DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY:
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AUG 13 2026

REGIONAL MEMORANDUM
No. 1026 s. 2026

SUBMISSION OF THE SCHOOL-BASED LEARNING CENTER (SBLC) MAINTENANCE, REPAIR, AND OPERATIONAL SUPPORT FUND NEEDS ASSESSMENT FORM

To: Schools Division Superintendents
All Others Concerned

1. The Bureau of Alternative Education–Policy and Quality Assurance Division (BAE-PQAD) requests the accomplishment of the attached SBLC Maintenance, Repair, and Operational Support Fund Needs Assessment Form to support the development of the proposed policy guidelines on the provision of support funds for the Maintenance, Repair, and Operation (MRO) of newly constructed School-Based Learning Centers (SBLCs) for Alternative Learning System (ALS)

2. The form shall be accomplished by the School Head, in coordination with the Division ALS Focal Person, with the assistance of the EPS II for ALS and ALS Teacher/s.

3. The information gathered will be used for policy development, planning, and budgeting. Submission of the form does not constitute a request for funding or guarantee the allocation or release of funds.

4. The accomplished form shall be submitted to BAE-PQAD on or before August 14, 2026, through bae.pqad@deped.gov.ph, with a copy furnished to bae.od@deped.gov.ph. The form may be downloaded through this link: https://tinyurl.com/SBLCforALSform.

5. For inquiries, please contact BAE-PQAD through bae.pqad@deped.gov.ph.

6. Immediate dissemination and compliance are desired.

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

Reference: Memorandum
Encl: as stated
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL-BASED LEARNING CENTER

CLMD/avl/RM_SchoolBasedLearningCenter
August 11, 2026

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.1
AUG 11 2026
BY:
TIME: 4:55

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-339

TO : **ESTELA L. CARINO**
Regional Director, Region I

TOLENTINO G. AQUINO
Regional Director, Region III

RONNIE S. MALLARI
Regional Director, Region IV-B

GILBERT T. SADSAD
Regional Director, Region V

RAMIR B. UYTICO
Regional Director, Negros Island Region

RUTH L. FUENTES
Regional Director, Region X

MARIA INES C. ASUNCION
Regional Director, Region XI

ALLAN G. FARNAZO
Regional Director, Caraga

FROM : Carmela C. Oracion
CARMELA C. ORACION
Undersecretary for Learning Systems

SUBJECT : **ACCOMPLISHMENT AND SUBMISSION OF THE SCHOOL-BASED LEARNING CENTER (SBLC) FOR ALTERNATIVE LEARNING SYSTEM (ALS) MAINTENANCE, REPAIR, AND OPERATIONAL SUPPORT FUND NEEDS ASSESSMENT FORM**

DATE : July 30, 2026

To support the development of the *Proposed Policy Guidelines on the Provision of Support Funds for the Maintenance, Repair, and Operation of Newly Constructed School-Based Learning Centers (SBLCs) for Alternative Learning System (ALS)*, the Bureau of Alternative Education–Policy and Quality Assurance Division (BAE-PQAD) requests the accomplishment and submission of the attached **SBLC Maintenance, Repair, and Operational Support Fund Needs Assessment Form**.

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The form shall be accomplished by the School Head of the school where the newly constructed SBLC is located, in coordination with the Division ALS Focal Person, with the assistance of the EPS II for ALS and ALS Teacher/s.

The information gathered will be used as inputs for policy development, planning, and budgeting. Please note that the submission of the form does not constitute a request for funding nor guarantee the allocation or release of support funds.

The accomplished forms shall be submitted to the Bureau of Alternative Education on or before **August 14, 2026** via email at bae.pqad@deped.gov.ph with a copy furnished to bae.od@deped.gov.ph.

Soft copy of the said form can be downloaded through this link/QR code:

https://tinyurl.com/SBLCforALSform

Should you have any questions or concerns, you may contact BAE-PQAD through email at bae.pqad@deped.gov.ph.

Copy furnished:

MALCOLM S. GARMA
Undersecretary for Governance and Operations

Attachment No. 1 to DM-OULS-2026-___

SBLC Maintenance, Repair, and Operational Support Fund
Needs Assessment Form

General Instructions:

This form shall be accomplished by the School Head of the school where the newly constructed School-Based Learning Center (SBLC) for Alternative Learning System (ALS) is located, in coordination with the Division ALS Focal Person, and the assistance of the Education Program Specialist II (EPS II) for ALS and ALS Teacher/s.

