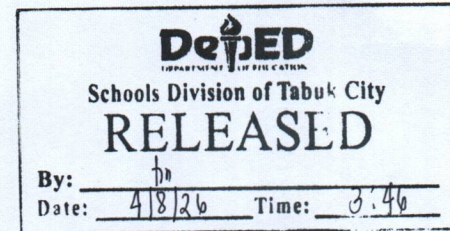




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

April 08, 2026

DIVISION MEMORANDUM
No. 147, s. 2026

**RE-CONSTITUTION OF DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)
FOR THE ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/ RENAMING
OF PUBLIC SCHOOLS, SEPARATION OF PUBLIC SCHOOL ANNEXES; AND
IMPLEMENTATION OF SENIOR HIGH SCHOOL IN PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. DepEd Order No. 40, s. 2014, as amended, defines the policy *guidelines on the establishment, merging, conversion, and naming/renaming of public schools, and separation of public school annexes in basic education*. This aims to streamline and synchronize the work processes to be undertaken.

2. Also, DO 51, s. 2015 provides the *guidelines on the implementation of the senior high school (SHS) program in existing public junior high schools (JHSs) and Integrated Schools (ISs), establishment of stand-alone public SHSs, and conversion of existing public elementary and JHS into stand-alone SHSs*. These guidelines include the systems and procedures, as well as standards and criteria, in the implementation of SHS in public schools.

3. To streamline committee membership in carrying out the intents and purposes of these policies, there shall only be one Division Review and Evaluation Committee (DREC). Hence, the following shall compose the DREC, with the School Management Monitoring and Evaluation (SMME) and Legal Officer as additional members, to wit:

Chair : - **Christopher C. Benigno PhD, EdD, CESO VI**
OIC - Schools Division Superintendent

Co-Chair : - **Ginadine L. Balagso**
Assistant Schools Division Superintendent

Members : - **Sally P. Feken, Chief Education Supervisor - SGOD**
- **Ramonchito A. Soriano, Chief Education Supervisor - CID**
- **Dorothy S. Asingal, Administrative Officer V**
- **Efren Y. Danag, Planning Officer III**
- **Sixto D. Lang-ay, Accountant III**
Alternate: Welda Liezl P. Buslig, Budget Officer



- **Atty. Sandy L. Basungit**, *Division Legal Officer*
- **Engr. Paul N. Palliso**, *Division Engineer*
- **Kenneth A. Atiwag**, *SEPS - SMME*
- **Public Schools District Supervisor**
(where the proposed establishment is located)
- **Emmanuel C. Ubuan**, *Education Program Supervisor*
(for Senior High School level concern)
- **PTA Division Federation President**

Secretariat : - **Deewaii B. Bagayao**, *SEPS-Planning & Research*
 - **Vincent B. Martinez**, *EPS II - SMME*
 - **Shamgar Louie N. Candelario**, *EPS II - HRTD*

4. Furthermore, the **school head** of the applicant school shall serve as the resource person during the committee meeting to answer all queries and clarifications from the DREC members.

5. The DREC shall work in accordance with the policies and guidelines set in the afore-stated DepEd Orders. It shall perform, but not be limited to, the following functions, duties, and responsibilities:

a. It shall conduct a thorough review of proposals submitted by schools or community stakeholders regarding the establishment, merging, conversion, separation of annexes, and naming/renaming of public schools.

b. It ensures that all required documents (like land titles, school site location maps, school development plans, and learner population data, among others) are submitted and compliant with quality standards regarding establishment, separation of annexes, merging, conversion, or naming/renaming.

c. It evaluates the viability of separating school annexes from mother schools, ensuring the new school can operate independently.

d. It shall conduct an on-site inspection to verify the conditions on the ground to ensure that the site is suitable for a school.

e. It prepares and submits an evaluation report with recommendations (approval or disapproval) to the Schools Division Superintendent.

f. It ensures all documentary requirements and evaluations are completed within the designated timelines.

6. Likewise, the DREC Secretariat shall have the following functions, duties, and responsibilities:

a. *Administrative and Operational Support.* The Secretariat is responsible for the logistical management of committee activities, thus:

- It organizes and makes all necessary arrangements for DREC meetings and other activities.

- It prepares the minutes of meetings, official reports, and various communications or letters required for the application process.
- It coordinates committee activities and ensures all concerned members are informed of schedules and inspection dates.



b. *Documentation and Technical Processing.* The Secretariat shall maintain the integrity of the application records, thus:

- It takes custody of all submitted documentary requirements from school applicants.
- It assists the committee in the initial verification of documents to ensure they are in order before full committee review.
- It maintains an organized filing system of committee records for future reference and for endorsement to the Regional Office.

c. *Communications.* The Secretariat acts as the link between the committee and the applicants, thus:

- It notifies school applicants if their submitted documents are found to be lacking or require further clarification.
- It facilitates the processing of information from internal and external parties to ensure the division is accessible to stakeholders in accordance with established protocols.

7. For the information and reference of all concerned.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO V/
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent 

Encl: None

References:

DepEd Order (Nos. 033, s. 2025; 51, s. 2015; and 40, s. 2014)