



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY

050522003

May 2, 2022

**REGIONAL MEMORANDUM**

No. 137, s. 2022

**REITERATION OF THE PROCESS FLOW FOR THE APPLICATIONS OF PUBLIC SCHOOLS ON REGULATORY AND DEVELOPMENTAL SERVICES**

To: Schools Division Superintendents  
SGOD Chiefs  
Administrators/ Heads of Private Schools  
All Others Concerned

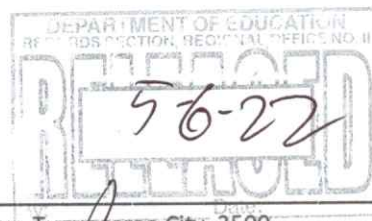
1. This Office through the Quality Assurance Division (QAD) reiterates the timelines and process flow for the submission of documents for the applications of Public Schools on Regulatory and Developmental Services as stipulated in D.O. 40, s. 2014 which includes Establishment, Merging and Conversion of Public Schools, and Separation of Public School Annexes.
2. This aims to ensure that all applications should be submitted following the timelines and process flow to facilitate the immediate action from this office.
3. Attached is the Process Flow for processing the requests for the applications of public schools on Regulatory and Developmental Services
4. Immediate dissemination and strict compliance of this Memorandum to all concerned is desired.

  
**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/ Regional Director

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

Public School  
Reiteration  
Timelines

qad/lat/jma



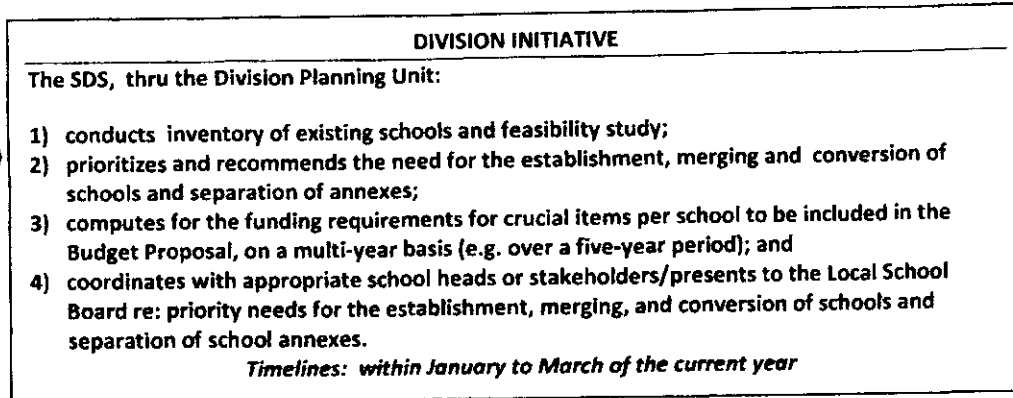
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Doc Code:	<b>FM-QMO-003</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2020</b>	Page:	<b>1</b>

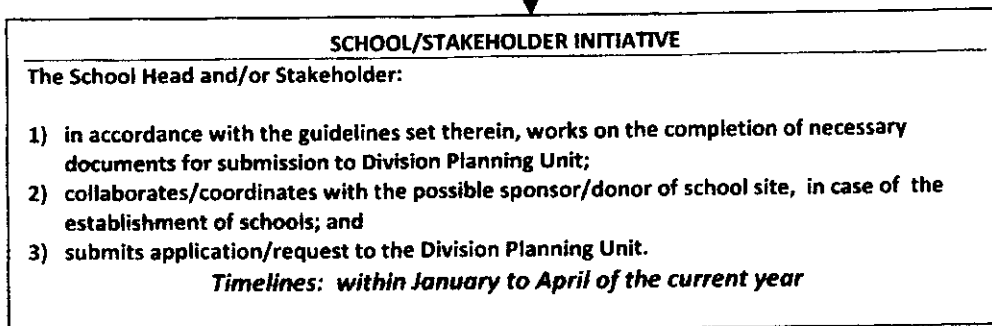
**PROPOSED GENERAL PROCEDURE**  
*Processing of Requests for the Establishment, Merging and Conversion of Public Schools, and Separation of Public School Annexes (For Inclusion in the Budget Proposal for the Succeeding Years)*

**FLOWCHART**

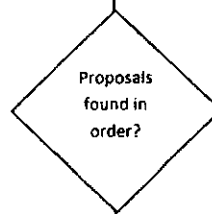
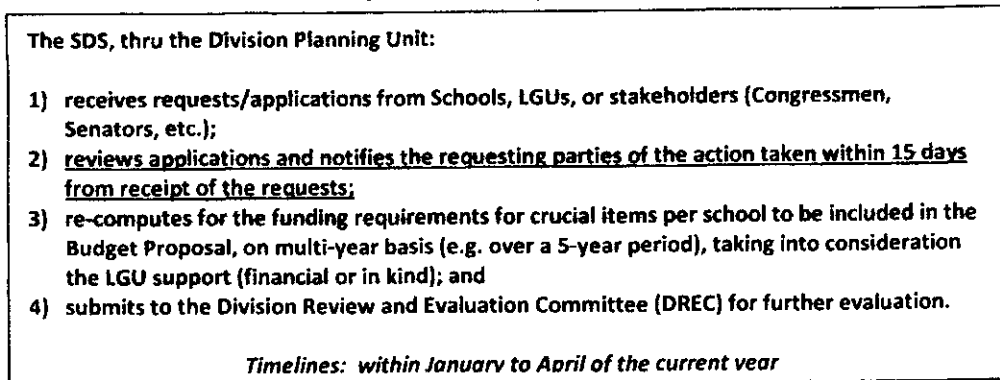
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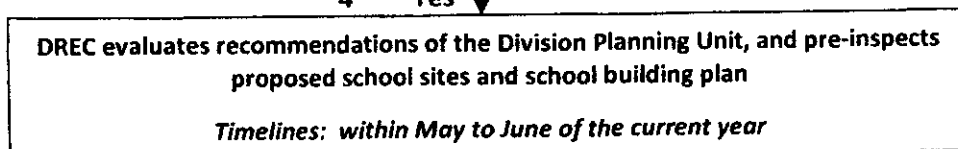
3



**No**

SDS requests concerned party to submit additional documents to comply with the requirements, or disapproves the application

4 **Yes**



DREC thru the SDS notifies applicant and returns the requests/application, copy furnished Division Planning Unit

