



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

May 4, 2021

To:

Bantolinao NHS
Cong. Pablo Malasarte NHS
Hingotanan NHS
Candijay NHS
Policronio S. Dano, Sr. HS
Dimiao NHS
Guinsularan HS
Catungawan NHS
Mayuga NHS
Faraon NHS
Lonoy Heroes MHS
Pagnitoan NHS
Dusita HS
Mayor Catalino Y. Casoyla MHS
Pres. CPG MHS - Talibon
Zosimo A. Gulle Memorial NHS
Ubay NHS
All others concerned

Subject: **ADDENDUM & CORRIGENDUM TO DM No. 254, s.2019 re: Requirement for the Issuance of Agency Code for High School classified as Non-Implementing Unit into a High School Classified as Implementing Unit**

1. Relative to DM No. 254, s.2019 titled "*Requirement for the Issuance of Agency Code for High School classified as Non-Implementing Unit Into a High School Classified as Implementing Unit*", this Office hereby reiterates the foregoing qualified Secondary Schools to re-comply the requirements and conditions pursuant to Part VI, Item B.4.a of DepEd Order No. 40, s. 2014, to be submitted on or before May 15, 2021.
2. The above-mentioned Secondary Schools are required to comply immediately the requirements for the issuance of Agency Code (enlisted per DM 254, s. 2019) together with a letter request prepared by the current principal (full-fledged) addressed to the Schools Division Office. Such documents (in duplicate) are to be submitted to the Accounting Unit (c/o Ms. Miraflor Sambayon).
3. Immediate dissemination of and strict compliance with this memorandum are desired.


BIANITO A. DAGATAN Ed.D CESO V
Schools Division Superintendent 



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF BOHOL
City of Tagbilaran

Division Memorandum

No. 254, s. 2019

To : Bantolinao NHS
Cong. Pablo Malasarte NHS
Hingotanan NHS
Candijay NHS
Policronio S. Dano, Sr. HS
Dimiao NHS
Guinsularan HS
Catungawan NHS
Mayuga NHS
Faraon NHS

Lonoy Heroes MHS
Pagnitoan NHS
Dusita HS
Mayor Catalino Y. Casoyla MHS
Pres. CPG MHS – Talibon
Zosimo A. Gulle Memorial NHS
Ubay NHS

Date : June 11, 2019

Subject : Requirement for the Issuance of Agency Code for High School classified as Non-Implementing Unit Into a High School Classified as Implementing Unit

1. Pursuant to DepEd Order No. 40, s. 2014 dated August 26, 2014, Re: Establishment, Merging, Conversion and Naming / Renaming of Public Schools and Separation of Public School Annexes in Basic Education, this office hereby disseminates to the above-mentioned Non-Implementing Unit - Secondary Schools the revised guidelines for the conversion of High School classified as Non-Implementing Unit into a High School classified as Implementing Unit (High School with Fiscal Autonomy).
2. A High School without fiscal autonomy may be converted into an Implementing Unit, subject to the criteria set under Part VI, Item B.4.a as per DepEd Order No. 40, s. 2014. The school must meet the following conditions:

Criteria	Required Documents
1. The school must have a Principal position per latest PSIPOP and at least (20) teachers.	School's latest and updated PSIPOP. (Please attach certified true copy of the appointment paper of the "current principal" and updated PSIPOP)
2. The school must have an agency code and designated/appointed financial staffs (Bookkeeper and Disbursing Officer); and capability to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, Senate, House of Representatives, etc.	a. Approval of School's Agency Code by DBM; b. Designation documents duly signed by the School Head; c. Certificates of Training attended by the designated/appointed financial staff related to financial management (Certified True Copy); and (Kindly attach the certified true copy

	<p>appointment papers of the financial staffs)</p> <p>d. Certification of the School Head as to the capability of the school to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, Senate, House of Representatives, etc.</p>
<p>3. With atleast P6 million appropriations based on current GAA (i.e PS, MOOE and CO)</p>	<p>a. Copy of the current GAA where the appropriation of the school is reflected; and</p> <p>b. EBEIS data on enrolment per grade level for the current school year.</p>
<p>4. The proposed conversion was requested by the School Head, and reviewed/evaluated and endorsed by the Division and Regional Offices before forwarding the same to DepEd Central Office.</p>	<p>a. Letter-request from the School Head addressed to SDO;</p> <p>b. Endorsement letter from the SDO to Regional Office; and</p> <p>c. Endorsement letter from the Regional Office to DepEd Central Office</p>

3. In this connection, the above-mentioned High Schools are directed to comply immediately the requirements for the issuance of Agency Code together with a letter request prepared by the current principal addressed to the Schools Division Office. Such required documents shall be prepared in duplicate copies. The **deadline** for the submission of the required documents to the School Division Office (c/o Accounting Section) is set on **June 14, 2019**.
4. Immediate and wide dissemination of this memorandum is hereby directed.


NIMFA D. BONGO, Ed.D, CESO V
 Schools Division Superintendent