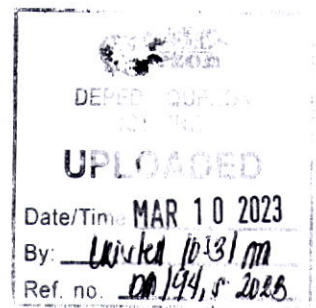




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



07 February 2023

**DIVISION MEMORANDUM**

**DM No. 194, s. 2023**

**REITERATION OF THE REGIONAL GUIDELINES ON RENAMING  
OF PUBLIC SCHOOLS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In consonance with **Regional Memorandum No. 820, S. 2022**, titled: **“Regional Guidelines on Renaming of Public Schools”**, attention of everyone is invited for proper guidance.
2. Please find the attached Regional Memorandum for the details.
3. Widest and immediate dissemination of this Memorandum is enjoined.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

ocsrra03/08/2023

DEPEDQUEZON-TM-SDS-04-009-003

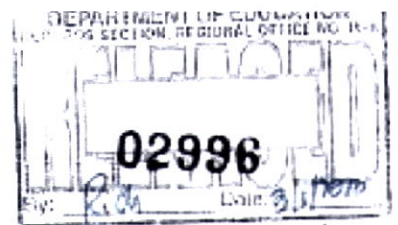


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Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON



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**Regional Memorandum**  
 No. 820 s 2022

 SGOD <b>RECEIVED</b> Date/Time: <u>MAR 03 2023</u> By: <u>[Signature]</u>	 28 December 2022 DEPED - QUEZON <b>DOWNLOADED</b> Date/Time: <u>MAR 01 2023</u> By: <u>Unisa B. H PM</u>
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**REGIONAL GUIDELINES ON RENAMING OF PUBLIC SCHOOLS**

To **Schools Division Superintendents**  
**Public Schools District Supervisors**  
**School Heads, Public Elementary and High 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 Sections 13 and 99 of Republic Act 7160 otherwise known as the Act Providing for a Local Government Code of 1991, this Office through the Quality Assurance Division (QAD) issues this Regional Memorandum on Renaming Public Schools to underscore important details in this mandate and to align the process to these existing policies as well as to the Quality Management System (QMS).
2. Enclosed are the Guidelines and the Work Flow for this process.
3. For clarifications, please contact QAD EPS in-charge of your Schools Division through landline no. (02) 8862-5773 loc.450 or email address [qad.calabarzon@deped.gov.ph](mailto:qad.calabarzon@deped.gov.ph)
4. Immediate and widest dissemination of this Memorandum is enjoined.

*[Signature]*

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director



QAD/ rsg  
 Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
 Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
 Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)

 SDS OFFICE <b>RECEIVED</b> Date/Time: <u>MAR 01 2023</u> By: <u>[Signature]</u>
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 ASDS <b>RECEIVED</b> Date/Time: <u>MAR 08 2023</u> By: <u>[Signature]</u>
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Enclosure 1

## **REGIONAL GUIDELINES ON RENAMING OF PUBLIC SCHOOLS**

### **1.0 Background**

Section 99 (d) of Republic Act 7160 otherwise known as the Act Providing for a Local Government Code of 1991 states that the Local School Board (LSB) shall recommend changes in the names of public schools within the territorial jurisdiction of the local government unit for enactment by the sanggunian concerned.

Further, Section 13 (a.3) of the same act provides that the National Historical Commission of the Philippines (NHCP), formerly known as the National Historical Institute (NHI), shall be consulted on naming and renaming Public vocational or technical schools and other post-secondary and tertiary schools; (b.3) public elementary, secondary and vocational or technical schools, community colleges and non-chartered colleges; and (c.3) city and municipal public elementary, secondary and vocational or technical schools, post-secondary and other tertiary schools respectively.

Moreover, Section 13 (e) of the same act, as supported by DepEd Order 29, s. 2011 or the Revised Guidelines on Naming and Renaming of Public Schools and DepEd Order 40, s. 2014 or the Guidelines on the Establishment, Merging, Conversion, Naming and Renaming of Public Schools, and Separation of Public School Annexes in Basic Education, that a change of name of a public school shall be made only upon the recommendation of the local school board concerned.

Where there are conditions on naming and renaming of public schools stipulated in the legal documents stated above, the Department of Education - CALAHARZON, through the Quality Assurance Division (QAD), issues this Regional Memorandum on Renaming Public Schools to underscore important details in this mandate, align the process to the Quality Management System (QMS) for total customer satisfaction, and simplify the mechanism while maintaining the prescribed standards.

