



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

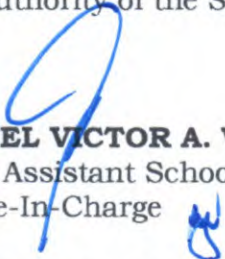
OSDS-2024- 0282

TO: **ROMEL VICTOR A. VILLAHERMOSA**, OIC-ASDS  
**DR. RACHEL B. PICARDAL**, SGOD-CHIEF  
**DENNIS CHARL F. ANDALAJAO**, SEPS  
**DAE P. HABALO**, SEPS  
**EMELYN D. BOLONGAITA**, PSDS- Tayasan District 1  
**VILMA S. SUMAGAYSAY**, PSDS- Mabinay District 1  
**JUANITO L. SARDAN**, DIC- Sta. Catalina District 4

**Through the PSDS:**

**FELIX M. MONTERO**, (JHS) School Head- Bago NHS  
**TERESITA DE BAGUIO**, (SHS) T-3/TIC- Bago NHS  
**ROSEMARIE S. BOHOL**, (JHS) Principal 1- Benedicto P.  
Tirambulo MNHS  
**GINA E. CALIBO**, (SHS) TIC- Benedicto P. Tirambulo MNHS  
**MARY NIKKI V. ANTALAN**, Principal 1- Amio Comprehensive HS

By Authority of the Schools Division Superintendent:

FROM: **ROMEL VICTOR A. VILLAHERMOSA, MBA**  
OIC- Assistant Schools Division Superintendent  
Office-In-Charge  4/17/24

SUBJECT: **PILOT SCHOOLS COORDINATION MEETING ON FARM SCHOOL  
CONVERSION**

DATE: **April 17, 2024**

1. This office hereby requested the abovementioned names to attend the Pilot Schools Coordination Meeting on Farm School Conversion this coming **April 26, 2024**, at DepEd Division of Negros Oriental.

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644



17 APR 2024



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2. Below are the selected Farm School Pilot Schools.

- 1<sup>st</sup> Congressional District:
  - **Bago National High School, Tayasan 1**
  
- 2<sup>nd</sup> Congressional District:
  - **Benedicto P. Tirambulo Memorial National High School, Mabinay 2**
  
- 3<sup>rd</sup> Congressional District:
  - **Amio Comprehensive High School, Sta. Catalina 4**

3. The School Heads of the said schools are requested to conduct a self-evaluation using the attached Checklist for the Conversion of Junior High School/Senior High School to Farm School.

4. This memorandum serves as a **Travel Order**.

5. For your proper guidance and compliance.

Incl.: As stated,

NCO/RVAV-EQA/OASDS-V/RVAV/mtv

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Deped Tayo SDO Negros Oriental



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CHECKLIST OF DOCUMENTS

Application for the Conversion of Junior High School/Senior High School to Farm School

Name of SDO: \_\_\_\_\_  
Requesting Office/School: \_\_\_\_\_  
Name of Proponent: \_\_\_\_\_  
Position/Designation/Contact No.: \_\_\_\_\_  
Proposed Name of Farm School: \_\_\_\_\_  
Address: \_\_\_\_\_

**Note: Please put (✓) if documents are evident and put (✗) if not evident.**

- \_\_\_\_\_ 1. Letter request to convert the existing secondary school to farm school to the Regional Director.
- \_\_\_\_\_ 2. Feasibility Study duly recommended/endorsed by the SDS indicating the following:
  - a. Justification on the need to convert into a farm school.
  - b. Current and Projected enrolment for a period of five (5) years.
  - c. Proposed organizational structure.
  - d. Proposed Farm School Development Plan; and
  - e. Proposed Budgetary proposal for 5 years based on the latest SSL.
- \_\_\_\_\_ 3. Division Inspection Report signed by the SDS.
- \_\_\_\_\_ 4. Sangguniang Bayan/Panglungsod Resolution supporting the establishment of farm school/ conversion to farm school/integrated farm school duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school.
- \_\_\_\_\_ 5. List of prospective grade 7 enrollees, indicating the names, ages, addresses prepared by the school head and noted by the SDS.
- \_\_\_\_\_ 6. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd. Original Certificate of Title (OCT) or Transfer of Certificate of Title (TCT) in the name of DepEd reflecting the size and boundaries of the school site.
- \_\_\_\_\_ 7. Justification from the SDS in case the required sized of the school site (5,000 sq. m. for rural areas and 2,500 sq. m. for urban areas) cannot be met.
- \_\_\_\_\_ 8. Certified true copy of the National Certificate (NC) or diploma for the technical-vocational course attained by the School Head.
- \_\_\_\_\_ 9. Inventory of relevant learning resources per specialization prepared by the School's Property Custodian and validated by the SDO.
- \_\_\_\_\_ 10. Certification by the School Head that the relevant resources of the school are adequate, duly validated by the SDS.
- \_\_\_\_\_ 11. Certified true copy of the Certificate of Training Participation in Rural Farm School Pedagogical Trainings and other relevant technical skills and extension services training of teachers/tutors to teach the farm school subjects.
- \_\_\_\_\_ 12. Inventory of relevant learning resources for the farm school program prepared by the School's Property Custodian and validated by the SDO.
- \_\_\_\_\_ 13. Updated personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school.
- \_\_\_\_\_ 14. Updated teacher profile.



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Notes:

- a. Please indicate N/A, if not applicable.
- b. Kindly submit all the lacking documents on or before \_\_\_\_\_.
- c. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.
- d. To facilitate evaluation, please do not include other documents not listed above.

Document Received by:

\_\_\_\_\_  
(Signature over Printed Name and Designation)

\_\_\_\_\_  
Date