



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF ABRA

**RELEASED**  
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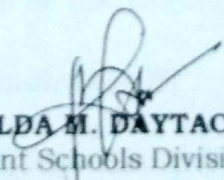
July 6, 2021

DIVISION MEMORANDUM  
 No. 206, s. 2021

**RECONSTITUTION OF DIVISION REVIEW AND EVALUATION COMMITTEE (DREC) AND GUIDELINES ON THE ESTABLISHMENT, MERGING, CONVERSION, NAMING/RENAMING OF PUBLIC SCHOOLS, SEPARATION OF PUBLIC SCHOOL ANNEXES, IMPLEMENTATION OF SENIOR HIGH SCHOOL IN BASIC EDUCATION**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (CID and SGOD)  
 Members of Division Review and Evaluation Committee  
 All Elementary and Secondary School Heads  
 All Others Concerned

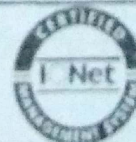
1. Relative to the submission, assessment of documents of public schools, requesting the establishment of schools, conversion to integrated schools, merging, renaming/naming of schools, separation of public school annexes, and implementation of Senior High School, this Office reconstitutes the Division Review and Evaluation Committee (DREC) and establishes guidelines to ensure that applications are appropriately acted upon and shall not be prejudiced due to timeline and process lapses.
2. The internal guidelines are in Enclosure A and shall take effect upon approval
3. All existing memoranda inconsistent with this issuance are rescinded. These guidelines shall be implemented upon its approval unless sooner repealed, amended, or rescinded.
4. Immediate dissemination of and compliance with this Memorandum is directed.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

SGOD/SMME/Lorna/DM-Reconstitution of DREC and Guidelines.



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**RECONSTITUTION OF DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)  
AND GUIDELINES ON THE ESTABLISHMENT, MERGING, CONVERSION,  
NAMING/RENAMING OF PUBLIC SCHOOLS, SEPARATION OF PUBLIC SCHOOL  
ANNEXES, IMPLEMENTATION OF SENIOR HIGH SCHOOL IN BASIC EDUCATION**

**A. RATIONALE**

In conformity with DepEd Order No.40 s.2014, Revised Guidelines on the Establishment, Merging, Conversion, Naming/Renaming of Public Schools, and Separation of Public Schools, Annexes in Basic Education and DepEd Order No.51, s.2015, Guidelines in the Implementation of the Senior High Schools(SHS)in Existing Public Junior High Schools and Integration Schools, Establishments of Stand-Alone Public Schools, and Conversion of Existing Public Elementary and JHSs into Stand-Alone SH Basic Education, SDO Abra adheres to the thrust of promoting and recognizing the complexity of issues brought about by the passage of laws and issuance of government permits to public schools. Therefore, it is expected that these policy guidelines shall ensure an efficient, streamlined, and synchronized process in implementing DepEd program.

**B. SCOPE AND APPLICATION**

These guidelines shall apply to the establishment, merging, conversion, naming/renaming of public schools, separation of school annexes, and implementation of Senior High Schools under the control and supervision of DepEd. In addition, these guidelines shall include systems and processes and standards and criteria to be used by DepEd and stakeholders.

**C. POLICY STATEMENT**

In the effort to facilitate the issuance/grant of permits in DepEd CAR, these guidelines are issued to implement the provision of DO 40 s.2014 and DepEd Order No 51 s.2015. This policy protects and promotes all citizens' right to quality basic education and makes such education accessible to all Filipino children. Each child has the right to basic education, and that no child shall be discriminated against.

**D. PROCEDURES/PROCESS ( Enclosure B)**

**E. COMPOSITION OF THE DIVISION REVIEW AND EVALUATION  
COMMITTEE**

**Chairman** : Schools Division Superintendent  
**Co-Chairman**: Assistant Schools Division Superintendent  
**Members**: Hedwig M. Belmes – CID Chief  
Lemuel B. Dickson, SGOD Chief  
Janet B. Pascua – Administrative Officer V  
Meldie M. Damian –Planning Officer III  
Bhenjo Agaloos-EPS/SHS Focal person

Fernando Semanero – Engineer III  
 Celia S. Bolante- Accountant III  
 Lorna B. Llanaza – SEPS-SMME  
 Florencio Rifareal Jr. – SMN-DRRM  
 PTA Federation President

Note: PSDSs and EPSs in-charge of a district included as DREC Members

**F. ROLES AND RESPONSIBILITIES OF DREC:**

DREC Positions	Roles and Responsibilities
Chairman: Schools Division Superintendent	<ol style="list-style-type: none"> <li>1. Endorses documents to the division planning unit for pre-assessment</li> <li>2. Endorses complete documents to the RO</li> </ol>
Vice-Chairman: Assistant Schools Division Superintendent	<ol style="list-style-type: none"> <li>1. Recommends compliant applications to the SDS for endorsement to the RO</li> <li>2. Ensures that all applications are appropriately acted upon following the timeline.</li> </ol>
Members:	
Hedwig M. Belmes – CID Chief	- Reviews the documents on preparedness of LMS and other related curriculum matters
Lemuel B. Dickson - SGOD Chief	- Reviews and checks documents submitted by schools as to completeness and appropriateness
Janet B. Pascua – AO-V	- Verifies and validates plantilla items of teachers
Meldie M. Damian –PO III	- Reviews and analyse education data and its implications to education management and operation as basis for integration
Bhenjo Agaloos-EPS/SHS FP	- Checks Senior High School Offerings and Immersion implementation plans
Fernando Semanero Jr. – Engr. III	- Conducts site inspection ensuring that school buildings and classrooms are available and safe for occupancy
Celia S. Bolante – Accountant III	- Checks financial requirement of school
Lorna B. Llanaza – SEPS-SMME	<ul style="list-style-type: none"> <li>- Validates/assess documents of schools for submission to the SDS</li> <li>- Extends technical assistance to</li> </ul>