### **2.0 Scope**

These guidelines are intended for all public schools in the Region applying for a change of name.

### **3.0 Guidelines and Procedure**

#### **3.1 General Guidelines and Procedure**

- 3.1.1 The requesting stakeholders: the School Head, Sangguniang Barangay, Heirs of the Donor/s, etc., as a group, shall submit a Letter of Intent for the renaming of the school to the Local School Board.
- 3.1.2 The letter of intent addressed to the Local School Board shall be endorsed by the School Head.

- 3.1.3 The Local School Board (Provincial, City, or Municipal), through communication, shall consult in writing with the National Historical Commission of the Philippines (NHCP) regarding the request for renaming, for comments;
- 3.1.4 Upon receipt of comments/actions from the NHCP, the Local School Board (Provincial, City, or Municipal) shall recommend to the Sangguniang Panlalawigan, Panlungsod, or Bayan the renaming of the school.
- 3.1.5 The Sangguniang Panlalawigan, Panlungsod, or Bayan concerned shall enact/approve the renaming of the school through an ordinance;
- 3.1.6 The Schools Division Office shall authenticate the veracity and completeness of the supporting documents and endorse the same to the Regional Office;
- 3.1.7 The Regional Office shall acknowledge and include in the official record the approved renaming of the school; and
- 3.1.8 The Regional Office shall inform all concerned offices and attach thereto a copy of the ordinance approving such renaming.

### **3.2 Course of Action / Responsibility and Necessary Documents for Submission**

The criteria set hereunder must be satisfied and the documents specified herein must be complied with by the requesting, approving, and endorsing parties.

<b>No</b>	<b>Course of Action / Responsibility</b>	<b>Documents / MOVs</b>
1.	The requesting stakeholders shall take the initiative of renaming the school.	Letter of intent addressed to the Local School Board
2.	The school Head shall endorse the letter of intent to the Local School Board	Endorsement letter from the school head
3	The Local School Board (LSB) shall consult in writing, as a proactive measure, with the National Historical Commission of the Philippines (NHCP)	Letter addressed to the NHCP requesting comments or advice on renaming the schools.
	Note: This action of the local school board is designed to see to it that such consultation must not be overlooked or inadvertently	

	omitted during the process of deliberation by the council/board	
4.	Upon receipt of communication from the NHCP, the Local School Board shall recommend to the Sangguniang Bayan, Panlalawigan, Panlungsod, or Bayan the renaming of the school through a Local School Board Resolution.	<ul style="list-style-type: none"> <li>• NHCP's response to the request of LSB</li> <li>• LSB Resolution recommending the change of name</li> </ul>
5.	The Sangguniang Panlalawigan, Panlungsod, or Bayan, whichever is applicable, shall approve the request to rename or change the name of the schools	An ordinance approving the request to rename or change the name of the school
6.	The Schools Division Office (SDO) shall endorse the ordinance and other documents on renaming the school to the regional office.	<ul style="list-style-type: none"> <li>• Indorsement letter signed by the SDS</li> <li>• All required documents / MOV's cited from steps 1-5</li> </ul>
7.	The Regional Office shall acknowledge the indorsement of the SDO to rename or change the name of the school and include it in the official records.	<p>Acknowledgment letter from the Regional Office</p> <p>Any document on the change of name of the school relevant to the school's profile/identity (School ID, LIS, etc) from the PPRD, QAD, etc</p>
8.	The Regional Office shall inform all concerned offices and attach thereto a copy of the ordinance approving such renaming.	Any document on the dissemination of the acknowledgment letter

#### 4.0 Monitoring Mechanism

In compliance with DO 29, s. 2022 or the Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF), all schools, Schools Division Offices (SDOs), and the Regional Office (RO) should establish M and E mechanism in the implementation and review of this memorandum.

Further, it is also expected that the reporting of the status of the request for renaming the schools in their respective Program Implementation Reviews per DO

29, s. 2022 (BEMEF), Management Reviews per DO 14, s. 2022 (QMS Manual and Procedures), and Midyear and /or Year-end Reviews (DO 2, s. 2015) for documentation purposes.

**5.0 References**

- 5.1 Republic Act 7160
- 5.2 DepEd Order No. 29, s. 2011
- 5.3 DepEd Order No. 40, s. 2014
- 5.4 DepEd Order 14, s. 2022
- 5.5 DepEd Order 2, s. 2015
- 5.6 DepEd Order No. 29, s. 2022

**WORK FLOW IN PROCESSING THE RENAMING OF PUBLIC SCHOOLS**

