



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XIII (CARAGA)  
Butuan City



January 15, 2018


**REGIONAL MEMORANDUM**  
No. 047 s. 2018



**SUBMISSION OF APPLICATION FOR ESTABLISHMENT/CONVERSION/ SEPARATION/  
MERGING/ RENAMING OF PUBLIC SCHOOLS**

**To: Schools Division Superintendents  
Chiefs CID and SGOD  
Chiefs Functional Division  
This Region**

1. This Office through the Quality Assurance Division (QAD) hereby informs the field that processing of application for establishment /conversion separation/merging/renaming of public school is now open in preparation for the next school year opening in June 2018.
2. Please coordinate with your respective Schools Division Office for guidance.
3. Submit reviewed documentary requirements together with the endorsement of the Schools Division Superintendent to facilitate action of the Regional Office.
4. Wide dissemination of this memorandum is highly enjoined.

  
**BEATRIZ G. TORNO, Ph. D., CESO V**  
OIC-Regional Director

Reference : DepEd Order no. 40, s. 2014  
Allotment : 2-(D. O. 50-97)  
To be indicated under the following subjects:

BASIC EDUCATION PERMIT POLICY RECOGNITION

QAD7/dro  
1/15/18