

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

10 July 2023

**Regional Memorandum**  
No. 395 s. 2023

**SUBMISSION OF REPORT ON THE COMPREHENSIVE  
SCHOOLS FACILITIES DEVELOPMENT PLAN AND  
OTHER DOCUMENTARY REQUIREMENTS FOR  
THE FINAL LIST OF CY 2024 PROPOSED  
SCHOOL BUILDING PROGRAMS**

To: **Schools Division Superintendents**

1. Pursuant to the DepEd Unnumbered Memorandum<sup>1</sup> dated June 2, 2023, and as agreed during the conduct of Convergence of DepEd Engineers last June 27-28, 2023, this Office requests the submission of updated reports on the Comprehensive Schools Facilities Development Plan (CSFDP) and other documentary requirements for the final list of CY 2024 Proposed School Building Programs.
2. The Division Engineers/DepEd Project Engineers are advised to facilitate the related activities identified in the School Building Program Calendar. In addition, all Division Engineers are requested to submit their activities and expected outputs in alignment with the DepEd MATATAG Agenda to be accomplished in the prescribed format in Enclosure 2.
3. The Schools Division Superintendents are requested to ensure that the support mechanisms are available for the engineers including the provision of the dedicated pick-up vehicles for engineers or any available service vehicles.
4. The documentary requirements as stated in Enclosure 1 are expected to be accomplished on or before July 24, 2023, and upload the electronic copies (PDF format) to the Google Drive link to be provided. Hard copies are requested to be submitted to the Regional Office on the same day as the submission of electronic copies.

<sup>1</sup> School Building Program Calendar






**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



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5. For more information or queries, please contact Chief Michael Girard R. Alba or Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 – 2114 local 430.
6. Immediate dissemination and compliance of this Memorandum are highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

03/ROE6



Enclosure No. 1 to Regional Memorandum No. \_\_\_\_s, 2023

<b>Program</b>	<b>List of Schools</b>	<b>Scope of Work</b>	<b>Program of Works (POW)/ Detailed Unit Price Analysis (DUPA)</b>
1. New Construction	✓	✓	
2. Repair and Rehabilitation	✓	✓	
3. Acquisition of school desks, furniture, and fixtures	✓	✓	
4. Electrification of Unenergized Schools and Modernization of Electrical Systems of On-Grid Schools	✓	✓	✓
5. Priority School Health Facilities	✓	✓	✓
6. Last Mile Schools Program	✓	✓	✓
7. Conservation and Restoration of Gabaldon and other Heritage School Buildings	✓	✓	✓

Legend:

✓ - For Submission



Enclosure No. 2 to Regional Memorandum No. \_\_\_\_s, 2023

ACTIVITY	OBJECTIVE	PERFORMANCE INDICATORS/ MATRICES	TARGETS/ EXPECTED OUTCOMES

**Prepared by:**

\_\_\_\_\_  
Division Engineer III

**Reviewed by:**

\_\_\_\_\_  
Chief, SGOD

**Approved by:**

\_\_\_\_\_  
Schools Division Superintendent