



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

March 24, 2026

DIVISION MEMORANDUM

NO. 149, s. 2026

**REQUEST FOR SUBMISSION AND CONSOLIDATION OF REPORT ON THE
COMPLETION AND INAUGURATION OF INFRASTRUCTURE AND OTHER
RESOURCES**

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

1. Relative to the Memorandum DM-OUGOPS-2026-02-00345 dated March 13, 2026, issued by the Office of the Undersecretary for Governance and Operations, all Schools Division Offices are directed to report the completion and inauguration of infrastructure and other resources to ensure appropriate representation from the Central Office during significant events.
2. In this regard, all public elementary and secondary schools in this Division are hereby instructed to submit reports on the following activities:
 - a. Completion and turnover of school/office buildings, classrooms, laboratories, and other major facilities;
 - b. Inauguration ceremonies such as ribbon-cuttings, unveilings, blessings, and similar events; and
 - c. Formal turnover or launching of significant equipment or resources, including but not limited to furniture, laptops, ICT equipment, and other major provisions to schools.
3. All reports shall be prepared using the prescribed Annex A format attached in the referenced memorandum.
4. Consolidation of all reports shall be done at the Division Office level, specifically by the Social Mobilization and Networking Section, prior to endorsement to the Central Office. Individual school submissions sent directly to the Central Office shall not be allowed.
5. All schools are directed to submit their reports to the SocMob Section using the attached template through bryanamiel.dejesus@deped.gov.ph at least three (3) weeks before the scheduled activity to allow sufficient time for review, consolidation, and endorsement.
6. Furthermore, all concerned are reminded of the provisions of Division Memorandum No. 081, s. 2026 titled "*Streamlined Procedures for the Acceptance, Documentation, Turnover, and Inventory of Donations and Partnership Support*," particularly on the conduct of turnover ceremonies, which emphasizes that:



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com.ph>
Email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

- a. Turnover ceremonies shall be simple, modest, and non-extravagant.
 - b. The conduct of lavish programs, excessive decorations, costly giveaways, and unnecessary program elements is strongly discouraged.
 - c. Such ceremonies shall be conducted in a manner that upholds transparency, accountability, and proper documentation of donated resources; and
 - d. Recognition of partners shall be appropriate, aligned with existing DepEd policies, and compliant with the "no collection policy" and non-disruption of classes; and
 - e. Avoid promotional, political, or commercial endorsements inconsistent with DepEd policies.
7. This measure aims to ensure organized reporting, strengthened coordination, and proper representation of the Department in significant partnership and infrastructure-related milestones.
8. For strict compliance.


CECILIA E. VALDERAMA, EdD, CESO V
Schools Division Superintendent

SGOD/SMN/bafdj03242026

Annex A

REPORT ON COMPLETION / INAUGURATION OF INFRASTRUCTURE AND OTHER RESOURCES

Date	Location of the Activity	Name of Project / Event	Brief Description of the Activity	Name and Contact of the Focal Person	Expected / Invited Participants
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

4

Prepared by:

Name and Signature of Personnel

Noted:

Name and Signature of School Head / OIC / PSDS



RECEIVED
 MAR 18 2026
 By: [Signature]
 Time: 8:57am

Republika ng Pilipinas

Department of Education

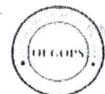
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUGOPS-2026-02-00345

**TO : ALL REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED**

FROM : MALCOLM S. GARMA
Undersecretary for Governance and Operations



JOCELYN DR ANDAYA
*Regional Director, NCR
 Concurrent Officer-in-Charge, Office of the
 Assistant Secretary for Governance and Operations*

[Handwritten Signature]

**SUBJECT : REQUEST FOR REPORT ON THE COMPLETION AND
 INAUGURATION OF INFRASTRUCTURE AND OTHER
 RESOURCES**

DATE : March 13, 2026

In order to ensure appropriate representation from the Central Office during significant events in the field, all Schools Division Superintendents (SDS) are hereby directed to inform the Office of the Secretary (OSEC) of the completion of any major structure, facility, or similar project within their respective divisions, as well as any activity inaugurating or formally launching such initiatives.

These activities include, but are not limited to, the following:

- Completion and turnover of school/office buildings, classrooms, laboratories, and other major facilities;
- Inauguration ceremonies such as ribbon-cuttings, unveilings, blessings, and similar events; and
- Formal turnover or launching of significant equipment or resources, including but not limited to, furniture, laptops, ICT equipment, and other major provisions to schools.

This is intended to enable the Central Office and the Office of the Secretary to determine the appropriate representation for the activity, including the possible attendance of the Secretary or the designation of an official representative.

In this regard, all Schools Division Offices are requested to submit the attached Annex A to the Office of the Secretary through osec@deped.gov.ph, at least two (2) weeks before the scheduled activity. **Submissions must be consolidated at the division level, verified, and signed by the Schools Division Superintendent.**



16th floor, Techzone Building, 213 Sen. Gil Puyat Ave., San Antonio Village, Makati, Metro Manila, 1203

Telephone Nos.: (02) 8633-5313; (02) 86318492

Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-ENDORSE	Rev	01
Effectivity	03.23.23	Page	1 of 2



ISO 9001

For further inquiries and concerns, kindly directly communicate with the Office of the Secretary through email at osec@deped.gov.ph or through telephone at (02) 8633-7208.

For strict compliance and immediate action.

Copy furnished:

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

OFFICE OF THE SECRETARY



16th floor, Techzone Building, 213 Sen. Gil Puyat Ave., San Antonio Village, Makati, Metro Manila, 1203

Telephone Nos.: (02) 8633-5313; (02) 86318492

Email Address: quops@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-ENDORSE	Rev	01
Effectivity	03 23 23	Page	2 of 2



Caratula: No. PNP 0788
11 20 2008

ANNEX A

REPORT ON COMPLETION/INAUGURATION INFRASTRUCTURE AND OTHER RESOURCES

Date	Location of the Activity	Name of Project/Event	Brief Description of the Activity	Name and Contact of the Focal Person	Expected/Invited Participants
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

PREPARED BY:

APPROVED BY:

Name and Signature of Employee

Name and Signature of SDS