

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




14 May 2025



Regional Memorandum
No.367 s.2025

**2ND QUARTER REGIONAL COORDINATION MEETING
OF ENGINEERS AND ARCHITECTS**

To: **Schools Division Superintendents**

1. In reference to the Regional Memorandum No. 115, s. 2025¹, this Office, through the Education Support Services Division, will conduct the 2nd Regional Coordination Meeting (RCM) of Engineers and Architects at Bulwagang Arcillas, Schools Division Office of Sta. Rosa City on June 4, 2025.
2. The activity aims to provide updates on the status of programs and projects under the Basic Education Facilities Fund and discuss the concerns regarding its implementation.
3. Participants in this activity include Division Engineers and DepEd Project Engineers (DPE).
4. The participants shall prepare the status report of the School Building Program and other educational facilities projects. The PowerPoint presentation shall be uploaded on or before May 30, 2025, through this Google Drive link https://bit.ly/DepEdRIV-A_RCM2025-Q2.
5. Enclosure 1 provides the indicative program of activities and a copy of the Minutes of Meeting of the 1st Quarter RCM last March 12, 2025.
6. Food and travel expenses shall be charged against their local funds, subject to the usual accounting and auditing rules and regulations.
7. 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.
8. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

03/ROES

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



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Enclosure No. 1 to Regional Memorandum No. ____s, 2025

Indicative Program of Activities

Date and Time	Activity	Persons Involved
8:00 a.m. – 9:00 a.m.	Registration	Secretariat
9:00 a.m. – 9:15 a.m.	Preliminaries and Introduction of Participants	Technical Working Group (TWG)
9:15 a.m. – 9:20 a.m.	Statement of Purpose/ Welcome Remarks/ Call to Order	Eduarda M. Zapanta Chief Education Supervisor
9:20 a.m. – 9:30 a.m.	Presentation of Agenda	Jamaica Rose G. Rolloque-Oreña Engineer III
9:30 a.m. – 9:45 a.m.	Inspirational Message	Atty. Alberto T. Escobarte, CESO II Regional Director Loida N. Nidea Assistant Regional Director
9:45 a.m. – 12:00 p.m.	Presentation of the accomplishments of the School Building Program and its various components (12 Schools Division Offices to be identified before the start meeting)	Division Engineers/ DepEd Project Engineers
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:00 p.m.	Presentation of updates on the various guidelines/ issuances relative to Educational Facilities	Engr. Nehru Rainier Sarmiento Area Manager – Region IV-A
3:00 p.m. – 4:00 p.m.	Open Forum/ Regional Office Updates/ Synthesis	Engr. Rolloque-Oreña
4:00 p.m. – 4:15 p.m.	Closing Remarks	Chief E.M. Zapanta



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

1ST QUARTER REGIONAL COORDINATION MEETING OF ENGINEERS AND ARCHITECTS

Bulwagan ng Karangalan, DepEd Region IV-A CALABARZON
Gate 2 Karangalan Village, Brgy. San Isidro, Cainta, Rizal
March 12, 2025

A. ATTENDANCE

	NAME	POSITION	OFFICE / DIVISION
1.	Nehru Rainier P. Sarmiento	Engineer III	Central Office – Education Facilities Division
2.	Sherwin L. Bagagunio	Project Development Officer I	Central Office – Education Facilities Division
3.	Jamaica Rose G. Rolloque-Oreña	Engineer III	Regional Office
4.	James Mattwill E. Abalos	Technical Assistant IV	Regional Office
5.	Edilberto A. Damiles Jr.	Technical Assistant III	Regional Office
6.	Anjo H. Raqueño	Technical Assistant III	Regional Office
7.	Madiel D. Verzola	Engineer III	SDO Antipolo City
8.	Jomar E. Pamittan	Technical Assistant III	SDO Bacoar City
9.	Eduardo M. Ulit	Engineer III	SDO Batangas City
10.	John Albert L. Tiquis	Engineer III	SDO Batangas Province
11.	Jesriel Anne A. Macaraig	Technical Assistant III	SDO Batangas Province
12.	Precious Joy A. Coronado	Engineer III	SDO Biñan City
13.	Sarah B. Castillo-Lagrada	Engineer III	SDO Cabuyao City
14.	Allan Jade V. Reyes	Engineer III	SDO Calamba City
15.	Michael Angelo T. Tayo	Technical Assistant IV	SDO Cavite City



