



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

February 29, 2024

DIVISION MEMORANDUM

No. 156 s. 2024

**REITERATING THE RULES, REGULATIONS, STANDARDS, GUIDELINES,
AND INSTRUCTIONS OF THE EDUCATION FACILITIES MANUAL**

To: Public Schools District Supervisors/Districts In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. Anchored on the provisions of the Education Facilities Manual, this Office hereby reiterates the rules, regulations, standards, guidelines, and instructions as follows:

MINIMUM STANDARD REQUIREMENTS FOR SCHOOL SITES

Elementary School

j. Non-central school with one (1) or two (2) classes only and no grade above Grade IV	0.5 hectare (5,000 sq. m.)
k. central school with six (6) classes and non-central school with three to four (3-4) classes	1.0 hectare (10,000 sq. m.)
l. schools with seven to nine (7-9) classes	2.0 hectares (20,000 sq. m.)
m. schools with ten to twelve (10-12) classes	3.0 hectares (30,000 sq. m.)
n. schools with more than twelve (12) classes	4.0 hectares (40,000 sq. m.)

In cases where there is difficulty in meeting the above standards, the following alternatives may be followed:

a. For Rural Areas

a. central school with six (6) classes and non-central school with three to four (3-4) classes	0.5 hectare (5,000 sq. m.)
--	----------------------------



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

b. schools with seven to ten (7-10) classes	1.5 hectare (15,000 sq. m.)
c. schools with more than ten (10) classes	2.0 hectares (20,000 sq. m.)

b. For Urban Areas

a. central school with six (6) classes and non-central school with six to ten (6-10) classes	0.5 hectare (5,000 sq. m.)
b. schools with eleven to twenty (11-20) classes	schools with more than twenty (20) classes
c. schools with more than twenty (20) classes	1.0 hectare (10,000 sq. m.)

Secondary School

a. For Rural Areas

a. General/Vocational	4.0 hectares (40,000 sq. m.)
b. Agricultural	5 hectares (50,000 sq. m.)
c. Fishery, add for projects	4.0 hectares (40,000 sq. m.)
* fresh water fishponds	2.0 hectares (20,000 sq. m.)
* brackish water fishponds	4.0 hectares (40,000 sq. m.)

b. For Urban Areas

d. 500 students or less	0.5 hectare (5,000 sq. m.)
e. 501 to 1,000 students	1.0 hectare (10,000 sq. m.)
f. 1,001 to 2,000 students	2.0 hectares (20,000 sq. m.)
g. 2,001 to 3,000 students	3.0 hectares (30,000 sq. m.)

PERFECTION OF TITLE

1. General Procedure in Acquiring the Original Certificate of Title

a. A voluntary deed, except a will purporting to convey a registered land, operates only as a contract between the parties and does not take effect as a conveyance unless such deed is registered with the Register of Deeds. Except in cases provided by law such as expropriation, the owner's duplicate certificate of title shall be presented to the Register of Deeds together with the deed conveying the title of the land.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

b. No new certificate of title will be entered in pursuance of any voluntary deed unless the owner's duplicate Certificate of Title shall be presented to the Register of Deeds together with the deed conveying the title of the land. Cancellation of the old title and issuance of a new one in favor of the entity to which the land was conveyed shall be the concern of the school head.

c. If the land acquired is not registered under Republic Act 496, otherwise known as "The Land Registration Act" the deed shall be registered in accordance with Section 113 of P.D. No. 1529 otherwise known as the "Property Registration Decree". Later, efforts shall be exerted to have said land titled under the Torrens system.

2. Step By Step Procedure in Acquiring the Original Certificate of Title

STEP 1 - Survey of land and approval of plan

STEP 2 - Filing of application for land registration at the Regional Trial Court (RTC) of the province or city where the land is located

STEP 3 - Setting of date by the RTC of Initial Hearing

STEP 4 - Publication of Notice of Initial Hearing (Official Gazette/Newspapers)

STEP 5 - Service notice to all interested parties

STEP 6 - Filing of opposition/evidence of proof of ownership STEP 7 - Hearing of case in court

STEP 7 - Hearing of case in court

STEP 8 - Promulgation of judgment/decision by the court STEP 9 - Issuance of decree of registration