	<p>applicant/s on the preparation of required documents facilities.</p> <ul style="list-style-type: none"> <li>- Notifies the applicant/s of any action taken after the assessment and review of the documents</li> </ul>
Florencio Rifareal Jr. – DRRM	<ul style="list-style-type: none"> <li>- Ensures that school sites are not high-risk area</li> </ul>
PTA Federation President	<ul style="list-style-type: none"> <li>- Provides assistance and support to schools according to their identified needs</li> </ul>
PSDS/EPS In-Charge of a District	<ul style="list-style-type: none"> <li>- Ensures readiness of schools in the delivery of curriculum instruction as to learning materials, learning facilities and teachers' preparedness.</li> </ul>

## G. MONITORING AND EVALUATION

The Division Monitoring and Evaluation Unit will quarterly monitor the implementation of related DepEd Orders, Regional Memos for dissemination to public schools for performance and give feedback during the conduct of DMEA. In addition, the Planning Unit shall ensure compliance by the school head of the Government School Profile through the EBEIS.

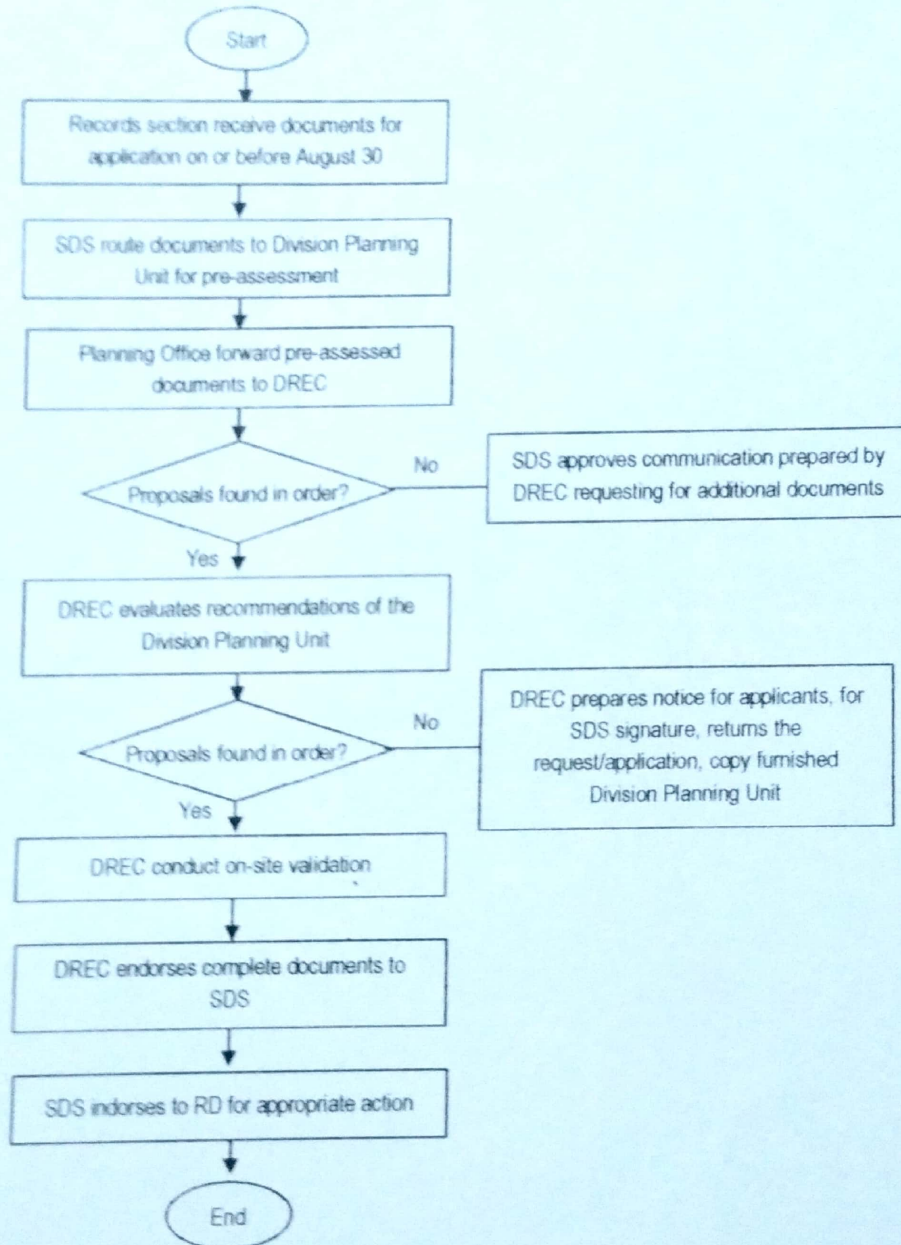
### REFERENCES

- DepEd Order 40 s. 2014 Establishment, Merging, Conversion, And Naming/ Renaming of Public Schools, And Separation of Public School Annexes in Basic Education.*
- DepEd Order 51 s. 2015 Guidelines on the Implementation of the Senior High School Program in Existing Public JHS, and Integrated Schools (ISs), Establishment of Stand-Alone Public SHSs, and conversion of Existing Public Elementary and JHSs into Stand Alone SHS,*



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FLOWCHART IN REQUESTING ESTABLISHMENT, MERGING AND CONVERSION OF PUBLIC SCHOOLS



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