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16.	Deo V. Fernandez	Technical Assistant III	SDO Cavite Province
17.	Joel A. Mina	Engineer III	SDO Cavite Province
18.	Debbie D. Ocampo	Technical Assistant IV	SDO Cavite Province
19.	Aiza M. Bulaon	Engineer III	SDO Dasmariñas City
20.	Abhram P. Colocado	Engineer III	SDO Gen. Trias City
21.	Jay Darious M. Montealegre	Technical Assistant III	SDO Imus City
22.	Ronaldo A. Reodica	Engineer III	SDO Laguna Province
23.	Catherine Jones G. Cantalejo	Technical Assistant III	SDO Laguna Province
24.	Yomer S. Bermejo	Technical Assistant III	SDO Laguna Province
25.	Jeffrey M. Santos	Engineer III	SDO Lipa City
26.	Wilfredo P. Subaan	Technical Assistant IV	SDO Lipa City
27.	Romeo B. Aguilera	Technical Assistant III	SDO Lipa City
28.	Sharmaine G. Cortas	Technical Assistant III	SDO Quezon Province
29.	Daniel I. Hutamares Jr.	Technical Assistant IV	SDO Quezon Province
30.	Gian Carlo O. Pardilla	Technical Assistant IV	SDO Quezon Province
31.	Ritchie A. Lagunda	Engineer III	SDO Rizal Province
32.	Sherly S. Tribiana	Technical Assistant IV	SDO Rizal Province
33.	Alfe Y. Jacobe	Engineer III	SDO San Pablo City
34.	Sherwin P. Santos	Engineer III	SDO San Pedro City
35.	Leandro Paul H. Zamora	Engineer III	SDO Sto. Tomas City
36.	John Rey D. Garcia	Engineer III	SDO Tanauan City
----- Nothing Follows -----			

B. MINUTES

I. Introduction

In reference to the Regional Memorandum No. 146, s. 2025¹, DepEd Region IV-A CALABARZON, through the Education Support Services Division conducted the 1st Regional Coordination Meeting (RCM) of Engineers and Architects at Bulwagan ng Karangalan, DepEd Region IV-A CALABARZON on March 12, 2025.

II. Meeting proper

The activity started at exactly 8:00 am with the registration. The meeting was formally started with an opening prayer and all the participants were acknowledged.

The Division Engineers and DepEd Project Engineers/Architects presented the status report and other concerns of the School Building Program and other educational facilities projects. The PowerPoint presentation of all the SDOs, Regional Office and Central Office is available through this Google Drive link https://bit.ly/DepEdRIV-A_RCM2025-Q1.

Issues and Concerns	Discussion	Agreement/ Ways Forward
Status of projects under procurement (i.e. Health Facilities) within SDO Cavite Province	Engr. Fernandez replied that the CY 2024 Basic Education Facilities Fund (BEFF) Projects under SDO Cavite Province are all ongoing.	The status shall be updated on the online monitoring sheet on or before March 15, 2025.
Status of DepEd-DPWH Joint Validation Form in Cavite 2nd District	Engr. Fernandez replied that the said document has been signed and forwarded to the respective DPWH District Engineering Offices (DEO).	For information.
Monitoring of the status of BEFF projects	Engr. Sarmiento reiterated the timely updating of the status of BEFF projects to the Division Engineers and DepEd Project Engineers/Architects, especially the BEFF projects tagged as under procurement and not yet started.	For information.

