



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

DEPARTMENT OF EDUCATION  
Records Section, Negros Island Region



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](mailto:efd.od@deped.gov.ph).

For strict compliance.

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

**Engr. Nehru Rainier Sarmiento**  
Area Manager, Engineer III  
Education Facilities Division

**Engr. Levy Tataad**  
Area Manager, Technical Assistant IV  
Education Facilities Division



Republic of the Philippines  
Department of Education

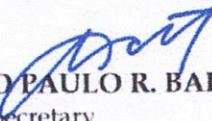
Office of the Assistant Secretary for Human Resource and Organizational Development

**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.