



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 October 2025

DIVISION MEMORANDUM
No. **693** s. 2025

**MANDATORY REPORTING OF FACILITY-RELATED PROJECTS
AND DEFECTS LIABILITY CONCERNS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. As per **DepEd Educational Facilities Manual (Revised 2010)**, Chapter 5: Educational Facilities Management, A. Management and Administrative Controls, 1. Function of Stakeholders, e.4 — “Inspects the public elementary and secondary schools under his charge, evaluates/assesses their condition, and makes appropriate reports and recommendations to the Schools Division Superintendent.” As provided under **DepEd Order No. 2, s. 2010 (Section VI, Roles and Responsibilities)**, the Schools Division Office is mandated to monitor and ensure that all construction, repair, and rehabilitation works comply with prescribed standards and specifications.

2. This Memorandum aims to direct all school heads under the Schools Division of Tayabas City to ensure proper coordination with the School Governance and Operations Division (SGOD) and timely reporting of school facility-related projects, damages, or incidents prior to implementation and as soon as concerns arise, in order to maintain compliance with DepEd standards, enable prompt corrective action, and strengthen preventive planning.

3. In line with the Department of Education’s mandate to ensure safe, functional, and well-maintained learning environments, all school facility-related projects and concerns shall be properly coordinated with the Schools Division Office through the School Governance and Operations Division (SGOD). To uphold accountability and efficiency, the following directives are hereby issued for strict compliance of all school heads.

A. Notification Prior to Project Implementation

- The School Governance and Operations Division (SGOD)/SDO must be informed of any projects related to construction, minor and major repairs involving electrical, mechanical, building structures, or other facility-related concerns, regardless of the funding source (DepEd, LGU, NGOs, private sector, or school funds).
- Such notification must be submitted prior to the commencement of the project for proper coordination, validation, and monitoring.

B. Reporting During Defects Liability Period

- School Heads are required to immediately report to SGOD any defective components, structures, or facilities identified within the one-year defects liability period following the project turnover.
- This will enable SDO/SGOD to coordinate with the respective contractors for the **immediate rectification and repair** of defects in compliance with contractual obligations.

C. Reporting of Facility-Related Incidents

- School Heads must report any **facility concern incidents** (electrical, mechanical, or building structure-related) to SGOD for proper documentation, consolidation, and analysis.
- This process ensures that incidents are formally recorded and addressed, and preventive measures may be developed to **avoid recurrence**.
- All reports shall be submitted in black and white (written and duly signed) for official documentation and record-keeping purposes.
- For **immediate reporting and urgent concerns**, please email jaypee.escobar@deped.gov.ph your concern may be accommodated promptly.

4. Immediate and widest dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

IMELDA C. RAYMUNDO
Chief Education Supervisor-SGOD
Officer-In-Charge

Encl.: None

Reference: DepEd Educational Facilities Manual (Revised 2010)

DepEd Order No. 2, s. 2010 (Section VI, Roles and Responsibilities)

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

FACILITY-RELATED PROJECTS
DEFECTS LIABILITY

SGOD- mandatory reporting of facility-related projects and defects liability concerns
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