

REQUIREMENTS FOR THE OPENING OF NEW HIGH SCHOOLS

1. Endorsement of the Schools Division Superintendent
2. Standard Letter-request for Permit to Establish a School (QAAD Form No. 6a)
3. Inspection Report of the Division Inspection Team
4. Feasibility Study
 - Organizational Structure
 - Developmental Plan
 - Proposed Budget
 - Neighboring Schools
 - List of Prospective Learners
5. Pertinent Documents of the School Site
 - Map of the school/Sketch Plan
 - Proof of Ownership of the School Site- Declaration/Deed of Donation of the School Site/Usufruct
 - Memorandum of Agreement between the school heads on the sharing of school site (applicable only if a school shares a school site with the existing elementary/high school)
6. Resolution of the Sangguniang Bayan/Panlungsod to establish/open a school
7. Certification of adequate Local Government Unit (LGU) support/funds for the operation of the school until such time that the national government can take over
8. Certification that there is no other high school, public or private, within 2-kilometer
9. Certification that the following are available and adequate for the grade/year level/s to be opened:
 - *classroom teachers to handle the classes
 - *classrooms (shoprooms for Tech-Voc schools) to accommodate the grade/year levels to be opened.
 - *chairs, desks, tables, blackboards
 - *textbooks and other reference materials
 - *equipment for Science, Math, TVE, MAPEH and other learning areas
 - *funds for the initial operation of the school
10. Plantilla of Personnel
11. Credential of the Teacher/s who will handle the classes
 - *Appointment/Designation
 - *Transcript of Records
 - *PRC Licence/Rating