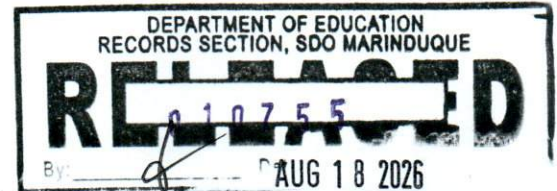




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-165

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Public Elementary Schools
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **DOCUMENTARY REQUIREMENTS ON THE APPLICATION FOR
CONVERSION OF AN EXISTING ELEMENTARY SCHOOL TAGGED AS
PRIMARY SCHOOLS IN THE EBEIS**

DATE: August 17, 2026

1. In line with the Constitutional mandate to make education accessible to all (Article 14, Section 1 of the 1987 Philippine Constitution) and the Education Act of 1982 (Batas Pambansa Blg. 232), which upholds equality of access to education, this Office, through the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, announces the required documents for applying for Conversion of Existing Elementary Schools tagged as Primary Schools in the Enhanced Basic Education Information System (EBEIS).

2. The following are the documentary requirements:

- 2.1 Letter of Intent (LOI) Explaining the Necessity of Conversion from Primary to Elementary School
 - *A letter addressed to the Schools Division Superintendent from the school or stakeholders*
- 2.2 School Identification (ID)
 - *Certification by the Division Planning Officer*
- 2.3 Proof of School Site Ownership
 - *Any legal evidence, such as a Deed of Donation or Usufructuary Agreement, indicating that the school site is owned by DepEd*
- 2.4 Availability of Classrooms and Other School Facilities
 - *Certification of sufficient equipment and facilities, prepared by the School Head and verified by the Public Schools District Supervisor*

2.5 List of Prospective Grade-Level Learners

- *A list of learners, including their age and address, prepared by the School Head and verified by the Public Schools District Supervisor*

2.6 Certificate from Nearby Schools Ensuring No Enrollment Impact

- *Assurance that the future expansion of the applicant school will not lead to the closure of nearby elementary/multigrade schools, to be prepared by the Public Schools District Supervisor and signed by the Schools Division Superintendent*

2.7 Certification of Teacher Availability

- *Confirmation of the availability of an adequate number of teachers, to be prepared by the Public Schools District Supervisor, verified by the Division Planning Officer, and signed by the Schools Division Superintendent*

2.8 Stakeholder Support

- *Evidence of support and commitment to the sustained success of expanded grade-level offerings*

3. Elementary school heads whose school is tagged as primary school in the EBEIS are advised to submit the documentary requirements in one (1) hard copy (legal-sized paper, green folder) on or before September 30, 2026 and shall be uploaded thru the link <https://tinyurl.com/PubEStagPSebeis> upon the instruction from SMM&E personnel.

4. For inquiries and other clarifications, please contact Dr. Fretzie P. Alcantara, SEPS-SMM&E/ Mr. Rey R. Raymundo, EPS II – SMM&E.

5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA



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