

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



29 November 2024

**Regional Memorandum**  
No.877 s.2024

**SUBMISSION OF MASTERPLAN AND MASTER LIST  
FOR THE SCHOOLS CONSTRUCTION AND REPAIRS**

To: **Schools Division Superintendents**

1. In reference to the DepEd Memorandum DM-OUHROD-2024-2276<sup>1</sup>, the Office of the Undersecretary for Human Resource and Organizational Development, through the Education Facilities Division, conducted the coordination meeting for the formulation of classroom masterplan and master list for the school construction and repairs on November 24-26, 2024 at Crown Regency Hotel, Guadalupe, Cebu City.
2. Relative to this, the Schools Division Offices submitted the initial masterplan and master list on November 25, 2024, during the workshop of the aforementioned activity.
3. The validated and vetted masterplan and master list shall be prepared by the Division Engineers or the deployed DepEd Project Engineers and to be approved by the Schools Division Superintendents.
4. The approved masterplan and master list shall be endorsed to the Regional Office on or before December 4, 2024. Scanned files of the approved copy and electronic copies in MS Excel format shall be uploaded to the SDO designated folder through this link <https://bit.ly/DepEd-RIV-A-Masterplan-and-Masterlist>.
5. All Division Engineers or deployed DepEd Project Engineers are advised to furnish the Department of Public Works and Highways – District Engineering Offices with a copy of the approved masterplan and master list.
6. For more information or queries, please contact Chief Eduarda M. Zapanta or Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 – 2114 local 430.

<sup>1</sup> Conduct of Coordination Meeting for the Formulation of Classroom Masterplan and Masterlist for the Schools Construction and Repairs

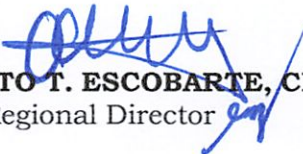


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7. Immediate dissemination and compliance of this Memorandum are highly desired.

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

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