

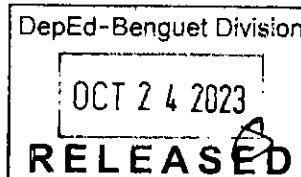


Republic of the Philippines
Department of Education
Schools Division of Benguet

October 19, 2023

DIVISION MEMORANDUM

No. 392 s. 2023



TO: Chief Education Supervisors
 Education Supervisors
 Public Schools District Supervisors and Public Schools District Coordinators
 Section/Unit Heads
 School Heads
 Others Concerned

NAMING AND RENAMING OF PUBLIC SCHOOLS

1. Pursuant to DepEd Order 40, s. 2014 (Guidelines on the Establishment, Merging, Conversion, Naming and Renaming of Public Schools, and Separation of Public School Annexes in Basic Education), DepEd Order 29 s. 2011 (Revised Guidelines on Naming and Renaming of Public Schools), and Section 13 and 99 of Republic Act 7160 otherwise known as the Act Providing for a Local Government Code of 1991, this Office issues this Division Memorandum on Renaming Public Schools.
2. Schools with Barrio School, Primary School, Annex School and Extension school on it are advised to rename their school.
3. Attached is the requirements to comply in naming and renaming of school.



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
 Wangal, La Trinidad, Benguet, 2601

PROCESSING CHECKLIST ON NAMING AND RENAMING OF SCHOOLS

Name of School : _____
 Proposed Name : _____
 Address of School : _____
 Effective School Year : _____
 Contact Person : _____
 Contact Number : _____
 Date of Assessment : _____

Requirements	C	INC	N	REMARKS
1. Endorsement from the SDO				
2. Historical Background of School				
3. Parent Teacher Resolution				
4. Municipal School Board Resolution on Renaming of School (Resolution favorably endorsing the change of name)				
5. Sangguniang Bayan Resolution (an ordinance changing the name of the school)				
6. Certification from the National Historical Commission of the Philippines				

Legend:
 • C - Complete (available)
 • INC - Incomplete (need more info)
 • N - None (no attachment)
 • R - Remarks (findings)



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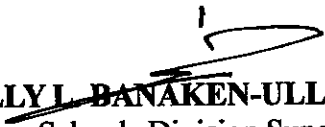





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4. For clarifications, please contact SMME Section through landline number (074) 422-6570 loc 1306 or email us at smmebenguet010880@gmail.com.

5. Immediate dissemination and strict compliance with this memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent 

smme/2023



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