



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



27 October 2025

Regional Memorandum
No.809 s.2025

**PARTICIPATION IN THE WORKSHOP FOR IDENTIFICATION
OF SITES FOR LEASING TO BE USED BY SCHOOLS
WITH CONGESTION**

To: **Schools Division Superintendents**

1. In reference to the DepEd Joint Memorandum dated October 8, 2025¹, this Office, through Education Support Services Division (ESSD) announces the conduct of Workshop for Identification of Sites for Leasing to be Used by Schools with Congestion on November 5, 2025, at the Training Hall of Schools Division Office of Biñan City, 102 P. Burgos Street, Biñan, Laguna.
2. The activity will be conducted to produce the validated sites to be leased out for FY 2026.
3. The Department of Education – Central Office will manage the workshop together with the Student First Coalition (SFC), one of the Civil Society Organization partners of the Department in the decongestion efforts. Enclosure 1 provides the list of expected participants of the activity.
4. Travel and other incidental expenses relative to this activity shall be charged against the local fund and subject to usual accounting and auditing rules and regulations.
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

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¹ Workshop for Identification of Sites for Leasing to be Used by Schools with Congestion



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Certificate No. PHP QMS
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Enclosure No. 1 to Regional Memorandum No. ____s, 2025

List of Participants

Office	Required Participants
Division Offices	Division Engineers Division Planning Officers Administrative Officer from Property and Supply Section
Regional Office	Regional Engineer and Project Engineers and Architect under Contract of Service Regional Planning Officers Regional Technical Assistance Division personnel



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)



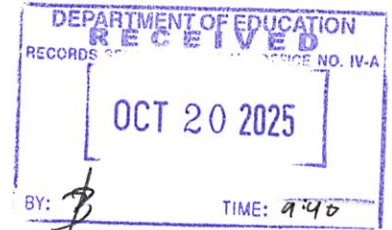
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JOINT MEMORANDUM

FOR : **ATTY. ALBERTO T. ESCOBARTE**
Regional Director of Region IV-A

RONNIE S. MALLARI
Regional Director of Region III

JOCELYN DR ANDAYA
Regional Director of NCR



FROM : **RONALD V. MENDOZA, Ph.D.**
Undersecretary for Strategic Management

WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development

SUBJECT : **WORKSHOP FOR IDENTIFICATION OF SITES FOR LEASING TO BE USED BY SCHOOLS WITH CONGESTION**

DATE : 8 October 2025

The Department of Education is implementing various reforms to resolve the perennial issue of classroom shortage, which is now 165,000. Conventional classroom construction alone is not enough to address the issue as soon as possible given that the learning environment has impact to learning outcomes.

Currently, Leasing of Real Properties is already on the pipeline for classroom purposes to serve as another strategy to decongest schools. This initiative started with idea of leasing existing vacant sites, especially, in highly urbanized areas where there are no available buildable space.

To implement effectively, the department is targeting the intended beneficiaries to come from schools with congestion, without buildable space, not within 5 km radius from GASTPE-participating private schools, and those that have been identified to conduct demolition of condemned structures to give way to the construction of new classrooms. As such, it is necessary that the Department of Education validate the feasibility of



leasing pre-identified properties, identify other potential leasable properties, and other alternative options to decongestion.

I. PROCEDURES

In order to produce the validated sites to be leased out for FY 2026, a workshop with the targeted regions will be conducted. The following regions to be prioritized are regions III, NCR, and IV-A which have the highest classroom shortage among the regions.

Specifically, the objectives of the workshop are the following:

1. To understand the decongestion efforts of the Department;
2. To learn how to use the congestion analysis tool and map, as basis to determine context-specific decongestion strategies, like leasing
3. To identify schools where leasing is the most appropriate decongestion solution;
4. To form a Lease Initiative Working Team;
5. To field-validate leasing, and visit actual school sites, and potential properties for leasing; and
6. To identify potential properties for leasing based on field validation work;

Building upon decentralization, the development of the site list to be leased and beneficiary schools shall be led by the respective Regional and Schools Division Offices. The list produced shall be vetted and compiled by the Department of Education, in partnership with the Student First Coalition for appropriate allocation based on the available funds.

The following schedules for the workshop with the regions are as follows including the required participants:

Region	Date	Required Participants
III	October 23, 2025	Regional Engineers Regional Planning Officers
NCR	October 27, 2025	Regional Field Technical Assistance Division personnel All Schools Division Engineers
IV-A	October 28, 2025	Division Planning Officers Schools Division Administrative Officer Property and Supply Section

II. ROLES

The Department of Education-Central Office will manage the workshop together with the Student First Coalition (SFC), one of the Civil Society Organization partners of the Department in the decongestion efforts. For the venue and food accommodation, this shall be charged against the local funds of the Regional or Schools Division Office, whichever will be in-charge

from the field offices. Specifically, the following shall be the role and responsibilities:

Governance Level/Office	Responsibility
Regional Office	
Education Support Services Division	Lead the validation of the possible sites to be leased out including identification of additional sites. Submit the final list of the leasable properties and the intended school beneficiaries.
Field Technical Assistance Division	Support the Schools Division in the identification of leasable properties.
Policy, Planning and Research Division	Ensure accuracy of school profiles to be beneficiaries.
Schools Division Office	
Engineering Unit	Validate the possible sites to be leased out including the feasibility of converting the property into classroom.
Division Planning Officers	Assist in the validation of the sites and the possible schools to be beneficiaries
Administrative Officer from Property and Supply Section	Assist the Engineering Unit and Planning Officers in the validation of the sites and preparation of procurement-related documents.

Should there be any questions or for clarifications, the Office of the Undersecretary for Strategic Management can be reached out through email at ousma@deped.gov.ph copy furnished ramil.chua@deped.gov.ph.