STEP 9 - Issuance of decree of registration

STEP 10 - Furnishing the Register of Deeds the original and duplicate copies of the decree of registration

STEP 11 - Transcription of the decree of registration in the Book of Registry/issuance of duplicate copy of original certificate of title to owner of land

3. CONDEMNATION AND DEMOLITION OF SCHOOL BUILDINGS

In order to clarify procedures on the condemnation and demolition of school buildings which are perceived to be hazardous, DepED Order No. 107, s. 2010 or "REVISED GUIDELINES ON THE CONDEMNATION AND DEMOLITION OF SCHOOL BUILDINGS" was issued to contain supplemental guidelines.

Attached herewith is enclosure "A" illustrating the step-by-step process for securing condemnation and demolition of school building permit and Superintendent's approval.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000

Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)

Website: www.deped.misor.net

Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

As a matter of policy, demolition shall be resorted to only when:

- a. the physical structure is beyond reasonable repair;
- b. it poses danger to the safety of school children; and
- c. the school administration can assure continuity of school operations even when the structure is demolished.

The following constitute the revised guidelines:

- a. The school head, through the schools division superintendent, requests for an ocular inspection/ assessment of the school building/ structure to be condemned/demolished from the building official (Municipality/City Engineer's Office or the District Engineer's Office, whoever is available);
- b. The building official conducts an inspection/assessment of the building and submits a report/ recommendation thereof to the school officials concerned;
- c. The school head requests from the schools division superintendent for authority to demolish the condemned building based on the reports, findings and recommendation of the building official. If the building is insured, the school head shall inform the insurance firm of the plan to demolish the structure;
- d. Upon approval, the schools division superintendent, through the regional director, forwards the request to the Central Office for further evaluation. The document shall include, among others, the following:
 1. report/recommendation of the building official;
 2. photographs of the building to be demolished showing damaged sections;
 3. certification issued by the school head that, if the building is demolished, classes need not be disrupted due to lack of classrooms;
 4. PTCA or Alumni Association's clearance in case of school buildings with historical value e.g. Gabaldon type school buildings, those which are at least 50 years old, etc., indication of probable funding for replacement.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

REQUIREMENTS FOR CONDEMNATION AND DEMOLITION OF SCHOOL BUILDING

Item No.	Document	Office in charge	Checklist		Remarks
			Y	N	
1.	School Building Ocular Inspection and Assessment request addressed to the LGU Building Official (Chief of the Municipal/ City Engineer's Office or the head of District Engineer's Office, whoever is available) duly signed by School Head				
2.	Inspection Report address to the school head duly signed by LGU Building Official (Chief of the Municipal/ City Engineer's Office or the head of District Engineer's Office, whoever is available), indicating that the building requested to be demolished is dilapidated and deemed necessary for demolition.				
3.	Photographs of the building to be demolished , properly labeled, showing the front, rear, sides and damaged sections with the signature of the School Head/ School Principal				
4.	School Site Development Plan				
5.	Signed certification from the school head ensuring that if the building is demolished, classes will not be disrupted due to a lack of classrooms				
6.	Signed certification from the school head indicating the probable funding for replacement				
7.	List of all the salvaged materials indicated in Waste Material Report form				
8.	PTA or Alumni Association's Clearance in case of school buildings with historical value like Gabaldon School Building. <small>DO n. 107 s. 2010 Item 1. f) In the case of Gabaldon School Buildings, structures marked as cultural property, and structures dating at least fifty (50) years old, the SCS, through the regional director, shall forward the request for demolition, together with the supporting documents to Department of Education-Physical Facilities and Schools Engineering Division (DepEd-PFSED) for further evaluation and clearance by the National Commission for Culture and the Arts (NCCA) or its affiliated cultural agency. After the issuance of clearance by the NCCA, the DepEd-PFSED shall recommend approval of demolition to the SCS, who shall approve the request for demolition.</small>				
9.	Letter request duly signed by School Head/ Principal address to the Commission on Audit (COA) Resident Auditor for inspection and shall request for Relief of Accountability				
10.	Approved demolition permit duly signed by LGU Building Official (Chief of the Municipal/ City Engineer's Office or the head of District Engineer's Office, whoever is available)				
11.	Letter request for inspection duly signed by School Head/ Principal address Schools Division Superintendent and attention to Physical Facilities Section (Eng'g.)				
12.	Endorsement Letter by the Schools Division Superintendent conveying "No Objection" to the request for demolition of deteriorated school building, with consideration given to adherence to DepEd Order No. 107, series of 2010.				

