



August 26, 2014

DIVISION MEMORANDUM
No. 407, s. 2014

ESTABLISHMENT OF A SCHOOL BRANCH

TO : Assistant Superintendents
Division Supervisors/Coordinators
Public Schools District Supervisors
Private School Presidents, Administrators, and Principals

1. Attached is Regional Memorandum No. 490 s. 2014 entitled, **ESTABLISHMENT OF A SCHOOL BRANCH** for your reference and guidance.
2. Immediate and wide dissemination of and compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

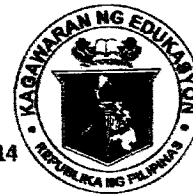
Schools Division Superintendent: (032) 255-6405
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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City

August 11, 2014



REGIONAL MEMORANDUM

No. 490, s. 2014

AUG 18 2014

Establishment of a School Branch

To: Schools Division/City Superintendents
Officers-in-Charge of Regular and Interim Divisions
Education Supervisors-in-Charge of Private Schools
Education Program Supervisors
Public Schools District Supervisors
Private Schools Administrators

1. Section 41 of the Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education (DepED Order No. 11, s. 2011) stipulates the following provision:

There is no need for a school branch to incorporate or have a separate corporate identity for the establishment of a school branch. Educational institutions shall not be required to secure approval from the Regional Director concerned to establish a school branch, except in the National Capital Region. However, the said Regional Director shall make sure that such a school branch complies with the standards and requirements set by the Department.

2. Statements 6 and 7 of Section 19.3 of the 2010 Revised Manual of Regulations for Private Schools in Basic Education (DepED Order No. 88, s. 2010) stipulates the following provision:

Consistent with the national educational policies, plans and standards, the Schools Division Superintendents shall have the authority, accountability and responsibility for the following provision:

- Promoting awareness of and adherence by all schools and learning centers to accreditation standards prescribed by the Secretary of Education;
- Supervising the operations of all public and private elementary, secondary and integrated schools, and learning centers.


3. The Schools Division Superintendents are thus directed to do the following:

3.1 Instruct the Division Supervisor In-Charge of Private Schools to:

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1389; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

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- 3.1.1 conduct an ocular inspection of school branches that are established in their respective Schools Divisions
 - 3.1.2 require the School Head to submit the following documents to ensure that the School branch complies with the standards and requirements set by the Department:
 - Government Recognition of the main school
 - SEC Registration of the main school
 - Board Resolution to establish a School branch
 - Documents showing ownership of the branch site and certificate of occupancy
 - Credentials of the School Head and teachers of the school branch
 - Class programs of the School branch which comply with the prescribed DepEd curriculum
 - SSS, Philhealth, and PAGIBIG Registration of the school branch personnel
 - 3.2 Endorse to the Regional Director the Ocular Inspection Report supported by the School branch documents listed in 3.1.2.
4. The orderliness of the documents of the school branches and the recommendation of the Schools Division Superintendents based from the ocular inspection reports of the Division Supervisors In-Charge of Private Schools shall serve as bases in acknowledging the validity of the operations of these school branches.
5. Immediate and wide dissemination of and compliance with this Memorandum is directed.


CARMELITA T. DULANGON, Ed.D.
Director III
Officer-in-Charge
Office of the Regional Director