school, as follows: (i) Teaching and non-teaching items, pursuant to the existing DepEd-DBM staffing standards for school; (ii) Funds for Personnel Services based on the actual salaries of the school personnel (both teaching and non-teaching) to be transferred; (iii) Funds for Maintenance and Other Operating Expenses (MOOE); (iv) Facilities, furniture, equipment, and textbooks in all subject areas; and (v) Other funding requirements until such time that the school's funding requirement is integrated in the General Appropriations Act (GAA) i. Justification in case the required MOA (item "h") cannot be met j. Latest and updated PSIPOP including proposal for the items for Principal I and additional teachers and support personnel k. List of enrollees by grade level, duly signed by the School Head/OIC and attested by the SDS l. Justification in case list of enrollees (item "k") by grade level cannot be met m. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site n. Justification in case item "m" cannot be met 	<p>DepEd SDO SGOD – Planning Unit DepEd CO/RO Office of the Municipal/City Mayor</p> <p>Client/ Office of the SDS and/or stakeholders Client</p> <p>Client & Mother School's Property Custodian Client</p> <p>School Head/OSDS</p> <p>Client</p> <p>School Head/ OIC and OSDS</p> <p>Office of the SDS</p> <p>Client</p> <p>Office of the SDS</p>
<p>2. Action Slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3. Evaluation Slip (1 original copy)</p>	<p>DepEd SDO</p>

D. Merging of Elementary/ Secondary Schools

<p>1. Application documents (1 original copy each)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. DepEd School IDs of the schools to be merged c. Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area of the proposed new school, duly certified by the Municipal/City Engineer and validated by the SDO d. Letter request addressed to the SDS on the proposed merging of schools e. Feasibility Study on the proposed merging of schools, duly endorsed by the SDS f. Proposed Schools' Implementation Plan, as merged, covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for its Personnel Services, MOOE, and Capital Outlay; (iii) Strategic Plan regarding the curriculum and instructional supervision of the proposed school; (iv) School Site Development Plan of the schools to be merged, including proposed school building, as needed g. Updated Status Report of the schools to be merged with regard to their existing crucial resources h. Inventory of learning resources of both schools to be merged i. Inventory of PSIPOP of both schools to be merged j. Duly notarized MOA on merging schools, drawn up by and between the SDS and School Heads concerned indicating among others, the crucial resources for the proposed merged school k. Duly signed Designation of Order for the OIC/TIC of the merged schools l. Duly approved Sangguniang Bayan/ Panlungsod Resolution supporting the merging of schools m. Certification from the LGU signed by the Municipal/City Mayor, as the case maybe, where the LGU shall continue to provide funds for the operation and maintenance of the merged school n. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site 	<p>DepEd SDO SGOD – Planning Unit Client/Office of the Municipal/City Engineer/SDO</p> <p>Client</p> <p>Client & Office of the SDS</p> <p>Client</p> <p>Client</p> <p>Property Custodians of both schools to be merged</p> <p>Client</p> <p>Client</p> <p>Office of the SDS</p> <p>Office of the Municipal/City Mayor Office of the Municipal/City Mayor</p> <p>Client</p>
<p>2. Action Slip (1 original copy)</p>	<p>DepEd SDO</p>
<p>3. Evaluation Slip (1 original copy)</p>	<p>DepEd SDO</p>

