

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

02 April 2025

Regional Memorandum
No. 251 s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 115, S. 2025

To: **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 115 s. 2025¹, this Office, through the Education Support Services Division, will conduct the on-site monitoring and inspection of various recipient schools of the School Building Program, Last Mile School Program, and other educational facilities projects.
2. Attached hereto is the monitoring tool for the conduct of inspection.
3. Other provisions in the previous memorandum are still in effect.
4. 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.
5. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

03/ROE6

¹ CY 2025 Monitoring and Evaluation of Programs under Basic Education Facilities Fund and Other Educational Facilities Projects



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Certificate No. PHP QMS
22 93 0085



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

**MONITORING TOOL FOR THE EVALUATION
 AND INSPECTION OF PROGRAMS UNDER BASIC EDUCATION
 FACILITIES FUND AND OTHER EDUCATIONAL FACILITIES
 PROJECTS (LAST MILE SCHOOL PROGRAM
 AND RESTORATION OF GABALDON)**

DIVISION:	DATE OF INSPECTION:		
SCHOOL NAME:	PROGRAM/PROJECT NAME:		
SCHOOL ID:			
SCHOOL ADDRESS:			
Design Standards <i>(Reference: DepEd Order No. 6, s.2021)</i>	Complying	Non-complying	Remarks*
1. ARCHITECTURAL			
a. Classroom Size			
b. Windows			
c. Doors			
d. Floor			
e. Ceiling			
f. Roofing			
g. Partitions			
h. Corridors			
i. Stairways			
j. Fire Protection			
k. Chalkboard			
l. Painting			
m. Roof Markings			
n. Wall Markings			
o. Ventilation			
p. Illumination			
q. Others (specify)			
2. STRUCTURAL			
a. Foundation			
b. Beam			
c. Column			
d. Slab			
e. Truss			
f. Others (specify)			
3. ELECTRICAL			
a. Lighting and Fixtures			
b. Wires			
c. Service Entrance			
d. Panel Board			
e. Circuit Breaker			
f. Other (specify)			



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Design Standards (Reference: DepEd Order No. 6, s.2021)	Complying	Non-complying	Remarks*
4. PLUMBING			
a. Toilet and Sanitary Facilities			
b. Waste and Vent Line Piping System			
c. Waterline Piping System			
d. Plumbing Fixtures			
e. Drainage System			
f. Septic Vault			
g. Other (specify)			
5. MECHANICAL			
a. Air-Conditioning Unit			
b. Others (specify)			

*NOTES: Remarks may include the following:

- Status during the time of inspection (e.i, completed, ongoing, not yet started);
- Causes of delay (e.i., unavailability of materials)
- For rectification/removal/replacement
- Others (specify)

General Findings, Issues and Concerns:

Recommendations:

Regional Office Monitoring Officials:

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Schools Division Office Representatives:

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name



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

**MONITORING TOOL FOR THE EVALUATION AND
INSPECTION OF PROGRAMS UNDER BASIC EDUCATION
FACILITIES FUND (ELECTRIFICATION)**

DIVISION:	DATE OF INSPECTION:		
SCHOOL NAME:	PROGRAM/PROJECT NAME:		
SCHOOL ID:			
SCHOOL ADDRESS:			
Design Standards	Complying	Non-complying	Remarks*
1. ELECTRIFICATION			
a. Primary Lines Extension/ Conversion			
b. Metering System			
c. Distribution Poles			
d. Distribution Transformer			
e. Panel boards			
f. Wires and Cables			
g. Electrical Conduit and Fittings			
h. Others (specify)			

*NOTES: Remarks may include the following:

- a. Status during the time of inspection (e.i, completed, ongoing, not yet started);
- b. Causes of delay (e.i., unavailability of materials)
- c. For rectification/removal/replacement
- d. Others (specify)

General Findings, Issues and Concerns:

Recommendations:

Regional Office Monitoring Officials:

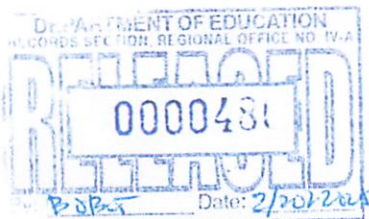
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Schools Division Office Representatives:

Signature Over Printed Name

Signature Over Printed Name



ESSD-RM-2025-115

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

17 February 2025

Regional Memorandum
No.115 s.2025

**CY 2025 MONITORING AND EVALUATION OF PROGRAMS
UNDER BASIC EDUCATION FACILITIES FUND
AND OTHER EDUCATIONAL FACILITIES
PROJECTS**

To: **Schools Division Superintendents**

1. In reference to DepEd Order No.18 s.2023¹, this Office, through the Education Support Services Division (ESSD), will conduct monitoring and evaluation of programs under the Basic Education Facilities Fund (BEFF) and other educational facilities projects.
2. The activity aims to ensure that the programs and projects are implemented in compliance with the laws, rules, regulations, and other relevant issuances of the department.
3. The Regional Office (RO) monitoring officials are the ESSD Chief, Regional Engineer, and DepEd Project Engineers and Architect under Contract of Service.
4. The Schools Division Offices (SDO) through the School Governance and Operations Division shall assist the RO monitoring officials during the time of inspection.
5. Relative to this, a quarterly coordination meeting will be conducted to address updates and concerns regarding the implementation of programs and projects. A virtual coordination meeting with the concerned SDO shall be facilitated by the Regional Office, if necessary.
6. Enclosure 1 provides the target schedule, venue, and expected participants relative to the conduct of activities.
7. Travel and other related expenses of the RO Monitoring Officials relative to the conduct of this activity will be charged against the regional funds, while that of the SDO will be charged against their local funds, subject to the usual accounting and auditing rules and regulations.

¹ Revised Multi-Year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Funds (BEFF)



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Date/Time*	Venue/ SDO to be visited	Activity/ Modality	Participants
September 2025 onwards	Select SDOs	On-site monitoring and inspection of various recipient schools of the School Building Program, Last Mile School Program, and other educational facilities projects	RO and SDO Monitoring Officials
December 10, 2025	Venue to be announced on a separate issuance.	4th Quarter Regional Coordination Meeting (RCM) of Engineers and Architects	Central Office (CO), RO, and SDO Concerned Personnel

**The actual schedule may vary if there will be equally important activity to be conducted by the Central and Regional Office on the said target dates.*

Enclosure No. 1 to Regional Memorandum No. ____s, 2025

SCHEDULE OF ACTIVITIES

Date/Time*	Venue/ SDO to be visited	Activity/ Modality	Participants
March 12, 2025	Bulwagan ng Karangalan, DepEd Region IV-A CALABARZON	1st Quarter Regional Coordination Meeting (RCM) of Engineers and Architects	Central Office (CO), RO, and SDO Concerned Personnel
March 13-14, 2025	Tayabas City	On-site monitoring and inspection of various recipient schools of the School Building Program, Last Mile School Program, and other educational facilities projects	RO and SDO Monitoring Officials
	Lucena City		
April 2-4, 2025	Quezon Province		
April 8, 10 and 11, 2025	Rizal Province		
	Antipolo City		
April 22-25, 2025	Batangas Province		
	Batangas City		
	Lipa City		
April 29-30, 2025	Tanauan City		
	Sto.Tomas City		
June 4, 2025	Venue to be announced on a separate issuance.	2nd Quarter RCM of Engineers and Architects	CO, RO, and SDO Concerned Personnel
June 23-25, 2025	Venue to be announced on a separate issuance.	Midyear Conference of DepEd and DPWH Engineers and Architects	CO, RO, and SDO Concerned Personnel DPWH RO Representative
August 12-15, 2025	Laguna Province	On-site monitoring and inspection of various recipient schools of the School Building Program, Last Mile School Program, and other educational facilities projects	RO and SDO Monitoring Officials
	San Pablo City		
	Calamba City		
August 26-29, 2025	Cabuyao City		
	San Pedro City		
	Biñan City		
	Sta.Rosa City		
July 2-4, 2025	Cavite Province		
	Dasmariñas City		
July 22-25, 2025	Cavite City		
	General Trias City		
	Bacoor City		
	Imus City		
September 9, 2025	Venue to be announced on a separate issuance.	3rd Quarter RCM of Engineers and Architects	CO, RO, and SDO Concerned Personnel

8. 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.
9. Immediate dissemination and compliance with this Memorandum are highly desired.


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 Regional Director 

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