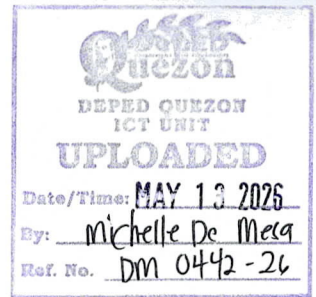




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



12 May 2026

DIVISION MEMORANDUM

No. 0442, s. 2026

**SUBMISSION OF SITE READINESS CERTIFICATION REQUIREMENTS
FOR SCHOOL BUILDING PROJECTS UNDER THE DEPED-DPWH
MEMORANDUM OF AGREEMENT FOR CY 2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In reference to the DepEd-DPWH Memorandum of Agreement for Calendar Year 2026 regarding the implementation of school building projects, this Office hereby reiterates and clarifies the required documents for Site Readiness Certification to ensure compliance with the validation requirements set by the Department of Public Works and Highways (DPWH).
2. All concerned School Heads are directed to prepare and submit the following documentary requirements, consistent with those requested by DPWH during site validation:
 - a. **Proof of Ownership / Legal Basis of Use of School Site**
 - b. **Approved Site Development Plan**
 - c. **Demolition Permit** (if applicable)
 - d. **Other Supporting Documents** may be required during validation and implementation
3. These requirements are essential to facilitate the smooth processing, validation, and implementation of proposed school building projects.
4. School Heads are advised to ensure completeness, accuracy, and timely submission of the above-mentioned documents to avoid delays in project approval and funding.

DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
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5. Concerned schools may submit scanned copies of the required documents through email at **sdo.quezon.efs@deped.gov.ph** for proper consolidation and evaluation by this Office.
6. Immediate dissemination of and strict compliance with this Memorandum are directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgoefs05/12/26

DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-1660

TO : **Regional Directors**
Schools Division Superintendents
Regional and Division Engineers
All Others Concerned

ATTY. FATIMA LIPP D. PANONTONGAN
 Undersecretary and Chief of Staff
 Office of the Secretary

FROM : **WILFREDO E. CABRAL**
*Undersecretary for Human Resource and
 Organizational Development and Infrastructure*

SUBJECT : **SITE READINESS CERTIFICATION FOR SCHOOL BUILDING
 PROJECTS UNDER THE DEPED-DPWH MEMORANDUM OF
 AGREEMENT FOR CY 2026**

DATE : **MAY 11 2026**

In line with the implementation of school building projects under the Memorandum of Agreement (MOA) between the Department of Education (DepEd) and the Department of Public Works and Highways (DPWH) for CY 2026, all Regional Directors (RDs) and Schools Division Superintendents (SDSs) are hereby directed to ensure the completeness and accuracy of site readiness certifications and supporting documents for all proposed school building projects.

Pursuant to the signed MOA, **the Division Engineers shall prepare the Site Readiness Certification, which shall be duly approved by the concerned Schools Division Superintendents and issued prior to project implementation.**

Further, the MOA provides that the SDS shall submit to the concerned DPWH Office the SDO's Site Readiness Certification together with other valid documentary evidence necessary for validation of the project site, such as proof of ownership or basis for utilization of the proposed school building site, demolition permit, if applicable, and other related supporting documents.

In this regard, all concerned ROs and SDOs are instructed to ensure that:

1. The proposed school sites are free from legal, ownership, and boundary issues;
2. The proposed site has sufficient buildable space and is suitable for the intended school building project;



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Effectivity	03.23.23	Page	1 of 2



Certificate No. PFP-043
 23.05.004

3. Site validation and assessment activities have been completed by the concerned Division Engineer; and
4. Supporting documentary requirements are complete and updated, including but not limited to:
 - a. Proof of Ownership
 - b. Site Development Plan
 - c. Demolition Permit (if applicable)

The SDS shall ensure that all certifications issued are accurate, validated, and duly signed by the authorized officials concerned. Submission of incomplete or non-compliant documents may result in delays in project processing, validation, and implementation.

The ROs are hereby directed to monitor compliance of all SDOs and provide the necessary technical assistance to ensure timely submission and processing of the required documents.

Attached is the prescribed **Certificate of Site Readiness**, accessible through the provided link and QR code below, to be accomplished by the concerned SDO through the Division Engineer. This certification shall serve as proof that the proposed school site has been duly validated and satisfies all requirements for implementation under the DepEd-DPWH CY 2026 School Building Program.

Please be informed that the online template is for DOWNLOAD ONLY and must not be edited directly online. The form shall be downloaded, properly accomplished offline, and duly signed by the authorized officials prior to submission.

<https://tinyurl.com/Certificate-Site-Readiness>



Note: The link and QR code are accessible only through legitimate DepEd email accounts.

All SDOs are directed to use the prescribed template and ensure that:

1. All required project information fields are completely filled out; and
2. All applicable checklist items are properly verified and marked.

Should you have questions/concerns, please contact the **EFD** through email efd@deped.gov.ph or landline (02) 8638-7110.

For strict compliance.

