



# Republic of the Philippines Department of Education

**DepED**  
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**Office of the Undersecretary**

*To: SDCS  
For your appropriate  
action please  
Thank - God Bless!  
JPD Oct 2015*

## MEMORANDUM

**TO :** REGIONAL DIRECTOR (Region IV-A)  
SCHOOLS DIVISION SUPERINTENDENTS CONCERNED  
SCHOOL HEADS CONCERNED  
All Others Concerned

**FROM :** *Reynaldo D. Laguda*  
**REYNALDO D. LAGUDA**  
Assistant Secretary and Chief of Staff  
OIC, Undersecretary for Finance and Administration

DepED Region IV-A  
ICT Unit  
**RECEIVED**  
7107  
Date: 10 30 15 By: JHP

**SUBJECT :** Conduct of Orientation for the School Heads/Principals on the Operation and Maintenance Procedures for the Completed School Building Projects under PSIP-1.

**DATE :** October 12, 2015

The Physical Facilities and Schools Engineering Division (PFSED) will conduct an Orientation for the School Heads/Principals of PSIP-1 recipient schools in Region IVA on the Operation and Maintenance Procedures for the Completed School Buildings under the Public Private Partnership School Infrastructure Projects (PSIP) Phase 1 as shown in the hereunder clusters, date and venue:

| Cluster   | Division   | Schedule (Yr. 2015) | Venue   |
|-----------|--|---------------------|---|
| Cluster 1 | Batangas, Batangas City, Tanauan City  | November 9 (PM)     | Development Academy of the Philippines (DAP), Tagaytay City |
| Cluster 2 | Cavite   | November 10 (AM)    |   |
| Cluster 3 | Laguna   | November 10 (PM)    |   |
| Cluster 4 | Lipa City, Cavite City, Dasmariñas, Sta. Rosa, Calamba, San Pablo, Antipolo, Rizal | November 11 (AM)    |   |
| Cluster 5 | Quezon 1 <sup>st</sup> and 2 <sup>nd</sup> District                                | November 11 (PM)    |   |
| Cluster 6 | Quezon 3 <sup>rd</sup> District  | November 12 (AM)    |   |
| Cluster 7 | Quezon 4 <sup>th</sup> District and Lucena City                                    | November 12 (PM)    |   |

## NO. OF PARTICIPANTS: (Region IVA)

Annex A

| Cluster   | Division            | No. Of Site/Principal | Total No. Of Site/Principal | PFSSED (7) Proponent (7) | GRAND TOTAL |
|-----------|---------------------|-----------------------|-----------------------------|--------------------------|-------------|
| Cluster 1 | Batangas            | 109                   | 142                         | 14                       | 156         |
|           | Batangas City       | 27                    |                             |                          |             |
| Cluster 2 | Tanauan City        | 6                     | 157                         | 14                       | 171         |
|           | Cavite              | 157                   |                             |                          |             |
| Cluster 3 | Laguna              | 146                   | 146                         | 14                       | 160         |
|           | Lipa City           | 11                    |                             |                          |             |
| Cluster 4 | Cavite City         | 3                     | 151                         | 14                       | 165         |
|           | Dasmariñas          | 8                     |                             |                          |             |
|           | Sta. Rosa           | 6                     |                             |                          |             |
|           | Calamba             | 20                    |                             |                          |             |
|           | San Pablo           | 23                    |                             |                          |             |
|           | Antipolo            | 20                    |                             |                          |             |
|           | Rizal               | 60                    |                             |                          |             |
| Cluster 5 | Quezon 1st District | 67                    | 127                         | 14                       | 141         |
|           | Quezon 2nd District | 60                    |                             |                          |             |
| Cluster 6 | Quezon 3rd District | 115                   | 115                         | 14                       | 129         |
| Cluster 7 | Quezon 4th District | 84                    | 100                         | 14                       | 114         |
|           | Lucena City         | 16                    |                             |                          |             |

## PROGRAM OF ACTIVITIES:

| Region | Session   | Time            | Activity     | Meals             |  |
|--------|-----------|-----------------|--------------|-------------------|--|
| IVA    | Morning   | 6:00AM-7:00AM   |              | Breakfast         |  |
|        |           | 7:00AM-8:00AM   | Registration | AM snacks         |  |
|        |           | 8:00AM-12:00NN  | Orientation  | Lunch             |  |
|        |           | 12:00NN         | Check-out    |                   |  |
|        | Afternoon | 11:00AM-12:00NN | Registration |                   |  |
|        |           | 12:00NN-1:00PM  |              | Lunch             |  |
|        |           | 1:00PM-5:00PM   | Orientation  | PM snacks         |  |
|        |           | 5:00PM          | Check-out    | Dinner (take-out) |  |
|        |           |                 |              |                   |  |
|        |           |                 |              |                   |  |

This Orientation aims to enlighten the school heads the proper procedures on maintaining the PSIP-1 buildings to ensure that the quality of the buildings are retained under the 10-year contract lease period of the Department with the respective proponent (Citicore Megawide Consortium).

Target participants of the Orientation are the Principals/School Heads, PFSED Staff and representatives of the proponent.

Travelling expenses of the PFSED Staff shall be charged against OSEC Funds while the Principals/School Heads shall charge their travel expenses against Local Funds.

Expenses for the venue, food and room accommodations of the participants shall be charged against OSEC Fund, subject to the usual accounting and auditing rules and regulations. Annex A shows the expected number of participants and the program of activities.

For dissemination and compliance