



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 7, 2024

DIVISION MEMORANDUM

No. **439-2024**

**DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):
COMPOSITION AND PROCEDURES**

To: Office of the Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Schools District Supervisor
All Other Concerned

1. With reference to DepEd Order No. 40, s. 2014 or the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education and DepEd Order No. 51, s. 2015 or the Guidelines on the Senior High School Program in Existing Public Junior High Schools and Integrated Schools, Establishment of Stand-alone Public SHS and Conversion of Existing Public Elementary and JHS into Stand Alone SHS, this Division Memorandum is issued to establish standardized processes and mechanisms at the SDO level in reviewing proposals, plans, and reports to ensure quality, compliance, and well-informed decision-making.
2. This guidance shall apply to regulatory services in public and private schools.
3. Enclosure 1 outlines the mechanisms and processes of the DREC.
4. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure No. 1

MECHANISMS AND PROCESSES

A. COMPOSITION OF THE DREC FOR REGULATORY SERVICES (PUBLIC AND PRIVATE SCHOOLS):

Chair:	Schools Division Superintendent
Co-Chair:	Assistant Schools Division Superintendent
Members:	Chief Education Supervisor – SGOD Chief Education Supervisor – CID Administrative Officer V Planning Officer Division Accountant Public Schools District Supervisor (concerned District) Engineer from Education Facilities Section PTA Federation President
Secretariat:	Research Officer (1) School Management, Monitoring and Evaluation

B. PROCEDURES:

1. Within January to March of the year, the SDS, through the Planning and Research Section shall:
 - a. Conduct inventory of existing schools and feasibility study;
 - b. Compute for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis (for public schools only); and
 - c. Coordinate with concerned school heads or stakeholders and/or present to the Local School Board the priority needs pertaining to regulatory services (public schools only).
2. The concerned School Heads and/or Stakeholders shall:
 - a. Work on the completion of necessary documents for submission to the Planning and Research Section; and
 - b. Collaborate/Coordinate with the possible sponsor/donor of the school site, in case of the establishment of schools.
3. The SDS, through the Planning and Research Section, shall:
 - a. Receive requests/applications from schools, LGUs or stakeholders (Congressmen, Senators, etc.), together with the supporting documents. The applicant shall be accountable for the authenticity of the documents submitted;
 - b. Review applications and notify the requesting parties of the action taken thereon within 15 days upon receipt of the requests/applications; and
 - c. Re-compute for the funding requirements for crucial items per school to be included in the Budget Proposal, on a multi-year basis, taking into consideration the LGU financial support.



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

4. The recommendations of the Planning and Research Section shall then be forwarded to the DREC which shall perform the initial evaluation as to the completeness and veracity of the submitted documents.
5. Once all the requirements are complied with, the DREC shall conduct on-site validation as to whether or not the existing school buildings/classrooms or plans for classrooms to be constructed are in accordance with the technical specifications stipulated in the latest DepEd Educational Facilities Manual, the pertinent provisions of the National Building Code and this DepEd Order. A letter of notification shall be provided by the Office of the SDS to the applicants as regards the action taken on their requests within fifteen (15) days upon receipt of such request.
6. The DREC shall also include in its evaluation the Staffing Complement/Position Requirement Analysis, for purposes of determining the required number of teaching and non-teaching positions, as well as the funding requirements, on a multi-year basis, without prejudice to consideration of such application for the next/succeeding school years.
7. If the requirements have been satisfied, the SDS shall submit his/her recommendation to the Office of the Regional Director through the Assistant Regional Director. The deadline for submission of recommendation shall be June 30 of the current year. If there is a failure to comply with the requirements, the DREC, through the SDS shall disapprove the application, copy furnished the Planning and Research Section.
8. From July to August 31 of the current year, the documents submitted by the SDS shall then be submitted to the Regional Inspection Team that shall review the supporting documents, conduct on-site inspection and/or interview local stakeholders to validate the need for establishment, separation, merging, and/or conversion of schools and re-compute the funding requirements for crucial items to be included in the Budget Proposal on a multi-year basis.