



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 16 2025

REGIONAL MEMORANDUM

No. 380, s. 2025

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

To: Schools Division Superintendents
OIC-Chief of ESSD
Division Engineers
DepEd Project Engineers
All Others Concerned

1. Attached is a communication dated September 12, 2025 from **Hon. Aurelio Paulo R. Bartolome**, Assistant Secretary for Human Resource and Organizational Development and Education Facilities Division, relative to the above subject.
2. Furthermore, all concerned engineers shall submit the relevant data to the Regional Office - Education Facilities Section via email at **kristinejoy001.fernandez@deped.gov.ph** on or before **September 25, 2025**.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated
Reference/s: As Stated
To be indicated in the Perpetual Index
under the following subjects:

FACILITIES
PROJECTS
REPORTS
SCHOOLS

Kf/ESSD/RM UPDATING OF INVENTORY AND REITERATION OF ROLES AND RESPONSIBILITIES..
____/September 15, 2025



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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.

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.
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- **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.