Checked by _____

Date _____

(Accomplish this (2) copies of this form - Building office)



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
 Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
 Website: www.deped.misor.net
 Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**GUIDELINES ON THE ESTABLISHMENT, SEPARATION OF ANNEXES,
INTEGRATION, CONVERSION AND NAMING/RENAMING OF PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

(See DepED Order No. 71, s. 2003)

New elementary and secondary schools may be established in the community based on existing school mapping and on the needs of the locality.

1. Requirements in Establishing New Schools

The following are the requirements for the establishment of a new elementary/secondary school.

1. Data on possible enrolment;
2. Suitable school site with proof of ownership; and
3. Temporary school buildings and furniture.

2. General Procedures in Establishing New Schools

The procedure involved in establishing new schools as follows:

1. Submission of resolution from the community (e.g. PTCA, LGU, School Board, etc.);
2. Submission of Feasibility Study/Data of proposed school; and
3. Endorsement from the school heads through channels.

General Procedures

1. All requests and applications for establishment of new schools, separation of annexes, integration and conversion and renaming of schools shall be submitted to the Schools Division Superintendent/City Schools Superintendent (SDS/CSS), for evaluation.
2. The application and its supporting documents shall be reviewed and evaluated by the Division Review and Evaluation Committee (DREC) of the Schools Division concerned, in accordance with the provisions of this Order. The SDS/CSS shall head the DREC, co-chaired by the ASDS, and one (1) Education Supervisor I and the Division Administrative Officer, as members.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

3. If the requirements have been satisfied, the SDS/CSS shall indorse the application for approval to the Office of the Regional Director (Attn: Assistant Regional Director).
4. The documents shall be reviewed and validated by the Inspectorate Team (I-Team), created by the Regional Director. The I-Team shall conduct ocular inspection and/or interview local stakeholders to establish the real and urgent need of the school and validate the inspection report of the team.
5. The Assistant Regional Director shall chair the I-Team with the Chief of the Elementary/Secondary Education Division as co-chair, and two (2) Education Supervisor II, as members.
6. When required standards have been met, the Regional Director shall issue the approval, copy furnished the Office of the Secretary, Office of Planning Service – Research and Statistics Division, Financial Management Service, and the Bureau of Elementary Education, (in the case of public elementary schools); or the Bureau of Secondary Education, (in the case of public secondary schools).
7. If action on the application is withheld pending compliance with certain requirements, the I-Team shall return the request to the Division Office, for appropriate action.

3. Specific Procedures

1. Establishment of New Schools

- a. The school head shall conduct a feasibility study to justify the establishment of the school. The study shall
 - (i) show on the map the elementary schools within the service area of the proposed secondary school;
 - (ii) list the names, addresses and enrolment of public and private schools in the municipality;
 - (iii) list the names of the 100 prospective enrollees for the first curriculum grade/year, except in the school-less barangays where a minimum enrolment of 60 pupils/students will suffice, in multi-grade schools where a minimum of 15 shall be allowed, and special education centers where a minimum of three (3) types of children shall warrant, as justified by the Schools Division Superintendent, otherwise the pupils/students shall be encouraged to enrol in the nearest school;
 - (iv) show the school site plan with technical specifications; and
 - (v) certification that the school to be established is not within the 2 km radius of any existing public/private school.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

However this may be waived when the nearby existing private and public school cannot accommodate students seeking admission or which charge fees parents cannot afford.

b. The feasibility study shall also include the availability of student places in the private schools participating in the Government Assistance to Students and Teachers in Private Education (GASTPE). Enrolment in such schools shall be encouraged rather than the establishment of new schools, except if there is no existing public secondary school in the said place.

