

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



ESSD-RM-2025-570

29 July 2025

Regional Memorandum
No.570 s.2025

**REITERATION ON THE WEEKLY REPORT FOR ONGOING AND
INCOMING SCHOOL INFRASTRUCTURE PROJECTS**

To: **Schools Division Superintendents**

1. In reference to the Memorandum DM-OUHROD-2024-1805 dated July 8, 2025¹, this Office reiterates the submission of a weekly report for ongoing and incoming school infrastructure projects.
2. The monthly reporting cycle will be reinforced by a weekly update system to strengthen the project monitoring.
3. Relative to this, the Schools Division Offices (SDO) shall accomplish the weekly status report every Friday through the regional online link accessible to all Division Engineers and deployed DepEd Project Engineers.
4. The SDO Bids and Awards Committee (BAC) Secretariat and/or Technical Working Group shall be responsible for the completion of the details of the procurement milestones.
5. 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.
6. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

03/ROE5

¹ Weekly Report for Ongoing and Incoming School Infrastructure Projects



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



Republika ng Pilipinas
Department of Education


OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



Records-IC001-2025-338

MEMORANDUM
DM-OUHROD-2025-1805

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ENGINEERS/ARCHITECTS
DEPED EDUCATION FACILITIES DIVISION STAFF

FROM :  WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : WEEKLY REPORT FOR ONGOING AND INCOMING SCHOOL
INFRASTRUCTURE PROJECTS

DATE : July 04, 2025

I. MONTHLY REPORTING CYCLE FOR SCHOOL INFRASTRUCTURE PROJECTS

1. The current monthly reporting cycle of the Division engineers for school infrastructure projects begins with updating the monthly accomplishment reports by the 25th of every month.
2. Regional engineers then consolidate these reports into a OneDrive folder accessible to area managers and program focal persons. Area managers review the reports to ensure timeliness and accuracy.
3. Any delays in project procurement or implementation are discussed during Monthly Regional Coordination Meetings, and improvements are expected in the following month.

II. TRANSITION TO WEEKLY UPDATE SYSTEM

To strengthen project monitoring, the monthly reporting cycle will be reinforced by a weekly update system. This will enable early detection of procurement or implementation delays and supports prompt action.

1. With this, the Education Facilities Division (EFD) requires all Division Engineers (DEs), DepEd Project Engineers and Architects, and other concerned staff, through Regional Engineers (REs) and Area Managers (AMs),



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1500
Telephone Nos.: (+632) 86337206, (+632) 86319404
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code: CO-OUHROD-F002 Raw: 100
Effectivity: 03.23.23 Page: 1 of 3
DEPARTMENT OF EDUCATION
OFFICE NO. IV-A

JUL 08 2025

BY: MARY GRACE TIME: 7:20

to comply with the submission of status reports on a weekly basis in all programs.

2. All fields in the database must be completely and correctly filled up. The details not captured through the fields of the database must be reported on the **Remarks** column.
3. This includes information regarding unique or recurring issues encountered on the implementation of the project/s, actions taken to resolve the issues, and suggestions to expedite the project implementation.
4. The Division Engineers are expected to complete the weekly status report by the end of every week. Meanwhile, the Regional Engineers are expected to consolidate and ensure the completeness of submitted data.
5. REs are expected to accomplish the weekly status reports by the end of Monday of the following week. Regional Engineers shall use the links designated per region for weekly updating of all programs. See Annex A for your reference.
6. Starting July 14, 2025, all REs are expected to update the status report on all programs on a weekly basis. Week 1 and Week 2 Updates for the month of July will be reported on July 14 as well.

Should you have any concerns or clarifications in this matter, you may coordinate with the **Education Facilities Division** at telephone number 8638-7110 or at email address, efd@deped.gov.ph.

For your strict compliance.



Copy furnished:

OFFICE OF THE SECRETARY
Department of Education

Annex A. Template worksheet for all programs per region.

REGIONS	LINKS
Region I	https://tinyurl.com/Weekly-RegionI
Region II	https://tinyurl.com/Weekly-RegionII
CAR	https://tinyurl.com/Weekly-CAR
Region III	https://tinyurl.com/Weekly-RegionIII
NCR	https://tinyurl.com/Weekly-NCR
Region IV-A	https://tinyurl.com/Weekly-RegionIVA
Region IV-B	https://tinyurl.com/Weekly-RegionIVB
Region V	https://tinyurl.com/Weekly-RegionV
Region VI	https://tinyurl.com/Weekly-RegionVI
Region VII	https://tinyurl.com/Weekly-RegionVII
Region VIII	https://tinyurl.com/Weekly-RegionVIII
Region IX	https://tinyurl.com/Weekly-RegionIX
Region X	https://tinyurl.com/Weekly-RegionX
Region XI	https://tinyurl.com/Weekly-RegionXI
Region XII	https://tinyurl.com/Weekly-RegionXII
CARAGA	https://tinyurl.com/Weekly-CARAGA
BARMM	https://tinyurl.com/Weekly-BARMM



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



ESSD-RM-2025-570

29 July 2025

Regional Memorandum
No. 570 s. 2025

**REITERATION ON THE WEEKLY REPORT FOR ONGOING AND
INCOMING SCHOOL INFRASTRUCTURE PROJECTS**

To: **Schools Division Superintendents**

1. In reference to the Memorandum DM-OUHROD-2024-1805 dated July 8, 2025¹, this Office reiterates the submission of a weekly report for ongoing and incoming school infrastructure projects.
2. The monthly reporting cycle will be reinforced by a weekly update system to strengthen the project monitoring.
3. Relative to this, the Schools Division Offices (SDO) shall accomplish the weekly status report every Friday through the regional online link accessible to all Division Engineers and deployed DepEd Project Engineers.
4. The SDO Bids and Awards Committee (BAC) Secretariat and/or Technical Working Group shall be responsible for the completion of the details of the procurement milestones.
5. 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.
6. Immediate dissemination and compliance with this Memorandum are highly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

03/ROE5

¹ Weekly Report for Ongoing and Incoming School Infrastructure Projects