E. Conversion of School	
1.Action slip (1 original and 1 photocopy)	DepEd SDO
2.Evaluation slip (1 original and 1 photocopy)	
3.a Application Documents for Non-Implementing Unit High School to Implementing Unit conversion (1 original copy each document)	
a. DREC Evaluation Report	DepEd SD
b. School's latest and updated PSIPOP	Client
c. Approval of school's agency code by DBM	DBM
d. Designation documents duly signed by the School Head	School Head
e. Certificates of Training attended by the designated/appointed financial staff related to financial management	Client
f. Certification as to the capability of the school to comply with the submission of financial oversight agencies such as COA, DBM, NEDA, House of Representatives, etc.	School Head
g. Copy of the current GAA where the appropriation for the school is reflected	Client
h. Enhanced Basic Education Information System (EBEIS) data on enrollment per grade level for the current school year	
i. Letter request addressed to the SDO	School Head
j. Endorsement letter from SDO to the Regional Office	DepEd SDO – Office of the SDS
k. Endorsement letter from the RO to Central Office	DepEd RO – Office of the RD
3.b. Application Documents for Elementary/ Secondary School(s) into an Integrated School (1 original copy each document)	
a. Indorsement Letter	DepEd SDO – OSDS
b. Evaluation Report for DREC	DepEd SDO
c. DepEd School ID(s)	Client
d. Letter request for the conversion of school(s) into an IS addressed to SDS	Client
In case of expansion of existing school:	
• Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS	Client
• IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site	Client

<p>Development Plan to include proposed schools' buildings, as needed</p> <ul style="list-style-type: none"> • 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 • Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO • Updated PSIPOP of other concerned school(s) • Updated Status Report with regard to school's existing crucial resources <p>In case of merging or combination of existing elementary and secondary schools:</p> <ul style="list-style-type: none"> • Feasibility study on the proposed expansion of school, duly recommended/endorsed by SDS • IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site Development Plan to include proposed schools' buildings, as needed • Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO • Updated PSIPOP of both schools to be integrated • Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the SDO • Duly notarized MOA on merging or combination of schools, drawn up by and between School Heads of both schools indicating among others, the integration of crucial resources for proposed IS 	<p>School Head</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p>
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<p>f. In case of merging or combination of existing elementary and secondary schools:</p> <ul style="list-style-type: none"> ● Feasibility study on the proposed expansion of school, duly recommended/endorsed by the SDS ● IS Implementation Plan covering five (5) years to include among others, the following: (i) Current and projected enrollment for 5 school years, by grade level; (ii) Proposed budgetary requirements for Personnel Services, MOOE, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed IS; and (iv) School Site Development Plan to include proposed schools' buildings, as needed ● Inventory of learning resources prepared by the School's Property Custodian, as validated by the SDO ● Updated PSIPOP of both schools to be integrated ● Map, preferably drawn to scale, showing the distances of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the SDO ● Duly notarized MOA on merging or combination of schools, drawn up by and between the School Heads 	<p>Client</p> <p>Client</p> <p>School Property Custodian</p> <p>Client</p> <p>Client</p> <p>Client</p>
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<p>of both schools indicating among others, the integration of crucial resources for proposed IS</p> <p>g. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, indicating therein the proposed name of the school</p> <p>h. Certification from the LGU, 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</p> <p>i. Designation Order for the proposed School Head</p> <p>j. Transcript of Records, Certificates of Relevant Training, Service Record and Civil Service eligibility of the proposed School Head, duly certified by the Division Office's Records Unit</p> <p>k. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for the School Head item for secondary school</p> <p>l. Certification from the SDS as to the school assignment of the other School Head who will not be selected, in case both schools to be merged or combined are with existing School Heads</p>	<p>Office of the Municipal/City Mayor</p> <p>Office of the Municipal/City Mayor</p> <p>Client</p> <p>SDO – Records Unit</p> <p>Office of the SDS</p> <p>Office of the SDS</p>
<p>3.c. Application Documents for High School to a Science School conversion: (1 original copy each document)</p>	

