



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 886, s. 2026

AUG 24 2026

**DISSEMINATION OF POLICY ON THE URGENT AND TIMELY PROCESSING OF
CLASSROOM INFRASTRUCTURE-RELATED TRANSACTIONS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD), disseminates the attached Memorandum from the Department of Education, Office of the Secretary dated August 19, 2026 titled **"Policy on the Urgent and timely Processing of Classroom Infrastructure-Related Transactions,"** which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference: As Stated

To be indicated in the Perpetual Index
under the following subject

INFRASTRUCTURES
SCHOOLS

MPJDP/ESSD/Policy on the Urgent and timely Processing of Classroom Infrastructure-Related Transactions
____/August 20, 2026



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

FOR : **ALL CONCERNED OFFICES AND PERSONNEL**

FROM : **ATTY. PETER IRVING C. CORVERA**
*Undersecretary for Infrastructure Oversight
Office of the Secretary*



SUBJECT : **POLICY ON THE URGENT AND TIMELY PROCESSING OF
CLASSROOM INFRASTRUCTURE-RELATED TRANSACTIONS**

DATE : 19 August 2026

Addressing the classroom backlog is among the primary priorities of the present Administration. The timely delivery of classrooms and other school infrastructure is therefore a matter of institutional urgency requiring the immediate attention and cooperation of all concerned offices and personnel.

It has come to the attention of this Office that a number of fund transfer transactions for Department of Education (DepEd) infrastructure projects remain pending despite the submission by concerned local government units (LGUs) of the required procurement and supporting documents. Based on reports received by this Office, some transactions have remained pending for approximately one (1) month, including cases where the documentary requirements have already been determined to be complete.

This Office recognizes the volume and complexity of the transactions being processed by the concerned offices. Nevertheless, the timely processing and release of these funds are critical components of the Department's overall classroom construction and infrastructure delivery program.

Any avoidable delay at this stage directly reduces the time available for LGUs to mobilize, commence construction, complete the works, and deliver urgently needed classrooms to our learners. Delays likewise affect project implementation schedules, fund utilization, and the Department's ability to meet its infrastructure commitments and delivery targets.

Accordingly, **all matters directly relating to the implementation and delivery of classroom and school building projects shall be treated as urgent and shall take precedence over matters in the ordinary course of business.** Upon receipt, concerned offices and personnel shall give such transactions immediate attention and, to the extent necessary to meet the prescribed timelines, prioritize their

processing ahead of other routine and non-urgent matters, subject only to matters requiring immediate action by law, emergency, express directive, or otherwise warranting higher priority due to their urgent and exceptional nature.

For this purpose, all concerned offices and personnel are directed to observe the following:

1. The review, evaluation, approval, concurrence, endorsement, processing, or other required action on plans, proposed modifications or deviations, fund transfer documents, checks, and other related classroom infrastructure transactions shall be completed within **ten (10) working days** from receipt of complete documentary requirements. The timeline for submission by the LGU shall depend on the LGU's own procurement process and is therefore not subject to a fixed period under this provision.
2. Where the submitted requirements are incomplete, deficient, or require clarification, the concerned office shall promptly communicate the specific deficiency or required action to the originating office, LGU, or other concerned party. The prescribed processing period shall be reckoned from the date complete and compliant requirements are received.
3. Covered transactions shall be acted upon continuously and without unnecessary interruption. No transaction shall remain pending at any stage longer than reasonably necessary. Concerned offices shall proactively coordinate with one another and with external parties, when necessary, to promptly resolve any issue that may prevent completion within the prescribed period.
4. Any covered transaction that remains without the required action for **more than three (3) working days** beyond the applicable processing period, without sufficient documented justification, shall be subject to review. The concerned office and/or personnel may be issued a Notice to Explain requiring the submission of the basic facts and circumstances surrounding the delay, including:
 - a. the date the transaction and complete requirements were received;
 - b. the actions taken and the dates thereof;
 - c. the stage at which the transaction remained pending;
 - d. the specific cause or causes of the delay;
 - e. any circumstances beyond the control of the concerned office or personnel; and
 - f. the corrective action undertaken and expected date of completion.
5. Any circumstance that may reasonably prevent compliance with the prescribed processing period shall be properly documented as soon as it arises. Mere pendency, internal routing, volume of workload, or the existence of other routine assignments shall not, by themselves, constitute sufficient justification for failure to timely act on or accord priority to transactions covered by this Memorandum.

This Memorandum shall serve as the standing policy and reference for the urgent and timely processing of classroom infrastructure-related transactions. These measures are intended to establish clear processing expectations, ensure that classroom infrastructure transactions receive the priority warranted by the Administration's commitment to address the classroom backlog, promote efficiency and accountability, promptly identify and resolve operational bottlenecks, and maximize the time available for the actual construction and delivery of classrooms.

For information and strict compliance.

Copy furnished:

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