¹ 1st Quarter Regional Coordination Meeting of Engineers and Architects

Issues and Concerns	Discussion	Agreement/ Ways Forward
Late approval/ response to request and other documents submitted to EFD Central Office	Engr. Sarmiento discussed the process flow of documents in Central office.	For information.
Joint Validation of the Phase 2/ Completion of Multi-Storey Buildings	Engr. Sarmiento informed the SDOs that they may opt to jointly validate Phase 2 of the Multi-storey buildings together with their counterparts on DPWH DEO but he reiterated that the DepEd currently has no fund for the completion of the Multi-Storey Buildings. Engr. Sarmiento also added that for CY 2026 there will be a separate proposal for the unfunded Completion of Multi-Storey Buildings.	For information.
CORODO related projects	The CORODO will also be implemented by the DPWH in accordance with the latest issuances. For the initial listing, the Education Facilities Division (EFD) forwarded the previously unfunded CORODO projects to DPWH for joint validation with DepEd.	For information.
Barangay Health Station in Imus City and Quezon Province	This concern was forwarded by EFD to the Legal Office of DepEd Central for their review and appropriate action.	This concern will be added to the agenda of the meeting with the Directors.
Request for additional funding from Quick Response Fund (QRF)	The 2024 QRF of DepEd CO was already depleted due to the previous calamities.	The EFD will review the request and policies for possible inclusion of the unfunded QRFs in the next proposal for regular Repair of School Buildings.
DPWH implemented projects	Engr. Sarmiento said that the DPWH will implement most of the BEFF projects, QRF, Gabaldon Restoration and CORODO except the School Furniture which is to be	For information.

Issues and Concerns	Discussion	Agreement/ Ways Forward
	implemented by the DepEd Central Office and Electrification which has an ongoing coordination between the National Electrification Administration (NEA) and DepEd.	
National Electrification Administration (NEA) and the Electrification and Upgrading of Schools	The National Electrification Administration (NEA) will implement the Electrification.	For information.
Memorandum of Agreement (MOA) and Implementing Rules and Regulations (IRR)	Engr. Sarmiento said that aside from the usual MOA with the partner implementing agencies, there will be an IRR between the DepEd and the partner implementing agencies.	For information.
Ongoing review and/or revision of guidelines and MOA	The following have ongoing review and revisions: Physical Facilities Handbook; Memorandum of Agreement (MOA) with DPWH on the implementation of the BEFF and other programs (incl. QRF); DepEd Minimum Performance Specifications and Standards (MPSS).	For information.
Infrastructure for Safer and Resilient Schools (ISRS)	<p>The ISRS is divided into two components. Component 1 which will be implemented by the DepEd which covers the repair and rehabilitation of selected school facilities for Relatively Simple Works; Pilot reconstruction; Purchase of furniture; Strengthening procedures and tools for Operations and Maintenance O&M of recovered school facilities and;</p> <p>Component 2 which will be implemented by the DPWH. It will finance investments for repair, rehabilitation, retrofitting, and reconstruction of selected school facilities for Relatively Complex Works</p>	For information.

Issues and Concerns	Discussion	Agreement/ Ways Forward
	DPWH firm to conduct validation of the 1,282 schools jointly with DepEd Division Engineers in last quarter of 2025.	
New Director for Education Facilities Division	The New Director who will supervise the Education Facilities Division is Engr. Michael Oliver M. De Guzman Director III	For information.
The Kobotoolbox App	Kobotoolbox App will be used in the monitoring of the ISRS. Hybrid training setup for the use of the Kobotoolbox app will be on March 20-21, 2025.	For information.
Private-Public Partnership on Construction of School Buildings	There will be a meeting regarding the implementation of PPP with 15,000 target classrooms for the 1st batch nationwide which will composed mainly of Multi-Storey Buildings to be built in accessible areas.	For information.
Reports on the education facilities funded through the Special Education Fund (SEF)	Education Facilities funded through the Special Education Fund (SEF) shall be reported to the Central Office and may adopt the current template of the regular education facilities monitoring form.	For information and compliance.
Urgent reports asked by Central Office	The top Management are frequently asking for details of some queries related to Education Facilities.	All are advised to always diligently check the details and be ready for urgent reports.
Preparation of the Conservation Management Plan (CMP)	Engr. Bulaon raised the concern for the preparation of the CMP as some parts of the CMP require the expertise of historians. Engr. Sarmiento advised the Division Engineers to be more resourceful and seek help from the concerned schools. There will be a meeting between EFD, NHCP and NCAA regarding the Restoration of the Gabaldon Heritage School Buildings.	For information.

