



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JAN 22 2026

REGIONAL MEMORANDUM

No. 059, s. 2026

**NOTICE OF MEETING FOR THE WEEKLY MEETINGS REGARDING THE
IMPLEMENTATION AND MONITORING OF SCHOOL INFRASTRUCTURE
PROJECTS AND OTHER RELATED MATTERS**

To: Schools Division Superintendents
Chief, ESSD
Division Engineers
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates the attached Memorandum from Michael Oliver De Guzman, Director III, Education Facilities Division dated **January 21, 2026**, titled **"Notice of Meeting for the Weekly Meetings Regarding the Implementation and Monitoring of School Infrastructure Projects and Other Related Matters,"** which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated

Incl: As Stated

To be indicated in the Perpetual Index
under the following subjects:

FACILITIES

DATA

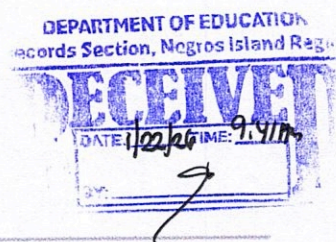
SJRM/ESSD-RM/Notice of Meeting
____/January 22, 2026



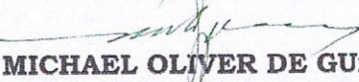
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Republic of the Philippines
Department of Education
EDUCATION FACILITIES DIVISION



FOR : Regional Directors
School Division Superintendents
Regional/Division Engineers
All Concerned

FROM : 
MICHAEL OLIVER DE GUZMAN
Director III
Education Facilities Division

SUBJECT : NOTICE OF MEETING FOR THE WEEKLY MEETINGS REGARDING
THE IMPLEMENTATION AND MONITORING OF SCHOOL
INFRASTRUCTURE PROJECTS AND OTHER RELATED MATTERS

DATE : January 21, 2026

Pursuant to the mandate of the Department of Education (DepEd) to ensure the effective and efficient delivery of educational infrastructure programs nationwide, and in line with the thrust of the Educational Facilities Division (EFD) to strengthen project monitoring, coordination, and compliance, Weekly Virtual Meetings shall be conducted to ensure timely updates, address implementation issues, and align action plans across regions.

The **schedule** for the weekly meetings are as follows:

| Date | Attendees |
|----------------------------|-------------------------------------|
| January 23, 2026 (Friday) | All Regional and Division Engineers |
| January 30, 2026 (Friday) | CAR, NCR, Region I, II, III |
| February 6, 2026 (Friday) | IV-A, IV-B, V, VI |
| February 13, 2026 (Friday) | CARAGA, NIR, Region VII, VIII |
| February 20, 2026 (Friday) | IX, X, XI, XII |
| February 27, 2026 (Friday) | CAR, NCR, Region I, II, III |
| March 6, 2026 (Friday) | IV-A, IV-B, V, VI |
| March 13, 2026 (Friday) | CARAGA, NIR, Region VII, VIII |
| March 19, 2026 (Thursday) | IX, X, XI, XII |
| March 27, 2026 (Friday) | CAR, NCR, Region I, II, III |
| April 10, 2026 (Friday) | IV-A, IV-B, V, VI |
| April 17, 2026 (Friday) | CARAGA, NIR, Region VII, VIII |
| April 24, 2026 (Friday) | IX, X, XI, XII |
| April 30, 2026 (Thursday) | CAR, NCR, Region I, II, III |
| May 8, 2026 (Friday) | IV-A, IV-B, V, VI |
| May 15, 2026 (Friday) | CARAGA, NIR, Region VII, VIII |
| May 22, 2026 (Friday) | IX, X, XI, XII |
| May 29, 2026 (Friday) | CAR, NCR, Region I, II, III |
| June 5, 2026 (Friday) | IV-A, IV-B, V, VI |

| | |
|--------------------------|-------------------------------|
| June 11, 2026 (Thursday) | CARAGA, NIR, Region VII, VIII |
| June 19, 2026 (Friday) | IX, X, XI, XII |
| June 26, 2026 (Friday) | CAR, NCR, Region I, II, III |

Please see the meeting details below:

Link: <https://tinyurl.com/WeeklyInfraMeetingREsDEs2026>

Meeting ID: 438 382 105 024 51

Passcode: BJ2ja97S

In this regard, all concerned Regional Offices and Schools Division Offices are hereby directed to extend their full support and cooperation to this initiative.

Should you have any questions on the abovementioned subject, you may contact the Education Facilities Division through 8638-7110 or email at efd.od@deped.gov.ph.

For strict compliance.

Copy Furnished: **Ar. Felix Villanueva**
Area Manager, Architect III
Education Facilities Division

Engr. Nehru Rainier Sarmiento
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Education Facilities Division

Engr. Levy Tatad
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Republic of the Philippines
Department of Education

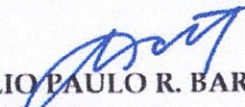
Office of the Assistant Secretary for Human Resource and Organizational Development

MEMORANDUM

FOR : ENGR. MICHAEL OLIVER M. DE GUZMAN
Director, Education Facilities Division

EFD AREA MANAGERS

ALL REGIONAL ENGINEERS

FROM : AURELIO PAULO R. BARTOLOME 
Assistant Secretary
Human Resource and Organizational Development – Infrastructure Strand

SUBJECT : Weekly Monitoring Meeting on School Infrastructure Projects

DATE : January 12, 2026

In line with the continuous monitoring and coordination of all school infrastructure projects, including New Construction (NewCon) and other related interventions, a Weekly Virtual Meeting shall be conducted to ensure timely updates, address implementation issues, and align action plans across regions.

I. Participants

- EFD Director
- Assigned Area Managers (AMs)
- Division / Regional Engineers - Four (4) regions per week on a **rotational basis**

II. Schedule

- **Frequency:** Weekly
- **Coverage Period:** From January 2026 until December 2026
- **Platform:** Virtual (MS Teams / Zoom / Google Meet)

A detailed schedule indicating regional assignments shall be issued separately by EFD Director.

III. Agenda

1. Status updates on NewCon projects
2. Quick Response Funds
3. Last-Mile School
4. Major concerns, risks, and roadblocks
5. Action items and next steps
6. Area Managers shall update Regional Engineers on the status of:
 - Project modification documents
 - Other pertinent documents submitted to the Central Office

IV. Presentation Requirements

- Concerned regions shall **prepare presentation slides prior to the meeting**
- Slides shall include:
 - Current status of NewCon and other projects
 - Key milestones and progress updates
 - Issues requiring management intervention
 - Actual photos of project sites
- Slides must be submitted **at least two (2) days before** the scheduled meeting.

V. Post-Meeting Deliverables

After each meeting, the following shall be submitted by EFD:

- **Minutes of the Meeting (MoM)**
- Updated weekly project status reports
- Use of the **prescribed MoM template**
- Completion of all required details, including action items, persons responsible, and target dates
- Area Managers shall submit a consolidated status report on all school infrastructure projects and individual action-taken reports to the Office of the Assistant Secretary for HROD every end of the month.

VI. Compliance

All concerned offices / units are hereby directed to strictly comply with this Memorandum to ensure effective monitoring, accurate reporting, and timely resolution of issues on all school infrastructure projects.

For guidance and strict compliance.