



Republic of the Philippines  
**Department of Education**  
 Region VI-Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

February 28, 2023

**DIVISION MEMORANDUM**

No. 098, s. 2023

**MONITORING AND EVALUATION (M&E) ACTIVITIES  
 FOR THE MINOR REPAIR DURING THE  
 FOURTH QUARTER OF CY 2022 AND FIRST QUARTER OF CY 2023**

To: OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors  
     Curriculum Implementation Division  
     School Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors/ OIC of the Districts  
 Heads of Public Elementary, Secondary and  
 Integrated Schools

1. In compliance with Division Memorandum No. 266, s. 2022 titled “**Minor Repair and Maintenance of School Facilities**”, this Office through the School Governance and Operations Division (SGOD) will conduct monitoring and evaluation activities for the minor repairs implemented during the fourth quarter of 2022 and first quarter of 2023.
2. This activity aims to check the progress and status of the implementation of the minor repairs and ensure compliance with the prescribed standards.
3. The composition of the Division Monitoring Teams and the Schedule of the M&E activities are as follows:

Team A	Team B	Team C
Dr. Marlon P. Destreza Engr. Marlon Clarito Ronald D. Dile Jhean Mae Grace Lingco	Dr. Edna B. Azcarraga Dr. Immaculada J. Amores Mary Grace A. Atinon Yzarda Claudette Ballera	Nannette G. Calixterio Jerry V. Mosquite Romar S. Jaravelo Glenda Marie B. Botin

Schedule of M&E Activities

No.	District	Date	Assigned Team
1	Cuartero	March 7, 2023	Team A
2	Dao	March 8, 2023	Team B
3	Dumalag	March 8, 2023	Team C
4	Dumarao	March 9, 2023	Team A
5	Ivisan	March 14, 2023	Team B
6	Jamindan	March 15, 2023	Team C
7	Maayon	March 15, 2023	Team A
8	Mambusao East	March 16, 2023	Team B
9	Mambusao West		
10	Panay	March 21, 2023	Team C
11	Panitan	March 22, 2023	Team A
12	Pilar	March 22, 2023	Team B
13	Pontevedra	March 28, 2023	Team C
14	President Roxas	March 29, 2023	Team A
15	Sapian	March 29, 2023	Team B
16	Sigma		
17	Tapaz East	March 30, 2023	Team A
18	Tapaz West		





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4. Attached is the Monitoring Tool for Minor Repair and Maintenance of School Facilities, for your guidance.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 





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Enclosure No. 1 to DM No. 098 s. 2023

**MONITORING TOOL FOR MINOR REPAIR AND MAINTENANCE OF SCHOOL FACILITIES**

School Name: \_\_\_\_\_  
 School ID: \_\_\_\_\_ District: \_\_\_\_\_  
 School Contact \_\_\_\_\_  
 Head: \_\_\_\_\_ Number \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of \_\_\_\_\_  
 Monitoring: \_\_\_\_\_

Objective: To ensure compliance to Division Memorandum No. 266, s. 2022 titled **“Minor Repair and Maintenance of School Facilities”**.

Directions: Please check each item appropriately in the space provided and give necessary comments on the remarks, if needed.

**Building Component which is Subject for Minor Repair:** \_\_\_\_\_

**Approved Amount:** \_\_\_\_\_

**Duration of Minor Repair:** \_\_\_\_\_

<b>A. The school minor repair is/ has...</b>	<b>YES</b>	<b>NO</b>	<b>Remarks/ MOVs</b>
1. indicated in the approved School Improvement Plan (SIP)			
2. approved Request for Cash Advance (RCA)			
3. approved Program of Works (POW)			
4. strictly followed the POW			
<b>B. Status of Minor Repair</b>	Not Yet Started	On-Going	100% Completed
<b>If completed, there is/are...</b>	<b>YES</b>	<b>NO</b>	<b>Remarks/ MOVs</b>
1. photos <b>BEFORE</b> the minor repair			
2. photos <b>DURING</b> the minor repair			
3. photos <b>AFTER</b> the minor repair			
4. approved liquidation report			

TA Provided:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Agreement:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Monitored by:

\_\_\_\_\_