Copy furnished:
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY - HRODI

Region	Province	Division	School ID	School Name	Municipality	Legislative District	Scope of Work	Physical Target (# of CL)
Region IV-A	Batangas	Batangas	301136	Pedro Paterno National High School	Calaca	1St	Construction of 4 (Four) Storey 8 (Eight) Classrooms at Pedro Paterno National High School, Calaca, Batangas With Bundled School Furniture	8
Region IV-A	Batangas	Batangas	107339	Cuenca Central School	Cuenca	3Rd	Construction of 2 Storey 4 Classroom Cuenca, Central Elementary School, Barangay 2, Cuenca, Batangas With Bundled School Furniture	4
Region IV-A	Batangas	Batangas	107481	Paaralang Elementary ng Calingatan	Mataasnakahoy	3Rd	Construction of 2 Units 2-Storey 6 Classrooms in Barangay Calingatan Elementary School, Barangay Calingatan, Mataasnakahoy, Batangas With Bundled School Furniture	12
Region IV-A	Batangas	Batangas	107590	Dagatan Elementary School	San Jose	4Th	Construction of 2 Storey - 4 Classroom School Building in Dagatan Elementary School, Dagatan, San Jose, Batangas With Bundled School Furniture	4
Region IV-A	Cavite	Cavite	108081	Noveleta Elementary School	Noveleta	1St	Construction of 1 storey, 2 classrooms with provision for 4-storey, 8 classrooms at Noveleta Elementary School With Bundled School Furniture	2
Region IV-A	Cavite	Bacoor City	107890	Talaba Elementary School	Bacoor	2Nd	Construction of 3 Classroom, Talaba Elementary School, Phase1, Barangay Talaba 4, Bacoor City, Cavite With Bundled School Furniture	3
Region IV-A	Cavite	General Trias City	164008	Belvedere Elementary School	City Of General Trias	6Th	Construction of 4-Storey, 12 Classroom School Building in Belvedere Elementary School, General Trias, Cavite (2nd Phase) With Bundled School Furniture	12
Region IV-A	Cavite	Cavite	108070	Halang Elementary School	Naic	8Th	Construction of 3 Storey 6 Classroom Bldg. at Halang Belmont Elementary School With Bundled School Furniture	6
Region IV-A	Cavite	Cavite	108073	Muzon Elementary School	Naic	8Th	Construction of 3 Storey 6 Classroom Building at Muzon Elementary School With Bundled School Furniture	6
Region IV-A	Laguna	Calamba City	109821	Maunong Elementary School	City Of Calamba	Lone	Construction of 4 Storey -12 Classroom School Building in Maunong Elementary School, Barangay Maunong, Calamba City, Laguna With Bundled School Furniture	12
Region IV-A	Quezon	Quezon	108561	Burdeos Cs	Burdeos	1St	Construction of 3 CL School building at Burdeos Central E/S at Brgy. Poblacion, Burdeos, Quezon With Bundled School Furniture	3
Region IV-A	Quezon	Quezon	108787	Infanta Cs	Infanta	1St	Construction of 4 CL School building at Infanta Central E/S, at Brgy. Pob. 39, Infanta Quezon With Bundled School Furniture	4
Region IV-A	Quezon	Quezon	308005	Cagsay I National High School	Mauban	1St	Construction of 4 CL School building at Cagsay 1 NHS at Brgy. Cagsay 1, Mauban, Quezon With Bundled School Furniture	4
Region IV-A	Quezon	Quezon	301319	Dr. Maria D. Pastrana National High School	Mauban	1St	Construction of 6 CL School building at Dr. Maria D. Pastrana NHS at Brgy. Bagong Bayan, Quezon Avenue, Mauban, Quezon With Bundled School Furniture	6
Region IV-A	Quezon	Quezon	301407	Talipan National High School	Pagbilao	1St	Construction of 6 CL-2 storey, School building at Talipan National High School, Brgy. Talipan, Pagbilao, Quezon With Bundled School Furniture	6
Region IV-A	Quezon	Quezon	108984	Guinayayan Es	Palmanungan	1St	Construction of 2 Classroom School Building, Guinayayan ES, Brgy. Guinayaysan, Palmanungan, Quezon With Bundled School Furniture	2
Region IV-A	Quezon	Lucena City	109730	Dalahican Elementary School	Lucena City (Capital)	2Nd	Construction of 4STY20CL School Building, Dalahican Elementary School, Brgy. Dalahican, Lucena City With Bundled School Furniture	20

Region IV-A	Quezon	Quezon	308016	Dolores Macasaet National High School	Candelaria	2Nd	Dolores Macasaet National High School, Candelaria 2STY4CL With Bundled School Furniture	4
Region IV-A	Quezon	Quezon	301317	Dagupan National High School	Dolores	2Nd	Dagupan National High School 4STY12CL With Bundled School Furniture	12
Region IV-A	Quezon	Quezon	108677	Dolores Central School	Dolores	2Nd	Dolores Central School, Dolores 4STY16CL With Bundled School Furniture	16
Region IV-A	Quezon	Quezon	108673	Rosendo Algenio Es	Dolores	2Nd	Construction of 1STY3CL Building, Rosendo Algenio Elementary School, Brgy. San Mateo, Dolores, Quezon With Bundled School Furniture	3
Region IV-A	Quezon	Quezon	109104	Callejon Es	San Antonio	2Nd	Callejon Elementary School, San Antonio 3STY6CL With Bundled School Furniture	6
Region IV-A	Quezon	Quezon	109163	Jose Rizal Elementary School	Sariaya	2Nd	Construction of 4STY8CL School Building, Jose Rizal Elementary School, Brgy. Poblacion IV, Sariaya, Quezon With Bundled School Furniture	8
Region IV-A	Quezon	Quezon	109166	Morong Es	Sariaya	2Nd	Morong Elementary School, Sariaya 2STY4CL With Bundled School Furniture	4
Region IV-A	Quezon	Quezon	109276	Lagalag Es	Tiaong	2Nd	Lagalag Elementary School, Tiaong 2STY4CL With Bundled School Furniture	4
Region IV-A	Rizal	Antipolo City	SCHOOL ID ON PROCESS	San Luis Nhs	City Of Antipolo	2Nd	Construction of Four (4) storey - Fifteen (15) classroom with Gymnasium at 4th floor School Building, San Luis National High School, Brgy. San Luis, Antipolo City (Antipolo 2nd L.D.), With Bundled School Furniture	15