

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


10 July 2023

Regional Memorandum
No. 396 s. 2023

**SUBMISSION OF STATUS REPORT OF SCHOOL
BUILDING PROGRAMS AND OTHER
EDUCATIONAL FACILITIES PROJECTS**

To: **Schools Division Superintendents**

1. In reference to the DepEd Unnumbered Memorandum¹ dated April 24, 2023, this Office reiterates the timely updating and submission of the status report of school building programs and other educational facilities projects.
2. The Division Engineers are requested to accomplish the status report with complete details through the Google Drive link every 20th of the month. The templates are available at <https://bit.ly/RIV-AProjectStatusReport>. Hard copies are requested to be submitted to the Regional Office on or before the 25th of the month in the prescribed format.
3. The Bids and Awards Committee of the Schools Division Offices is requested to provide the necessary procurement details as included in the report to the Division Engineers.
4. For educational facilities projects implemented by other agencies and private sectors, the Division Engineers are advised to submit the project brief form provided in Enclosure 1s.
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

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¹ Submission of Status Report under Basic Education Facilities Fund (BEFF), Last Mile Schools Program, Restoration of Gabaldon Buildings and Quick Response Fund



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Certificate No. PHP QMS
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Enclosure No. 1 to Regional Memorandum No. ____s, 2023

Project Brief Form

Project Title	Description and Location	a) Project Cost (Php) b) Funding Source	Implementation Period	Status as of _____ a) Physical Accomplishment b) Slippage	a) Issues b) Action Taken/ Being Taken
Additional Information 					

Prepared by:

Division Engineer III

Reviewed by:

Chief, SGOD

Approved by:

Schools Division Superintendent