c. The application must be supported by a certification on the existence and availability of a school site of at least one (1) hectare duly documented as DepED property through a title of Deed of Donation or a Contract of Usufruct in favor of DepED. The required one (1) hectare school site may be lessened, with strong justification, to one half (1/2) hectare in urban or city divisions.

d. In addition to the other requirements of DECS Order No. 5, s. 1989, there shall be a Memorandum of Agreement (MOA) by and between the Department of Education, represented by the Schools Division/City Schools Superintendent (SDS/CSS) and the Local Government Unit (LGU) represented by the Municipal Mayor or the Provincial Governor, as the case may be, that will include, among others, the following provisions:

d.1 The LGU shall provide funds for the operation and maintenance of the new school for at least five (5) years or until such time when funds for the said purpose are incorporated in the national budget. The LGU shall also fund the construction of the new school building(s) and facilities, and provide the new classrooms with furniture, equipment, and textbooks.

d.2 The teachers to be funded by the LGU shall be paid at rates equal to those of nationally paid teachers or at rates approved by the Local School Board.

d.3 A status report by the school head shall be submitted to the Regional Office through the Schools Division/City Superintendent at the end of each year.

e. The MOA shall form part of the supporting documents to be submitted to the Regional Director.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

f. In the fourth year of implementation, the budget of the school shall be processed for integration into the regional/national budget and then to the General Appropriations Act (GAA).

g. A status report and the legal basis of the establishment of the school shall be submitted to the Financial Management Service of the Central Office as supporting documents to the application of the school for integration into the GAA.

2. Separation of Annexes

a. The mother/main school, represented by the School Principal and the Annex represented by the Teacher- In-Charge (TIC) shall enter into a Memorandum of Agreement (MOA) transferring responsibility and accountability for all existing resources, e.g. budget, teachers and facilities, from the mother/main school to the annex and providing continued support from the mother school until such time when the school's funding is integrated in the GAA.

b. A copy of the MOA shall be submitted to the Regional Office of the Department of Budget and Management for information and appropriate action.

c. The application of the annex for separation shall be supported by the following documents:

- c.1 The Secretary's approval of its establishment as an annex;
- c.2 MOA between the mother school and the annex;
- c.3 Title of school site or Deed of Donation in favor of DepED;
- c.4 Copy of budget of the Annex from the mother school;
- c.5 Inventory of facilities, furniture, equipment, textbooks in all the subject areas; and
- c.6 Plantilla of personnel including proposal for the item of Principal I and additional teachers and support personnel.

d. Other documentary requirements, as stipulated in DECS Order No. 84, s. 1996 (Guidelines for the Separation of Public Secondary Annexes), shall be complied with.





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

3. Integration of Schools

a. The provisions of DECS Order No. 91, s. 1999 (Guidelines on the Establishment and Operation of Integrated Schools) shall govern the integration of public elementary and secondary schools).

b. In addition, items 1.2 to 1.4 of DepED Order No. 71, s. 2003 shall be enforced in the application for the integration of schools

4. **Naming/Renaming of Schools.** Public elementary and secondary schools may be named after their location or donor of the school, if (apart for donating the lot) he had also reached a level of public achievement and recognition. Naming of schools after a living person is prohibited by Republic Act No. 1059, except when there is a provision to name it so, as when so provided in the deed of donation. Proposal for renaming or change of name of existing public school shall be in accordance with the provision of DECS Memorandum No. 386, s. 1999 entitled “Renaming of Schools”, which emphasizes the following:

- a. RA 7160, otherwise known as the Local Government Code, supersedes DECS Order No. 5, s. 1989 on the requirements of renaming a school.
- b. The Local School Board can recommend to the Local Sanggunian the change of name of the school. The Local Sanggunian then enacts an ordinance.
- c. The Local Sanggunian has the power to change the name of the school through an ordinance, while the Local School Board is the recommending body. Approval of the Secretary is no longer necessary on the matter. (See DECS Memorandum No. 386, s. 1999 – Renaming of Schools).
- d. The National Historical Institute requires the issuance of a Certification from the Department relative to the renaming of schools.

