DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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OCT 27 2026

REGIONAL MEMORANDUM
No. 1418 s. 2026

SUBMISSION OF DATA ON COMPLETED DPWH-IMPLEMENTED SCHOOL INFRASTRUCTURE PROJECTS PENDING TURNOVER AND/OR RECORDING AS DEPED ASSETS

To: Schools Division Superintendents
Region and Division Engineers & Architects

1. This Office directs all Schools Division Offices (SDOs) to submit complete and verified data on Department of Public Works and Highways (DPWH)-implemented school infrastructure projects funded under Fiscal Year 2024 to the present that have attained 100% physical completion but have not been fully and formally turned over to DepEd and/or recorded in the appropriate DepEd accounting and property records.

2. This undertaking aims to establish the status of completed projects, identify issues affecting their turnover and recording, and facilitate coordinated action to ensure accountability, proper asset management, and the timely availability of facilities for their intended beneficiaries.

3. The report shall cover the following:
- Construction of school buildings
- School health facilities
- Library hubs
- Water and sanitation facilities
- Repair/ Rehabilitation of classrooms
- Other school infrastructure projects

4. SDOs shall accomplish the prescribed reporting template available at **https://me-l.co/f8ni6i7j**. The report shall indicate, at a minimum, the following information:
a. Item number;
b. Fiscal year of funding;
c. Project title or description;
d. Location, including school name, barangay, and municipality or city;
e. DPWH project reference or contract number;
f. Contract amount;
g. Date of certified 100% physical completion;
h. Turnover status and date, if applicable;
i. Status of recording in DepEd accounting and property records;
j. Specific reasons for delayed turnover and/or recording; and
k. Actions taken, outstanding requirements, and other relevant remarks.

Item No.	Project Title / Description	Location (School Name, Barangay, Municipality)	DPWH Project Reference No.	Contract Amount	Date Physically Completed	Status of Turnover	Reason for Delay / Non-Turnover	Remarks / Action Taken
1						Not yet turned over / Partial turnover		
2								
3								

Template link: https://me-l.co/f8ni6i7j

5. In preparing the report, SDOs shall:

- Include only projects certified as 100% physically completed and exclude ongoing projects;
- Include completed projects that are not yet turned over, partially turned over, or already turned over but not yet recorded in the appropriate DepEd records;
- Coordinate with the concerned DPWH District Engineering Offices, school heads, and SDO accounting and property personnel to verify the reported information;
- Specify the outstanding requirements or issues affecting turnover and/or recording, such as pending inspection, unresolved deficiencies or site concerns, and incomplete supporting documents;
- Designate a focal person to coordinate with the Education Support Services Division (ESSD), DepEd Regional Office I; and
- Submit a **nil report** if no projects fall within the prescribed coverage.

6. The Division Engineer or designated infrastructure focal person shall consolidate the report, in coordination with the concerned accounting and property personnel, for verification and signature of the Schools Division Superintendent. Submission shall follow these requirements:

Particulars	Requirement
Deadline	October 27, 2026
Files to Submit	Signed scanned copy in PDF format and the corresponding editable Excel file
Email address	region1@deped.gov.ph and essd.region1@deped.gov.ph
File name	RegionI_[DivisionName]_DPWH_Infra_NotTurnedOver_Unrecorded_2026

7. The consolidated data shall serve as the basis for formal coordination with DPWH Regional Office I and the concerned District Engineering Offices (DEO) to resolve outstanding issues, expedite turnover, update DepEd asset records, and facilitate the appropriate use of completed facilities.

8. For clarification and coordination, concerned personnel may contact Engr. Philip M. Nardo at 09100127558 or Engr. Patrick F. Espinueva at 09673448161.

9. Immediate dissemination of and full compliance with this Memorandum are directed.

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

Encl.: as stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL BUILDINGS FACILITIES

ESSD/pmn/CCM/Submission-of-Data-on-DPWH-Implemented-School-Infrastructure-Projects
October 26, 2026