Issues and Concerns	Discussion	Agreement/ Ways Forward
National Electrification Administration (NEA) and the Electrification and Upgrading of Schools	Engr. Fernandez raised the concern that most of the Electricity is supplied by the private sector. Engr. Sarmiento replied that this was one of the concerns on the crafting of the MOA with NEA.	For information.
Installation of Communication Towers within the school sites	The concern was undergoing discussion considering the issues and concerns on the area to be covered by a cell site, limited buildable space in the schools, use of school sites, etc.	For information.
Submission of Status Report of Various Program Components of Basic Education Facilities Funds and Other Educational Facilities Projects	Engr. Rolloque reminded the Division Engineers of the submission of monthly status reports every 15th of the month and the completion of the necessary data in the templates. Link: https://bit.ly/DepEdRIV-A_StatusReport	For strict compliance of SDOs
Submission of the Latest Canvass of Construction Materials to be used in the Preparation of Program of Works (POW) for the Various Basic Education Facilities Fund (BEFF) Projects (Regional Memorandum No. 121, s.2025)	Engr. Rolloque reiterated the submission of canvass of construction materials to the Central Office as some SDOs still have not yet submitted their latest canvass in their respective area. Link: https://bit.ly/MaterialCanvass2025	For submission of concerned Division Engineers
Revision and Updates on the Submitted Conservation Management Plan (CMP) and Restoration Plan for the Conservation and	The concerned SDOs shall submit the CMP on or before March 15, 2025, through the email address of Central Office, ousif.efd@deped.gov.ph and furnish the Regional Office with the submission through essd.calabarzon@deped.gov.ph .	For compliance of concerned SDOs: Cavite Province, Cavite City,

Issues and Concerns	Discussion	Agreement/ Ways Forward
Restoration of Gabaldon and Other Heritage Buildings (Unnumbered Regional Memorandum dated March 4, 2025)		General Trias City, Laguna Province, Quezon Province, San Pablo City, Sto. Tomas City and Tanauan City
CY 2025 Monitoring and Evaluation of Programs under Basic Education Facilities Fund and Other Educational Facilities Projects (Regional Memorandum No. 115, s:2025)	<p>Engr. Rolloque informed all the SDOs on the 2025 monitoring schedule of Education Facilities</p> <p>March 13 - SDO Tayabas City <i>(to be Rescheduled)</i></p> <p>March 14 - SDO Lucena City <i>(to be Rescheduled)</i></p> <p>April 2-4 - SDO Quezon Province</p> <p>April 8&10 - SDO Rizal Province</p> <p>April 11 - SDO Antipolo City</p> <p>April 22&23 - SDO Batangas Province</p> <p>April 24 - SDO Batangas City</p> <p>April 25 - SDO Lipa City</p> <p>April 29 - SDO Tanauan City</p> <p>April 30 - SDO Sto. Tomas City</p> <p>July 2&3 - SDO Cavite Province</p> <p>July 4 - SDO Dasmariñas City</p> <p>July 22 - SDO Cavite City</p> <p>July 23 - SDO General Trias City</p> <p>July 24 - SDO Bacoor City</p> <p>July 25 - SDO Imus City</p> <p>August 12&13 - SDO Laguna Province</p> <p>August 14 - SDO San Pablo City</p> <p>August 15 - SDO Calamba City</p>	For information.

Issues and Concerns	Discussion	Agreement/ Ways Forward
	August 26 - SDO Cabuyao City August 27 - SDO San Pedro City August 28 - SDO Biñan City August 29 - SDO Santa Rosa City	
DepEd IV-A and NHA Coordination meeting	Engr. Rolloque reminded the concerned SDOs of the coordination meeting with NHA on March 19, 2025, at the DepEd IV-A Regional Office.	For information.
Quarterly Regional Coordination Meeting of DepEd Region IV-A Engineers	The group suggested and agreed to the face-to-face conduct of the Regional Quarterly Coordination Meeting and the host divisions are as follows: 2nd Quarter (June 4, 2025) - Sta. Rosa City 3rd Quarter (September 9, 2025) - Biñan City 4th Quarter (December 10, 2025) - Quezon Province	For information.
Midyear Conference of DepEd and DPWH Engineers and Architects	Engr. Rolloque informed all SDOs on the 2025 Mid Year Regional Coordination Meeting of DPWH IV-A and DepEd IV-A Engineers and Architects on June 23-25, 2025.	For information.
Unfunded School Furniture Program	Engr. Verzola raised the concern on the unfunded School furniture. Engr. Sarmiento replied that the 2024 School Furniture Program has ongoing preparation on the bidding documents to be procured by the Central Office	For information.
Schedule of the National School Building Inventory (NSBI) Validation	Still waiting for the schedule from the Planning Division of the Central Office. There is a proposal in the Central Office for an annual updating of NSBI.	For issuance of new guidelines from the Central Office.
Electrical Post of 230 kVA in Pedro Paterno ES, Calaca, Batangas	The SDO Batangas requested technical assistance from the RO regarding the matter	The letter from SDO Batangas was still not routed to the ESSD.

