

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



23 September 2025

Regional Memorandum
No. 707 s.2025

**UPDATING OF INVENTORY AND REITERATION OF
ROLES AND RESPONSIBILITIES FOR SCHOOL
INFRASTRUCTURE PROJECTS**

To: **Schools Division Superintendents**

1. In reference to the DepEd Unnumbered Memorandum dated September 12, 2025¹, this Office informs the Schools Division Offices of the updating of inventory and reiteration of roles and responsibilities for school infrastructure projects.
2. The updating of inventory shall validate the status of all school building projects, including those ongoing, suspended, abandoned, or completed but unusable.
3. Relative to this, the Schools Division Offices (SDO) shall accomplish the report every Friday through the regional online link <https://bit.ly/DepEdRIV-A>StatusReport>, which is accessible to all Division Engineers and deployed DepEd Project Engineers/Architects.
4. Attached is the aforementioned Memorandum for reference.
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 Updating of Inventory and Reiteration of Roles and Responsibilities for School Infrastructure Projects



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Republic of the Philippines
Department of Education

Office of the Assistant Secretary for Human Resource and Organizational Development

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 ALL OTHERS CONCERNED

ATTENTION : REGIONAL AND DIVISION ENGINEERS
 DEPED PROJECT ENGINEERS

FROM : **AURELIO PAULO R. BARTOLOME**
*Assistant Secretary for Human Resource and Organizational
 Development and Education Facilities Division*

SUBJECT : **UPDATING OF INVENTORY AND REITERATION OF ROLES AND
 RESPONSIBILITIES FOR SCHOOL INFRASTRUCTURE
 PROJECTS**

DATE : September 12, 2025

UPDATING OF INVENTORY

1. All Regional and Division Offices are hereby directed to update the inventory – immediately validate the status of all school building projects within your jurisdiction, including those ongoing, suspended, abandoned, or completed but unusable.
2. All Regional Engineers are expected to consolidate reports, and shall send the accomplished report at oas.hrod@deped.gov.ph.

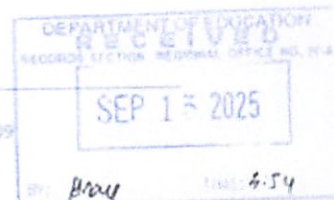
REITERATION OF ROLES AND RESPONSIBILITIES

Consistent with the 2025 DepEd-DPWH Memorandum of Agreement for School Infrastructure Projects, DepEd-DPWH Joint Memorandum Circular No. 1, s. 2024 with subject *Formulation of a Classroom Masterplan and Master list for the Schools Construction and Repairs*, and DepEd Order No. 18, s. 2023 titled *Revised Multi-Year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Funds (BEFF)*, field offices are reminded that:

- **DepEd Regional Directors and Superintendents** must ensure that only validated and prioritized projects are submitted in the masterplan and status reports.



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- **Schools Division Offices (SDOs) shall:**
 - Provide valid site ownership documents and ensure availability of buildable space;
 - Assign Division Engineers to conduct **joint validation** with DPWH District Engineering Offices (DEOs);
 - Monitor construction progress, issue non-conformance reports when defects are observed, and concur on Certificates of Completion and Acceptance.
- **DPWH District Engineers**, in coordination with DepEd Division Engineers, are responsible for detailed engineering, soil investigation, project costing, procurement, and technical implementation, ensuring only **complete and usable school buildings** are programmed and delivered.

These responsibilities are non-delegable and must be exercised diligently to avoid anomalous or incomplete projects.

Should you have any questions or concerns on the abovementioned subject, you may contact the EFD through email at efd@deped.gov.ph or landline (02) 8638-7110.

For strict compliance.