a. Indorsement Letter	DepEd SDO
b. Evaluation Report of DREC	DepEd SDO
c. Certification of National Achievement Test (NAT) Results for the past 3 years	DepEd CO – BEA
d. Certification from the Organizers of International/National/Regional Mathematics and Science Competitions	Client
e. Current School Program, signed by the School Head and approved by the SDS	School Head/ Office of the SDS
f. Copy of curriculum guide and special science curriculum	Client
g. Certified true copies of the Transcript of Records of School Head	School Head
h. Certified true copies of Certificate of Training in Science/Mathematics subject attended by the School Head	School head
i. Certified true copy of the Transcript Records of Science and Mathematics teachers	Client
j. Copy of the PRC-LET Ratings of teachers indicating their field of specialization/concentration (I.e. mathematics, physical science, biological science, chemistry, general science, etc.	Client
k. Certified true copies of Certificate of Relevant Training attended by the Teachers (e.g. Certification Program or other related trainings for non-major math & science teachers)	Client
l. Updated School Profile	Client
m. Attested Certificate on the availability of learning resources	School Head/Office of the SDS
n. Validated Inventory of learning resources	School Property Custodian

<p>o. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school(s) into an IS, indicating therein the proposed name of the school</p>	<p>Office of the Municipal/City Mayor</p>
<p>3.d Application Documents for High School to Technical-Vocational School conversion: (1 original copy each document)</p> <ul style="list-style-type: none"> a. Indorsement Letter b. Evaluation Report from DREC c. Letter of Intent of SH addressed to RD through SDS d. Current School Program signed by the School Head and approved by the SDS e. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum f. Approved from the Office of the Undersecretary for Programs and Projects on the technical-vocational course to be offered by the school, aligned with TESDA Training Regulations g. Certification of the technical-vocational course being offered: (I) is relevant to the needs of the community/local industry; (ii) has available localized curriculum in partnership with local industry/ies; and (iii) is based on specialization aligned with TESDA Training Regulation, for assessment and employment purposes 	<p>Office of the SDS DepEd SDO</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Office of the Undersecretary for Programs and Projects</p> <p>School Head</p>

<p>h. Notarized Feasibility Study, duly recommended by the SDS, indicating the following: (i) need to convert into a Technical-Vocational School; (ii) Current and projected enrollment for a period of five years; (iii) Demand to open a Technical- Vocational course; (iv) Organizational Structure; (v) School Development Plan; and (vi) Proposed Budget/Budgetary Requirements</p>	<p>Client</p>
<p>i. Certified true copy of Transcript of Records of School Head</p>	<p>School Head</p>
<p>j. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by the School Head as issued by TESDA</p>	<p>School Head</p>
<p>k. Certified true copies of the Transcript of Records of Technical-Vocational Teacher</p>	<p>Client</p>
<p>l. Certified true copies of NC II or higher certificate issued by TESDA of Technical-Vocational Teachers on special technical-vocational skills</p>	<p>Client</p>
<p>m. Copies of PRC-LET Rating of teachers indicating their field of specialization/concentration</p>	<p>Client</p>
<p>n. Updated Teacher's Profile</p>	<p>Client</p>
<p>o. Inventory of learning resources per specialization validated by the SDO</p>	<p>School Property Custodian</p>
<p>p. Certification that the relevant resources of the</p>	<p>School Head</p>

<p>school are adequate, duly validated by the SDO</p> <p>q. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</p> <p>r. Certification from the LGU, 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</p> <p>s. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the school site</p> <p>t. Justification in case the required size of technical-vocational school site cannot be met</p>	<p>Office of the Municipal/City Mayor</p> <p>Office of the Municipal/City Mayor</p> <p>Client</p> <p>Office of the SDS</p>
<p>3.e. Application Documents for Existing Elementary and Junior High School into a Stand-Alone Senior High School: (1 original copy each document)</p> <p>a. Indorsement Letter</p> <p>b. Certification of DepEd School ID prepared by the Planning Unit</p> <p>c. Letter request for Implementation of SHS program addressed to the SDS</p>	<p>DepEd SDO – Office of the SDS SGOD – Planning Unit</p> <p>Client</p>