This form aims to gather baseline information on the current condition, maintenance, repair, utility, safety, and operational needs of newly established SBLCs for ALS.

The information gathered shall serve as inputs in the development of the *Policy Guidelines on the Provision of Support Funds for the Maintenance, Repair, and Operation of Newly Constructed SBLCs for ALS.* Specifically, the results shall be used to identify common operational needs, determine allowable expenditures, estimate funding requirements, and inform policy provisions on the allocation, utilization, monitoring, and reporting of support funds.

All information provided shall be complete, accurate, and based on actual inspection and available records, where applicable. Estimated costs should be based on reasonable and prevailing local costs.

The submission of this form does not constitute a request for funding or guarantee the allocation or release of support funds. The information shall be used solely as a basis for policy development, planning, and budgeting.

I. General Information

Provide the requested information.

a. Region:_____
b. Schools Division Office:_____
c. School:_____
d. School ID:_____
e. Name of SBLC:_____
f. CLC ID:_____
g. Name of School Head:_____
h. Name of ALS Teacher/s:_____

II. Construction Implementation Timeline

Provide the requested information. Put N/A if not applicable.

a. Date the construction fund was released by the Central Office: _____
b. Date the construction fund was received by the Regional Office (RO):_____
c. Was the construction fund downloaded from the RO to SDO? ☐ Yes ☐ No
d. If Yes, specify date the fund was downloaded to the SDO: _____
e. Was the construction fund downloaded from the SDO to the implementing school (SBLC location)? ☐ Yes ☐ No
f. If Yes, specify the date the fund was downloaded to the school:_____

g. Date the procurement process commenced: _____
h. Date the Notice to Proceed (NTP) was issued: _____
i. Date the construction started: _____
j. Date the construction was completed: _____
k. Date the SBLC was officially turned over to the school/SDO:_____
l. Date the SBLC became operational and started serving learners: _____
m. Procuring entity (e.g., RO, SDO, School): _____
n. Duration of the procurement process (from procurement initiation to issuance of the NTP? ___ days
o. Duration of the construction period (from commencement to completion) _____ days
p. Were there delays in the procurement and/or construction process? ☐ Yes ☐ No
q. If Yes, what were the primary causes of the delays? (Check all that apply)
   ☐ Procurement issues
   ☐ Lack of funds
   ☐ Weather conditions
   ☐ Site-related issues
   ☐ Contractor-related issues
   ☐ Change in design/specifications
   ☐ Other (pls. specify): _____
r. Was the SBLC completed within the original project timeline? ☐ Yes ☐ No
s. If No, what was the original target completion date and the actual completion date?
   - Original target completion date: _____
   - Actual completion date: _____
t. Has the SBLC undergone any repair, renovation, or improvement since its completion? ☐ Yes ☐ No
u. If yes, provide the details below:

Repair/Renovation/Improvement Undertaken	**Year Completed**	**Cost**	**Source of Fund**
(Add rows if needed)			

III. Current Status of the SBLC for ALS

Assess the current operational status of the SBLC for ALS by checking the appropriate column (✓) for each indicator. Provide additional information in the **Remarks** column, if necessary, particularly for items marked **No**.

Item	Yes	No	Remarks
1. The SBLC for ALS is operational.			
2. The SBLC for ALS is regularly used for ALS classes.			
3. Water supply is available.			
4. The SBLC has its own water meter to monitor and manage water consumption independently.			
5. Electricity is available.			
6. The SBLC has its own electric meter to monitor and manage electric consumption independently.			
7. Internet connection is available.			
8. A separate internet connection is installed exclusively for SBLC.			
9. Toilets and sanitations are functional.			
10. Lighting and ventilation are adequate.			
11. The facility is generally clean and maintained.			
12. The facility is safe for ALS learners and ALS Teachers.			
13. Furniture and fixtures are adequate for ALS classes.			

