



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

16 July 2025

DIVISION MEMORANDUM

No. 330 , s. 2025

**PROVISION OF TECHNICAL ASSISTANCE on
DepEd Order No. 040, s. 2014 and DepEd Order No. 051, s. 2015**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. To ensure compliance with regulatory requirements and strengthen school leaders' capacity to implement key DepEd policies, the Schools Division Office of Nueva Vizcaya shall conduct a capability-building activity focused on DepEd Order No. 40, s. 2014 and DepEd Order No. 51, s. 2015. The activity will cover processes and guidelines on school establishment, conversion, renaming, separation of annexes, and the implementation of Senior High School programs, in line with RA 9155 and the roles of school heads in ensuring quality basic education.

2. The Capability Building on the DepEd Regulatory Services shall be conducted on August 19 and 22, 2025 at the SDO DepEd Conference Hall, Bayombong, Nueva Vizcaya.

3. This activity aims to (re)orient participants on the processes and provisions of DepEd Order No. 40, s. 2014 and DepEd Order 51, s. 2015. Specifically, the participants are expected to:

- a. Grasp the rationale, legal basis, scope, and application of DepEd Order No. 40, s. 2014 and DepEd Order 51, s. 2015;
- b. Be oriented on the documentary requirements for the following processes:
 - i. Establishment of schools
 - ii. Separation of school annexes
 - iii. Conversion of schools
 - iv. Naming and renaming of schools
 - v. New senior high school programs and/or additional offerings
- c. Appreciate the procedural guidelines of the Division Office on regulatory services.



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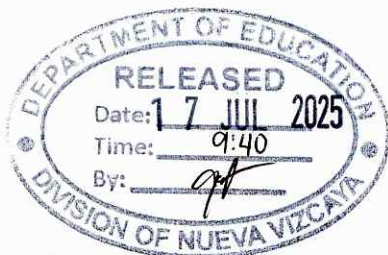
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4. Expected and number of participants for each day are as follows:

Expected Participants	No. of Pax	August 19, 2025	August 22, 2025
SDS, ASDS, CES of SGOD and CID	4	✓	✓
CID - Education Program Supervisors, Librarian, PDO II (LR)	12	✓	✓
SGOD - Education Program Supervisor, SEPSs, EPSs II, Planning Officer III, PDO II (DRRM)	10	✓	✓
OSDS – Budget, Accounting, Legal, IT, Admin (Supply, HRMO, Cash, Records)	9	✓	✓
PSDS/DIC	23		✓
Secondary School Heads	47	✓	
Integrated Schools	17	✓	
Elementary School Heads (2 per District)	46		✓
IT Support Staff	2	✓	✓
SGOD Support Staff	1	✓	✓
Total		102	107

5. Expenses to be incurred during the activity shall be charged to HRTD – 2025 (AC-25-6053-HRTD-015) while the transportation expense of the participants shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.

6. For your information, guidance and strict compliance.



ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent



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