<p>d. Certification signed by the SDS stating that no public SHS is offering the same track within the catchment are or Justification signed by the SDS, in case will offer the same SHS track</p>	<p>Client</p>
<p>e. Implementation Plan for SHS program covering five (5) years to including among others: (i) Current and projected enrollment for 5 years by grade level; (ii) Proposed budgetary requirements for Personnel Services, Maintenance and other Operating Expenses, and Capital Outlay; (iii) Operational Plan regarding curriculum and instructional supervision of the proposed SHS; and (iv) School Site Development Plan to include proposed building, as needed</p>	<p>Client</p>
<p>f. Certification signed by the School Head, duly attested by the SDS on the excess of classrooms, tables, chairs and other resources to be used in the implementation of SHS program</p>	<p>School Head</p>
<p>g. Inventory of learning resources prepared by the Property Custodian as validated by the SDO</p>	<p>School Property Custodian</p>
<p>h. Updated PSIPOP of the concerned school</p>	<p>Client</p>
<p>i. Map preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/school building are/will be constructed, duly certified by the Municipal City Engineer</p>	<p>Client</p>
<p>j. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference</p>	<p>Client</p>

<p>Number (LRN), where applicable, age, addresses, school names, DepEd School ID Numbers where they are currently or previously enrolled or Justification signed by the SDS, in case the required minimum enrollment and/or number of tracks are not satisfied</p>	
<p>k. List and types of establishment and industries in the community, as attested by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer</p>	<p>Client/ Office of the Municipal Planning Officer</p>
<p>l. Certification from the SDS that the track (s) and strand (s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the Municipal/City Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer, and School Head concerned</p>	<p>Office of the SDS</p>
<p>m. Result of the internal assessment or survey done with the prospective enrollees</p>	<p>Client</p>
<p>n. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer, and School Head</p>	<p>Client</p>
<p>o. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties</p>	<p>Client</p>
<p>p. Immersion Deployment Plan</p>	<p>Client</p>
<p>q. Certification duly signed by the SDS on the compliance to the following conditions: (i) Learners are not denied</p>	<p>Client</p>

<p>access to elementary and JHS education as the result of the conversion; (ii) Prior consultation with both internal and external stakeholders are conducted for the purpose by the SDS and School Head of the concerned elementary or JHS; (iii) Health and safety of any learner is not compromised as a result of the conversion and subsequent transfer of elementary and/or JHS learners, taking into consideration the distance to be travelled to and from the new school site; and (iv) Affected school personnel shall not be displaced and demoted, and shall be transferred to the nearest school were the services are needed</p> <p>r. Duly approved Sangguniang Bayan/Panlungsod Resolution supporting the conversion of school, indicating therein the proposed name of the school</p>		Office of the Municipal/City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SDO submit the pre-evaluated application documents of public schools	1.1 Stamp receive and input in the Data Tracking System the application endorsed by the SDO	None	1 hour	Records Officer/ADAS
	1.2 Assign to EPS In-charge	None		CES
	1.3 Evaluate documentary requirement If 100% compliant - Recommend to	None	5 days	EPS

	RIT for ocular inspection No-Return documentary requirements to SDO			
	1.4 For 100% compliant applications - Conduct online (with internet connectivity) or on-site Inspection/ Validation of facilities	None	5 days	RIT
	1.5 Prepare inspection/ validation report and recommendation based on the findings of the on-site validation If 100% compliant - Proceed to preparation of endorsement/ permit No - Notify SDO of deficiencies	None	4 days	RIT
	1.6 Submit the findings to the CES	None	5 minutes	EPS
	1.7 Review and check the findings; Affix the signature on the validation/ inspection report	None	4 hours	CES
	1.8 Prepare the approval document	None	1 day	ADAS
	1.9 Review and countersign	None	4 hours	CES

	prepared document			
	1.10 Approve endorsement/ permit for Establishment, Merging, Conversion, and Naming/ Renaming and Separation of Public Schools	None	1 day	ARD RD