



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



27 April 2026

**Regional Memorandum**  
No. 286 s. 2026

**REITERATION ON THE REQUEST FOR REPORT  
ON THE COMPLETION AND INAUGURATION  
OF INFRASTRUCTURE AND OTHER  
RESOURCES**

To: **Schools Division Superintendents**

1. In reference to the DepEd Memorandum DM-OUGOPS-2026-02-00345 dated March 13, 2026<sup>1</sup>, this Office, through the Education Support Services Division, reiterates the request for a report on the completion and inauguration of infrastructure and other resources.
2. This shall ensure appropriate representation from Central Office during significant events in the field.
3. The Schools Division Superintendent shall accomplish the attached template in Annex A and submit it through email address [osec@deped.gov.ph](mailto:osec@deped.gov.ph) at least two weeks before the scheduled activity. The Regional Office shall be furnished with a copy of the submission through the email addresses [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph) and [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).
4. Attached is the aforementioned Memorandum for reference.
5. For more information or queries, please contact the Regional Office – Education Support Services Division at (02) 8682 – 2114 local 430 or the Central Office – Office of the Secretary at (02) 8633 – 7208.
6. Immediate dissemination and compliance with this Memorandum are highly desired.

**CARLITO D. ROCAFORT**  
Director IV

03/ROE5

<sup>1</sup> Request for Report on the Completion and Inauguration of Infrastructure and Other Resources



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085



**ANNEX A**

**REPORT ON COMPLETION/INAUGURATION INFRASTRUCTURE AND OTHER RESOURCES**

Date	Location of the Activity	Name of Project/Event	Brief Description of the Activity	Name and Contact of the Focal Person	Expected/Invited Participants
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**PREPARED BY:**

Name and Signature of Employee

**APPROVED BY:**

Name and Signature of SDS





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

DM-OUGOPS-2026-02-00345



TO : **ALL REGIONAL DIRECTORS  
 ALL SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED**

FROM : **MALCOLM S. GARMA**  
*Undersecretary for Governance and Operations*

**JOCELYN DR ANDAYA**  
*Regional Director, NCR  
 Concurrent Officer-in-Charge, Office of the  
 Assistant Secretary for Governance and Operations*

SUBJECT : **REQUEST FOR REPORT ON THE COMPLETION AND  
 INAUGURATION OF INFRASTRUCTURE AND OTHER  
 RESOURCES**

DATE : March 13, 2026

In order to ensure appropriate representation from the Central Office during significant events in the field, all Schools Division Superintendents (SDS) are hereby directed to inform the Office of the Secretary (OSEC) of the completion of any major structure, facility, or similar project within their respective divisions, as well as any activity inaugurating or formally launching such initiatives

These activities include, but are not limited to, the following:

- Completion and turnover of school/office buildings, classrooms, laboratories, and other major facilities;
- Inauguration ceremonies such as ribbon-cuttings, unveilings, blessings, and similar events; and
- Formal turnover or launching of significant equipment or resources, including but not limited to, furniture, laptops, ICT equipment, and other major provisions to schools.

This is intended to enable the Central Office and the Office of the Secretary to determine the appropriate representation for the activity, including the possible attendance of the Secretary or the designation of an official representative.

In this regard, all Schools Division Offices are requested to submit the attached Annex A to the Office of the Secretary through [osec@deped.gov.ph](mailto:osec@deped.gov.ph), at least two (2) weeks before the scheduled activity. **Submissions must be consolidated at the division level, verified, and signed by the Schools Division Superintendent.**



16<sup>th</sup> floor, Techzone Building, 213 Sen. Gil Puyat Ave., San Antonio Village, Makati, Metro Manila, 1203

Telephone Nos.: (02) 8633 5313; (02) 8633-8492

Email Address: [osec@deped.gov.ph](mailto:osec@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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For further inquiries and concerns, kindly directly communicate with the Office of the Secretary through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph) or through telephone at (02) 8633-7208.

For strict compliance and immediate action.

**Copy furnished:**

**ATTY. FATIMA LIPP D. PANONTONGAN**  
*Undersecretary and Chief of Staff*

**OFFICE OF THE SECRETARY**



16<sup>th</sup> floor, Techzone Building, 213 Sen. Gil Puyat Ave., San Antonio Village, Makati, Metro Manila, 1203

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**ANNEX A**

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**PREPARED BY:**

Name and Signature of Employee

**APPROVED BY:**

Name and Signature of SDS

