



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 October 2025

**DIVISION MEMORANDUM**

**DM No. 1112, s. 2025**

**DIVISION MONITORING SCHEDULE FOR THE CONSTRUCTION OF THE LIBRARY HUB  
BUILDING AND UPGRADING OF ELECTRICAL SYSTEM**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section / Units Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned Personnel

1. In accordance with DepEd Order No. 35, s. 2017, titled "Revised Guidelines on the Implementation of the Basic Educational Facilities Fund," this office announces the schedule of monitoring and joint inspections which are required to ensure the quality of our school infrastructure works.
2. School heads/Principals should raise any concerns regarding ongoing projects or contractors with the DepEd Engineer/Division Engineer during monitoring/joint inspections, especially if the projects pose a hazard/threat to students, teachers, or non-teaching personnel. For urgent concerns, school heads/principals may contact the Education Facilities Section via the email provided in this memorandum.
3. School heads/Principals are advised to designate a representative in their absence during the monitoring/joint inspections.
4. Transportation costs and other expenses incurred by the monitoring team will be charged to their respective MOOE and are subject to existing budgeting, accounting, and auditing rules and regulations.
5. Schools are highly discouraged from preparing luxurious meals.
6. The list of recipient schools and their regular schedule of monitoring/joint inspection are detailed in Enclosure A.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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7. For inquiries, please send email at [sdo.quezon.efs@deped.gov.ph](mailto:sdo.quezon.efs@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this order are directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

sgoefs10/29/2025

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Enclosure "A"

School ID	School Name	Project Description	Schedule of Monitoring					
301389	Sto. Nino Ilaya NHS (Formerly San Francisco B NHS Sto. Niño Ilaya Ext.)	Construction of Library Hub Building		Nov. 7 & 28, 2025	Dec. 12, 2025	Jan. 09 & 23, 2026		
308043	Bignay National High School	Upgrading of Electrical System (Overhead System)	Oct. 23, 2025	Nov. 6 & 27, 2025	Dec. 15, 2025	Jan. 05 & 30, 2026	Feb. 16, 2026	Mar. 12, 2026

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