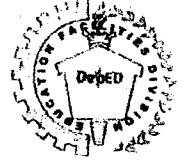




REPUBLIC OF THE PHILIPPINES  
Department of Education  
EDUCATION FACILITIES DIVISION  
5<sup>th</sup> Floor Mabini Bldg., DepED Complex, Meruloco Avenue, Pasig City



Office of the Chief  
**MEMORANDUM**

**RELEASED**  
FEB 13 2018  
DEPED-CAR Time: \_\_\_\_\_

**TO :** AREA MANAGERS  
REGIONAL ENGINEERS  
DIVISION ENGINEERS  
PROJECT MANAGEMENT OFFICES  
ALL OTHERS CONCERNED

**FROM :** ENGR. ANNABELLE R. PANGAN  
Chief, EFD-AS

**SUBJECT :** PROJECT IMPLEMENTATION STATUS REPORTING AND  
UPDATING

**DATE :** February 1, 2018

For effective implementation and monitoring of the CY 2018 Basic Educational Facilities Funds (BEFF) projects and construction/repair/rehabilitation of CO/RO/DO projects, all concerned personnel are advised to regularly submit **Monthly Status Reports**.

A reliable and updated database of the Project Progress Status shall be maintained by all concerned Project Management Offices (PMO's).

Project Management Office	PMO Lead	E-mail Address
Classroom Construction Program	Engr. Catherine C. Miguel	cathymiguel1125@gmail.com
Repair Program	Engr. Ive Jay E. Tambis	yajevi@outlook.com
Gabaldon Restoration Program	Engr. Ive Jay E. Tambis	yajevi@outlook.com
Electrification Program	Engr. Crisan P. Coronel	crisan_coronel_05@yahoo.com.ph
School Furniture Program	Engr. Myrna S. Erazo	myrnz.sumaylo@gmail.com
Construction/Repair/ Rehabilitation of CO/RO/DO Offices	Engr. Darra Monique Diego	monique.darra@gmail.com

All PMO's of concerned projects shall prepare and submit the summary report at the Office of the Assistant Chief for Operations **every end of the month** for the generation of national summary.

Process flow of submission of progress status report shall be as follows:



- PMO's concerned shall email the standard template/format to all Regional Engineers/Regional Lead Engineers (carbon copy – cc all Area Managers) **upon the effectivity** of this memorandum.
- Regional Engineers shall email the file down to respective divisions for appropriate action and compliance **two days at most** after the receipt of the email.
- Division Engineers shall update and email back the file to their RE/RLE on or before the **23<sup>rd</sup> of the month** for consolidation.
- RE shall consolidate the regional reports and submit to concerned PMO's on or before **25<sup>th</sup> of the month** (carbon copy – cc all Area Managers) for final review and national consolidation.
- PMO's concerned shall prepare the summary **every end of the month** and submit to the Office of the Assistant Chief for the preparation of national summary.

To all field engineers, please be advised that all project progress status updating and reporting shall be done monthly (see above cited dates). However, at any given time or as the need may rise, the EFD can request for the progress status of the project. Project issues needing preferential attention must also be reported for proper resolution/disposition and may be included on the template but on a different sheet or file. Also, refrain from altering the standard template to avoid discrepancies on the database.

This memorandum shall be effective dated February 1, 2018.

For your guidance and strict compliance.

*Agustin*

	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
February 12, 2018		
To :	Schools Division Superintendent All Divisions	
	<b>For Information and strict compliance.</b>	
	MAY B. ECLAR, Ph.D., CESO V Regional Director	
<small>ESSDABGtbh</small>		