PROPER UTILIZATION OF EDUCATIONAL FACILITIES IN SCHOOLS

Educational facilities in the school shall be utilized properly. The use of the ground and facilities of the school other than for the school activities must be subject to the approval of the Schools Division/City Schools Superintendent. Among other public activities and utilization of the school grounds and



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

facilities which may be permitted by the Schools Division Superintendent thru the principal/head teacher are as follows:

1. **Civil Service Examinations.** Holding of civil service examinations is allowed in the classroom including the use of its furnishings and lighting facilities.
2. **Literacy Classes.** Instruction of illiterates and other literacy activities may be held in the school.
3. **Polling Places.** The use of school buildings for the meetings of election inspectors and as polling places for the election of national, provincial, city, municipal and barangay officials may be authorized.
4. **Religious Services/Instruction.** Holding of religious activities for the benefit of pupils/students and barangay council and other sectoral groups and conduct of religious instructions maybe allowed provided such does not interfere with regular school activities.
5. **Community Program.** Sectoral groups and Barangay Council may be allowed to use the school buildings, grounds and facilities for civic and educational activities.
6. **Evacuation Center.** The use of school buildings/classrooms as evacuation centers is allowable in case of natural calamities. The utilization of school property and facilities shall always be under the strict authority and responsibility of the school administrator. In case there is a need to evacuate school personnel and students, the following are specific policies:
 - a. DepED Officials and personnel shall be responsible for the evacuation of students/pupils, in case the school is threatened or in the hazard-stricken area, into safer place(s), and they continue to be responsible for the safety of the students/pupils until their custody has been taken over by the parents.
 - b. DepED Officials may allow the use of the school as an evacuation center when there is no other safer place where the people from the community can take refuge and as a temporary holding center since there is no intent to permanently utilize the same as residence for the calamity victims.
 - c. In case the school is used as an evacuation center, DepED Officials and personnel shall be responsible for the preservation of the school



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

facilities and properties for the duration the school is being occupied by evacuees, so that after the emergency period the school can resume operation as soon as possible.

ILLEGAL UTILIZATION OF SCHOOL FACILITIES

Any illegal act or activity resulting from or related to, the utilization of the school property or facilities shall be the accountability of the school head. Article 20 of the Revised Penal Code prohibits and penalizes the illegal use of public funds and property.

1. Personal Use of Educational Facilities. The use of school property for the personal convenience of an employee as his residence and not in connection with his official duties is illegal. Likewise, the use of school property for the furtherance of private interest is considered illegal.
2. Squatters. No squatters shall be allowed on the school site. In cases where there are squatters within the school site, their ejection shall be done in a proper and legal manner.

GUIDELINES IN CUTTING HAZARDOUS TREES WITHIN SCHOOL SITES

1. Consistent with Executive Order No. 23 or the moratorium on the tree cutting throughout the country by shifting timber harvesting in tree plantations only.
2. Such moratorium is subject to the exception where the trees pose hazard or peril to person or property. In such instance, a special cutting permit may be secured and cutting of trees may be allowed provided that the following will be complied with, to wit:
 - a. Approved resolution from the PT A, teachers association, and a Barangay Certification;
 - b. DENR approved special cutting permit indicating specific location: quantity and species of trees;
 - c. Division Physical Facilities Coordinator's Ocular Inspection Report;
 - d. Program of works- Maximizing the utilization of the lumber products; and
 - e. Superintendent's or her representative's written approval.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Physical Engineering Section

Date: _____

Checklist of documents for cutting of trees:

Documents	Yes	No.
a. 0 Secure necessary Updated permit from concerned authorities (DENR-Municipal).		
1. Letter application		
2. LGU Endorsement Certification of No Objection (Municipality and Barangay)		
3. Photographs of trees to be removed		
4. Site Development Plan and ECC for big projects		
b. Report on estimate of total number of board feet out of the cut logs.		
Individual purpose of project out of the cut logs.		
c. Program of Works for utilization of the lumber out of the cut logs.		
d. Replacement of the cut down trees.		
e. Use the cut down logs for school repair, improvements and furniture.		
f. Pictures showing the trees to be cut.		

Checked by: _____

Remarks: _____

3. Attached herewith is enclosure "A" illustrating the step by step process for securing DENR permit and Superintendent's approval.

4. For guidance and of strict compliance with the above-mentioned provisions.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

ELO/MMA/sgod/mma-ss



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph