



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

AUG 05 2025

REGIONAL MEMORANDUM
No. 235 s. 2025

**CHECKLIST OF APPLICATION REQUIREMENTS FOR THE ESTABLISHMENT/
CONVERSION OF DEPED NIR FARM SCHOOLS**

To: Schools Division Superintendents
All Others Concerned

1. Relative to the expansion of the Farm School Program in the Negros Island Region (NIR), this Office hereby issues the attached Checklist of Application Requirements for the Establishment/Conversion of DepEd NIR Farm Schools.
2. The submission of the application documents for schools intending to offer the Farm School Program for School Year 2026-2027 shall be not later than August 15, 2025.
3. For further technical assistance and guidance, contact Dr. Roger D. Raymundo, Regional Farm School Focal Person, at 09274923571. For updates on the application status, contact Dr. Rene M. Encabo, QAD OIC-EPS, at 09179750898.
4. Immediate dissemination of and compliance with this Memorandum are desired.

Ramir B. Uytico
RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

AGRICULTURAL EDUCATION	CURRICULUM	PERMIT
RR/CLMD-RMWLC- Checklist of Documents for Establishment/ Conversion of Deped NIR Farm Schools 000/August 5, 2025.		



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

**CHECKLIST OF APPLICATION REQUIREMENTS FOR THE
ESTABLISHMENT/CONVERSION OF FARM SCHOOLS**

Division Office: _____

Name of School Applicant: _____

Name of School Head: _____

Designation: _____

Contact No.: _____

Proposed New School Name: _____

Requirements	Remarks
1. Letter Request FOR ESTABLISHMENT Letter request to open a Farm School (FS), addressed to the Regional Director FOR CONVERSION Letter request to convert the existing secondary school to FS, addressed to the Regional Director FOR CONVERSION TO INTEGRATED FARM SCHOOL Letter request to convert the existing secondary school to Integrated FS, addressed to the Regional Director	
2. Feasibility Study, duly recommended/endorsed by the SDS indicating the following: a. Justification on the need to establish a FS/conversion to FS/Integrated FS b. Proposed Organizational Structure c. Proposed School Development Plan d. Proposed Budgetary Requirements for 5 years	
3. Division Inspection Report signed by the SDS	
4. Sangguniang Bayan/Panlungsod Resolution supporting the establishment of a farm school/ conversion to FS/ Integrated FS duly approved by the Municipal/City Mayor, indicating therein the proposed name of school	



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Requirements	Remarks
5. List of prospective Grade 7 enrollees, indicating their names, ages, & addresses, prepared by the School Head and noted by the SDS	
6. Any document such as but not limited to Deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd; Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the School Site	
7. Justification from the SDS in case the required size of the school site (5,000 sq. meter for rural areas and 2,500 sq. meter for urban areas) cannot be met	
8. Certified true copy of the National Certificate (NC) or diploma for the technical-vocational course attained by the School Head	
9. Certified true copy of the Certification of Training/ Participation in Rural Farm School Pedagogical Trainings and other relevant technical skills and extension services training of teachers/tutors to teach the farm school subjects.	
10. FOR ESTABLISHMENT- Clearance/Permit from the Provincial Mines and Geosciences Bureau (MGB) and the Regional Office of the Department of Environment and Natural Resources (DENR) stating that the proposed school site is not situated in a high-risk area FOR CONVERSION/ INTEGRATED- Inventory of relevant learning resources for the farm school program prepared by the school's inventory custodian and validated by the SDO	
11. FOR ESTABLISHMENT- Inspection Report from the Division In-Charge of Facilities Section, in case classrooms are already constructed FOR CONVERSION/ INTEGRATED TO FS - Updated Personal Service Itemization and Plantilla of Personnel (PSIPOP) of the concerned school	



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Requirements	Remarks
12. FOR ESTABLISHMENT - School Site Development Plan FOR CONVERSION to FS - Updated Teachers' Profile FOR CONVERSION TO INTEGRATED FS - Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion	
13. School building plan indicating the number and technical specifications of the classrooms to be built	
14. Certification from the SDS on the availability of teachers to teach the farm school subjects	
15. List of teaching and non-teaching personnel to be borrowed from the existing nearby schools duly certified by the SDS (if necessary)	

B. ADDITIONAL DOCUMENTARY REQUIREMENTS
(as required for the succeeding years of implementation)

Requirement	Remarks
1. Map, preferably drawn to scale, showing distance of the existing schools within the catchment area of the proposed new school, duly certified by the Municipality/City Engineer	
2. Certification from the Municipality/City Engineer that the proposed farm school is not within the 30-km radius from any existing FS	
3. Justification by the SDS for the waiver on the radius requirement	

Date of Dealer Inspection:

Recommended Action:



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Requirement	Remarks
FOR ESTABLISHMENT ONLY 4. Bureau of Fire Protection Certificate (for the new construction) 5. School building design duly approved by the DepEd Education Facilities Division 6. School Building permit issued by the Municipality/ City Engineer	

Evaluated by:

SDO Farm School Focal Person	CID Chief	SGOD Chief
Date	Date	Date
Date of Ocular Inspection		
Recommended Action		

Validated by:

CLMD EPS- FS Focal Person	QAD EPS
Date	Date
CLMD Chief ES	QAD Chief ES
Date	Date
Date of Ocular Inspection	
Recommended Action	