Issues and Concerns	Discussion	Agreement/ Ways Forward
School Site Titling	<p>Engr. Fernandez asked for the ownership of the process for School Site titling in SDO</p> <p>Engr. Sarmiento replied that in the actual scenario, the technical concerns were addressed by the Educational Facilities while the cases were attended by the Legal Office.</p>	For information.
Use of old Design of 2-storey 4CL School Building due to limited buildable space at the School	<p>Engr. Ulit raised a query if the use old plan of a 2-storey 4CL School Building could be requested for approval due to limited buildable space at the school.</p> <p>Engr. Sarmiento replied that most likely the request would be disapproved due to the guidelines of the latest Fire Code of the Philippines.</p>	For information.
Completion of the abandoned school building in Calawis HS	<p>Engr. Verzola raised the concern on abandoned School Building in Calawis HS</p> <p>Engr. Sarmiento replied that it will be included in the separate proposal for the unfunded Completion of Multi-Storey buildings for CY 2026.</p>	For information.
Establishment of new elementary and secondary schools	<p>Engr. Lagunda raised the concern with the newly released feasibility study of SDO Rizal province for the establishment of Elementary and Secondary Schools. Engr. Lagunda asked if the they can start the joint validation with DPWH or solely of DepEd (before the joint validation with DPWH) for the construction of the school building and other scopes like soil testing.</p> <p>Engr. Sarmiento replied that they can simultaneously do the joint validation with the DPWH including the other scope to be proposed in the next listing of Construction of School Buildings.</p>	For information.

Issues and Concerns	Discussion	Agreement/ Ways Forward
Completion of Construction of School Buildings	Engr. Sarmiento instructed the SDOs to write a formal letter to the Central Office as early as possible containing all the unfunded Completion of Construction School Buildings for inclusion in the separate proposal for the Unfunded Completion of Multi-storey buildings for CY 2026.	For information.
----- Nothing follows -----		

III. Synthesis/ Ways Forward/ Closing Program.

Facilitated by the Regional Engineer of DepEd Region IV-A, Engr. Jamaica Rose G. Rolloque-Oreña and Area Manager of DepEd Region IV-A Engr. Nehru Rainier P. Sarmiento.

IV. Photo Documentation



Engr. Nehru Rainier P. Sarmiento answering the queries of the SDOs



Engr. Jamaica Rose G. Rolloque-Oreña presiding the meeting proper



DepEd Region IV-A Engineers and Architects with Area Manager

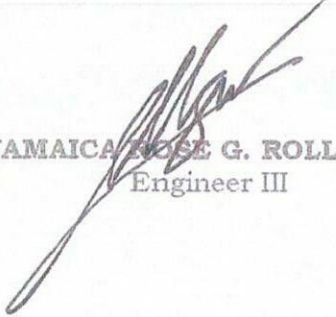


Meeting proper

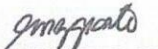
Prepared by:


ENGR. EDLEBERTO A. DAMILES JR
 Technical Assistant III (Civil Engineer)

Reviewed by:


ENGR. JAMAICA ROSE G. ROLLOQUE-OREÑA
 Engineer III

Approved:


EDUARDA M. ZAPANTA
 Chief Education Supervisor



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)

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.


ATTY. ALBERTO T. ESCOBARTE / CESO II
 Regional Director 

03/ROE6

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	educational facilities projects	
	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

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.*