



Republic of the Philippines

Department of Education
REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

April 28, 2023

SCHOOLS DIVISION MEMORANDUM

No. 197, s.2023

SDO MONITORING OF SCHOOL PHYSICAL PLANT AND FACILITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In consideration of the well-being of the learners affected by extreme climate conditions as they attend in person classes, this Office reiterates the safety, orderliness, and cleanliness of the schools within the schools division to mitigate the effect of warm weather phenomenon at present.
2. As per DepEd Educational Facilities Manual where the primary function of educational facilities is to provide the proper school environment that is most conducive to effective teaching and learning, it is but proper that an appropriate activity be conducted to facilitate the monitoring and appraisal of said educational amenities.
3. As such, the Schools Division Office through the School Governance and Operations Division (SGOD) monitor and visit all public schools within the schools division from May 3-5, 2023 to evaluate and assess the following items to ensure school safety, convenience, and favorable conditions of all schools:
 - a. the proportion of classroom viz a viz the number of students and teachers;
 - b. availability of ventilation and cooling equipment inside classroom and offices;
 - c. the condition of classroom walls, ceilings including fixtures, electrical installations and lightings;
 - d. sufficiency of water supplies and implements for fire prevention; and
 - e. observance of waste segregation, upkeep of school surroundings of trash and dried leaves to maintain cleanliness and avoid fire related incidence.
4. Enclosure No. 1 contains the composition of the monitoring teams and Enclosure No.2 is the monitoring tool as references.



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.06(03.23.23)



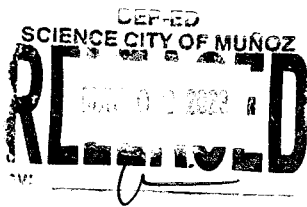
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5. For more information, all concerned may contact the Disaster Risk Reduction Management (DRRM) Division Coordinator through cellphone no. 0916-4950-559 or email address: rosan.ariston@deped.gov.ph and DepEd Engineer through cellphone number 0926-048-1563.
6. Immediate and widest dissemination of the Memorandum is earnestly desired




JOHANNA N. GERVACIO, PhD, CESO V
Schools Division Superintendent

RAM/ Monitoring of School Physical Plant and Facilities
001/ April 28, 2023



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<i>prevention</i>	
a. number of functional faucet	
b. number of damaged faucet	
c. available drum/bucket with stored water	
6. <i>Observance of cleanliness and orderliness of the surroundings</i>	
a. number of available of trash can	
b. Material Recovery Facility (MRF)	
c. frequency of hygienic activities and upkeep of the school surroundings of trash and dried leaves in the school to get rid of fire hazard and to avoid fire and fire related incidence on a weekly basis	
d. updated number of trees and shrubs pruned and trimmed	

Evaluated by:

Conforme:

(Signature Over Printed Name of Evaluator)

(Signature Over Printed Name of School Head)

(Position) (Position)



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Enclosure No. 2 to Division Memorandum No. 197, s. 2023

SCHOOL PHYSICAL PLANT AND FACILITIES MONITORING TOOL

Name of School: _____ Cluster: _____

Date: _____

Key Elements	Frequency
1. The number of classroom is proportionate to the number of students	
a. number of students	
b. number of classroom	
2. The number of office/faculty room is proportionate to the number of school personnel	
a. number of school personnel	
b. number of office/faculty room	
3. Proper ventilation is observed for free airflow and passage	
a. number of working electric fans (ceiling fan, wall fan, air cooler, etc.)	
b. number of airconditioning unit	
c. curtains and other materials placed along windows and doors	
4. Condition of doors, windows, classroom walls, ceilings including electrical installations and lightings;	
a. number of classroom with cracks on each walls, concrete partitions and floors	
b. number of classrooms with inundated windows and/ or doors	
c. number of classrooms with dilapidated ceilings	
d. number of classrooms with damage electrical installation, wires and fixtures	
5. Sufficient supplies of water for fire	



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Enclosure No. 1 to Division Memorandum No. ____, s. 2023

Team A	Team B
North, East and West Clusters	South, Secondary and Integrated Schools Clusters
Rosan E. Ariston, PDO II, Team Leader Cyril S. Talusan, SEPS Joel G. Dizon, EPS II Evangeline A. Bautista, Nurse II Mark Sydore I. Arimbuyutan, Nurse II Jayson V. Flores, Dentist II Marianne C. Coronel, MO III	Alvin D. Tangonan, STA II, Team Leader Lamberto P. Corpuz, SEPS Wensdy S. Casio, EPS II Marlon V. Siminig, PO III Jonnadel S. Patonona, PDO I Charmaine Eljie R. Rayos, Nurse II Angelica M. Burayag, PhD, EPS
Bernardo A. Gargabite, Chief ES, Overall Team Leader	
Erieo T. Villaros, PhD, OIC ASDS, Adviser	
Johanna N. Gervacio, PhD, CESO V, SDS, Consultant	



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