



Republic of the Philippines
Department of Education
 Region I
PANGASINAN SCHOOLS DIVISION OFFICE II
 Canarvacanan, Binalonan

January 30, 2025

DIVISION MEMORANDUM

No. 075 s. 2025

DEADLINE ON THE SUBMISSION OF APPLICATION FOR ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/RENAMING OF PUBLIC SCHOOLS, ADDITIONAL GRADE LEVEL, ADDITIONAL/ CHANGE OF SENIOR HIGH SCHOOL PROGRAM OFFERINGS (STRANDS/ TRACKS), AND CONVERSION OF SCHOOL FROM NON-IMPLEMENTING UNIT TO IMPLEMENTING UNIT

To: Assistant Schools Division Superintendents
 Chief Education Supervisors
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads

APPROVED FOR TRANSMISSION:

ARVIN D. PURISIMA
 ADMINISTRATIVE OFFICER V

1. To provide the school applicants with technical assistance on the completeness of documents on the different above-mentioned applications, the Division Office hereby issues the timeline for the application:

| Activities | Timeline |
|---|------------------------------|
| Submission of documentary requirements | January to February 21, 2025 |
| Evaluation of submitted documentary requirements | January to February 2025 |
| Onsite Division Inspection | February to March 2025 |
| Submission of complete documentary requirements For Public Schools: DepEd Public School Online Application (PSOA) https://psoa.ro1apps.com/ For Private Schools: DEPED Electronic Application for Private School and Record Management (E-APS RM) https://deped.ro1apps.com/ | March 2025 |
| Onsite Regional Inspection | TBD |

2. Any application that does not meet the deadline must not be forwarded to the Regional Office.

3. Immediate and widest dissemination of this Memorandum to all concerned is desired.

VIVIAN LUZ S. PAGATPATAN, CESO VI
 Schools Division Superintendent



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