



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

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**DIVISION MEMORANDUM**

No. \_\_\_\_ 2016

TO: School Head  
San Miguel National High School

SUBJECT: **REQUIREMENTS FOR GAA INCLUSION**

DATE: February 5, 2016


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You are hereby directed to submit (in 3 folder) the following pertinent documents for updating of your school records and for GAA inclusion, to wit:

1. Endorsement from the Division Office
2. Copy of the Approval of the establishment of the school
3. Updated School Status Report
4. School Profile (Based on School EBEIS)
5. Updated Teacher's Data
6. Appointment/Designation of the teaching personnel
7. Inspection Report signed by SDS
8. Feasibility Study
  - a. Organizational Structure
  - b. School Development Plan/School Improvement Plan
  - c. Proposed Budget
9. Sangguniang Bayan Resolution for financial support
10. Ownership of the School Site in favor of DepEd
11. School/Site Development Plan
12. Certification on the Availability of Instructional Facilities and Materials

The deadline of submission is on February 19, 2016.

For strict compliance.

  
**LELANIE T. CABRERA, CESE**  
Asst. Schools Division Superintendent  
Officer In-charge  
02/11/16



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**REPORT ON STATUS OF NEWLY LEGISLATED SECONDARY SCHOOL (NLSS)**

Region: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Division: \_\_\_\_\_ Signatory: \_\_\_\_\_

Name of NLSS: \_\_\_\_\_

P. A. No.: \_\_\_\_\_

- Enrolment (SY \_\_\_\_\_) \_\_\_\_\_
- Number of classes organized: \_\_\_\_\_
- Number of Teachers required: \_\_\_\_\_
  - Number of available: \_\_\_\_\_ (locally funded/new items)
  - Number to be provided \_\_\_\_\_
- Number of existing classroom \_\_\_\_\_ (own building/ \_\_\_\_\_ in Elem. School)
- Number of buildings available: \_\_\_\_\_
- With school site \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Donated to DepEd \_\_\_\_\_
  - Others (please specify) \_\_\_\_\_
- Status of NLSS
  - \_\_\_\_\_ annex
  - \_\_\_\_\_ locally funded
  - \_\_\_\_\_ new

Recommended action:

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Region: \_\_\_\_\_

Division: \_\_\_\_\_

TEACHERS DATA

SY: \_\_\_\_\_ (As of: \_\_\_\_\_ ) and SY: \_\_\_\_\_ (As of: \_\_\_\_\_ )

School	Address	Name of Teacher	Position Title	Item No.	Item Taken/Borrowed

Content Noted by:

**LELANIE T. CABRERA, CESE**  
Asst. Schools Division Superintendent  
Officer In-Charge