IV. Maintenance and Repair Requirements

Indicate the existing condition of the SBLC for ALS. Check **Good Condition** if no repair is needed, and check **Needs Repair** if minor repair or maintenance is required. Indicate the estimated annual cost of the required repair or maintenance.

Item	Good Condition	Needs Repair	Estimated Annual Cost
Roof			
Ceiling			
Walls			
Flooring			
Doors			
Windows			
Locks			
Electrical System			
Plumbing System			
Toilets/Sanitation Facilities			
Painting/Repainting			
Others (pls. specify: _____)			
Total			

V. Utilities and Operational Requirements

Identify the utilities and operational requirements necessary for the continuous operation of the SBLC for ALS. Check **Existing** if the utility or service is currently available. Check **Needed** if additional funding is required for its operation or maintenance. Indicate the estimated annual cost for each service/utility.

Item	Existing	Needed	Estimated Annual Cost
Electricity			
Water			
Internet			
Cleaning Materials			
Waste Disposal			

Pest Control			
Sanitation /Hygiene supplies			
Others (pls. specify_____)			
Total			

VI. Office and Operational Supplies

Indicate the estimated annual cost for the following office and operational supplies:

Item	Estimated Cost
Bond Paper	
Printer Ink	
Pens/Marker	
Logbooks/Record Books	
Bulletin Board Materials	
Filing/Documentation Supplies	
Others (pls. specify _____)	
Total	

VII. Safety and Security Requirements

Indicate the availability and condition of safety and security supplies in the SBLC for ALS. Check **Existing** if the item is currently available and functional. Check **Needed** if procurement, replacement, or minor maintenance is required.

Item	Existing	Needed	Estimated Cost
Fire Extinguisher			
First Aid Kit/Supplies			
Emergency Signages			
Exit/Evacuation Signages			
Emergency Lighting			
Security Lighting			
Others (pls. specify _____)			
Total			

VIII. Repair/Maintenance of Furniture and Fixtures

Item	Good Condition	Needs Repair	Estimated Cost
Chairs			
Tables			
Teacher's Table and Chair			
Cabinets			
Shelves			
Blackboard/Whiteboard			
Bulletin Boards			
Others (pls. specify _____)			
Total			

IX. Other Operational Requirements

List other operational requirements not covered in the preceding sections but are necessary for the maintenance, repair, or operation of the SBLC for ALS. For each requirement, provide a brief justification and the annual estimated cost. You may add rows if needed.

Requirement	Justification	Estimated Cost
Total		

X. Summary of Estimated Funding Requirements

Summarize the estimated costs reflected in Sections IV to VIII by category. Compute the total estimated funding requirement to determine the overall support fund needed for the maintenance, repair, and operation of the SBLC for ALS. Ensure that all computations are accurate and supported by the entries in the preceding sections.

Category	Estimated Cost
Maintenance and Repair Requirements	
Utilities and Operational Requirements	
Office and Operational Supplies	
Safety and Security Requirements	
Repair/Maintenance of Furniture and Fixtures	
Other Operational Requirements	
Grand Total	

XI. Priority Needs

Identify the top three (3) priority needs of the SBLC for ALS.

Priority	Identified Need	Estimated Cost
1.		
2.		
3.		

XII. Overall Assessment

Check the appropriate box.

☐ **Good Condition** – The SBLC for ALS is fully operational and requires only routine maintenance.

☐ **Operational with Minor Needs** – The SBLC for ALS is operational but requires minor repair, maintenance, or operational support.

☐ **Operational with Significant Needs** – The SBLC for ALS is operational but requires substantial repair, maintenance, or operational support.

☐ **Not Operational** – The SBLC for ALS cannot currently be used due to significant repair, safety, utility, or operational concerns.

XIII. Certification

We hereby certify that the information provided in this form is true, complete, and accurate, and is based on the actual condition and assessed needs of the SBLC for ALS at the time of assessment. The estimated costs are based on reasonable and available cost references, where applicable.

We understand that the information submitted shall serve as baseline data for policy development, planning, and budgeting and does not, by itself, constitute a request for funding or guarantee the allocation or release of support funds.

Prepared/Accomplished by:

Name of School Head: _____
Signature: _____
Date: _____

Reviewed by:

Name of Division ALS Focal Person: _____
Signature: _____
Date: _____