



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



17 November 2025

DIVISION MEMORANDUM

DM No. 1193, s. 2025

**SUBMISSION OF BUILDABLE SPACE INFORMATION FOR THE
PREPARATION OF THE MASTER PLAN 2026–2030**

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

1. In line with the **preparation of the Master Plan for CY 2026–2030**, all schools are hereby instructed to submit updated information on their available **buildable spaces** within the school site for the proposed construction of **new classrooms, including kindergarten classrooms**. This is part of a comprehensive effort to **identify, prioritize, and plan school infrastructure projects** that will address current and projected classroom shortages across the division.
2. Please indicate whether the proposed buildable space will require **demolition of existing structures** to accommodate the new classroom construction. For areas that require demolition, ensure that a **valid demolition permit** has already been obtained.
3. Additionally, **Last Mile Schools (LMS)** are required to submit updated information on their available buildable spaces. Since these schools face unique geographic and accessibility challenges, the data will help determine whether new facilities can be built

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or existing structures can be improved. LMS that need to clear old or unsafe buildings should also indicate if a valid demolition permit has already been secured. This will ensure that infrastructure needs in geographically isolated and underserved schools are properly assessed and prioritized.

4. All concerned school heads are requested to accomplish and submit the required information through the link provided below:

<https://tinyurl.com/4j76zpcv>

5. Please ensure the **accuracy of the submitted data** to support proper planning and prioritization of infrastructure needs for the new classroom construction, including kindergarten classrooms.
6. This is for guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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