



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 921 , s. 2025

**December 26, 2025**

**AMENDMENT TO DEPED ORDER NO. 40, S. 2014**  
(Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and  
Separation of Public School Annexes in Basic Education)

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 1293, s. 2025, titled **"Amendment to DepEd Order No. 40, s. 2014 (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)."**
2. Please refer to the attached document for your reference.
3. Immediate and wide dissemination of this information is hereby directed.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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23 DEC 2025

Office of the Regional Director

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**REGIONAL MEMORANDUM**

No. **1293** s. 2025

23 DEC 2025

**AMENDMENT TO DEPED ORDER NO. 40, s. 2014**

(Establishment, Merging, Conversion, and Naming/Renaming of Public Schools,  
and Separation of Public School Annexes in Basic Education)

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This Office disseminates the enclosed DepEd Order No. 033, s. 2025, dated October 9, 2025, from the office of the Secretary of Education, Sec. Sonny Angara, entitled "Amendment to DepEd Order No. 40, s. 2014", contents of which are self-explanatory, for the information and guidance of all concerned.

2. For more details, refer to the attached Order.

3. Immediate and wide dissemination of this Issuance is desired.

*[Handwritten signature]*

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

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**DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE  
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BY *[signature]* DATE: 12/26/2025

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DepEd Tayo Region VII [region7.deped.gov](http://region7.deped.gov)



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Republic of the Philippines  
**Department of Education**

OCT 09 2025

DepEd ORDER  
No. **033**, s. 2025

**AMENDMENT TO DEPED ORDER NO. 40, s. 2014**

**(Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)**

To: Undersecretaries  
Assistant Secretaries  
Division and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 40, s. 2014 titled Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education to provide comprehensive guidelines to streamline, synchronize, and update the aforementioned work processes.

2. To further promote devolution and capacitate schools to harness their funds, especially with the increase of the school Maintenance and Other Operating Expenses (MOOE) funds, there is a need to revise the criteria for the conversion of schools, whether elementary or secondary schools, from non-implementing units (NIs) to implementing units (IUs).

3. In view of the foregoing, the following provision of DO 40, s. 2014 shall be amended as follows:

**Section VI. Procedures**

**A. General Guidelines**

**2.1. Annex A shall remain in effect for the processing of requests for the establishment, merging, and conversion of public schools and separation of public school annexes, except for the conversion of schools to IUs, which shall follow the attached Enclosure.**

**A.4 On Conversion of Schools**

**a. Conversion of a School without Fiscal Autonomy (Non-IU) into a School with Fiscal Autonomy (IU)**

1. A school without fiscal autonomy may be converted into an IU, subject to the conditions set under Part VI, Item B.4.a of these guidelines.
2. The DepEd Central Office (CO), through the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED), shall identify schools that have met the criteria for conversion to IUs based on the Electronic School Form 7 (eSF7) and list of schools classified as IUs and non-IUs from the Finance Service-Budget Division (FS-BD). If the schools do not have organization codes, the FS-BD shall request issuance from the Department of Budget and Management (DBM). If the schools have existing organization codes, the FS-Accounting Division shall request activation from the DBM.

## **B. Criteria and Necessary Documents for Submission**

### **B.4. Conversion of Schools**

#### **a. Conversion of a School Classified as a Non-IU into a School Classified as IU**

The school must meet the following criteria:

1. The school must have an organization code issued by the DBM.
2. The school must have an incumbent filled up principal position.
3. The school must have designated financial staff (bookkeeper and disbursing officer). The DepEd CO BHROD-SED shall endeavor to provide the ideal financial personnel complement per school.

#### **b. The DepEd CO FS, Finance Division of the regional offices and schools division offices, with the assistance of the National Educators' Academy of the Philippines, shall provide technical assistance to schools to capacitate them to comply with the submission of financial reports to oversight agencies such as the Commission on Audit, DBM, Department of Economy, Planning, and Development, House of Representatives, and Senate of the Philippines, among others.**

4. Annexes C-4a and D-4a of DO No. 40, s. 2014 are repealed. All other provisions of DO 40, s. 2014 shall remain in effect. Any related issuances, rules, and regulations that are inconsistent with this Order are repealed, rescinded, or amended accordingly.

5. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

6. For more information, please contact the **Office of the Undersecretary for Finance**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph).

7. Immediate dissemination of and strict compliance with this Order is directed.



**SONNY ANGARA**

Secretary

Encl.:  
As stated

Reference:  
DepEd Order No. (40, s. 2014)

To be indicated in the Perpetual Index  
under the following subjects:

AMENDMENT  
BUREAUS AND OFFICES  
POLICY  
PROGRAMS  
PROJECTS  
RULES AND REGULATIONS  
SCHOOLS





**GENERAL PROCEDURE**  
*Processing of Conversion of Schools from  
Non-Implementing Units to Implementing Units*

**FLOWCHART**

