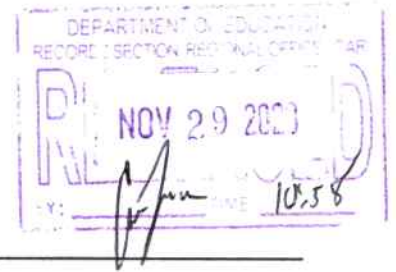




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



November 29, 2023

REGIONAL MEMORANDUM
No. 715.2023

**CONDUCT OF REGIONAL COORDINATION MEETING OF DEPED-CAR
ENGINEERS AND ARCHITECTS**

To: Schools Division Superintendent
DepEd Regional and Division Engineers
Contract of Service Engineers/Architects
Draftswoman RO CAR
All others concerned

1. In reference to **Memorandum OM-OUSIF-2023, Pre-Requisite Documents to the National Implementation Planning Workshop on Five-Year Comprehensive School Facilities Development Plan**, a Regional Coordination Meeting of DepEd Engineers/Architects will be conducted on December 4-7, 2023, at SDO Abra.
2. Agenda will be the following:
 - a. Workshop on the Preparation of the 5 YEAR Comprehensive School Facilities Development Plan (CSFDP);
 - b. Reiteration on the grounds for Administrative disciplinary action for Field Engineers holding plantilla position;
 - c. Reiteration of the Terms of Responsibilities of Engineers and Architect under Contract of Service;
 - d. Prerequisite documents to the National Implementation Planning Workshop on Five Year Comprehensive School Facilities Development Plan;
 - e. Guidelines on the usage of Regional and Division Offices DepEd Pick-Up;
 - f. Updates on the Early Procurement Activities; and
 - g. Other concerns.
3. Participants in this meeting are the Division Engineers, DepEd Project Engineers/Architect (COS) assigned in various SDO's in Region CAR, Regional Engineer, and Draftswoman. See attached list of number of participants per CO, RO and SDO.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera  <https://depedcar.ph>



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4. Travelling and other incidental expenses shall be charged against the local funds while meals and snacks shall be charged to the downloaded funds of the host SDO Abra subject to regular government accounting rules and regulations.
5. For strict compliance.

ESTELA P. LEON-CARIÑO EdD, CESOIII
Director IV/Regional Director

For the Regional Director:


RONALD B. CASTILLO, CESO V
Assistant Regional Director

Encl.:
As Stated,
ESSD/GCD/kgf



Republic of the Philippines
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REGIONAL COORDINATION MEETING-CAR

DIVISION/REGIONAL OFFICE	Regional/Division Engineers	COS Engineers/Architects	Draftswoman
REGIONAL OFFICE	1	5	1
ABRA	1	1	
APAYAO	1	2	
BAGUIO CITY	1		
BENGUET	1	3	
IFUGAO	1	2	
KALINGA	1	2	
MOUNTAIN PROVINCE	1	1	
TABUK CITY	1	1	
TOTAL:	27		



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES

MEMORANDUM
OM-OUSIF-2023-

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : EPIMACO V. DENISING III
(Signature)
Undersecretary for School Infrastructure and Facilities

SUBJECT : PRE-REQUISITE DOCUMENTS TO THE NATIONAL
IMPLEMENTATION PLANNING WORKSHOP ON FIVE-
YEAR COMPREHENSIVE SCHOOL FACILITIES
DEVELOPMENT PLAN

DATE : 15 November 2023

In relation to the on-going Regional Consultation for the Development of the Comprehensive School Facilities Development Plan (CSFDP) from November 13-17, 2023, please be informed that the Regional and Division Engineers are required to submit the following *on or before Thursday, December 7, 2023*:

1. Comprehensive School Facilities Development Plan (CSFDP); and
2. Updated Forward Estimates Database

The templates of the said documents shall be distributed through your respective Regional Engineers.

Accordingly, they were advised to immediately conduct the Regional Coordination Meetings with their respective Divisions to facilitate the preparation of the above documents which are pre-requisite to attending the National Implementation Planning Workshop on CSFDP from December 11-15, 2023 in Cebu.

For any question or concern, please coordinate with **Engr. Ive Jay E. Tambis**, CSFDP-NTWG Secretariat through contact number at **+639171305981** or e-mail address at **ousif@deped.gov.ph**.

For your information and guidance.