



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

February 6, 2024

DIVISION MEMORANDUM
 NO. 072, s. 2024

**MONITORING ACTIVITIES FOR THE MINOR REPAIRS
 IMPLEMENTED DURING THE THIRD AND FOURTH QUARTERS OF CY 2023**

To: OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisor, CID
 OIC, Office of the Chief Education Supervisor, SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Heads of Public Elementary, Secondary and
 Integrated Schools
 All Others Concerned

- Relative to 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 activities for the minor repairs implemented during the third and fourth quarters of CY 2023.
- This activity aims to check the progress and status of the implementation of the minor repairs and ensure compliance with the prescribed standards.
- The composition of the Division Monitoring Teams and the Schedule of the Monitoring Activities are as follows:

Team A	Team B	Team C
Dr. Edna B. Azcarraga Assigned PSDS Immaculada J. Amores Yzarda Claudette Ballera Mary Grace Atinon	Engr. Marlon V. Clarito Assigned PSDS Margarie Obligation Glenda Marie B. Botin Engr. Ira Rose Balgos	Ronald D. Dile Assigned PSDS Romar Jaravelo Jhean Mae Grace Lingco Jerry V. Mosquite

Schedule of Monitoring Activities

No.	District	Date	Assigned Team
1	Cuartero	February 8 & 13, 2024	Team A
2	Dao	February 8 & 13, 2024	Team B
3	Dumalag	February 15 & 20, 2024	Team C
4	Dumarao	February 15 & 20, 2024	Team A
5	Ivisan	February 22 & 27, 2024	Team B
6	Jamindan	February 22 & 27, 2024	Team C
7	Maayon	February 29 & March 5, 2024	Team A
8	Mambusao East	February 29 & March 5, 2024	Team B
9	Mambusao West	March 7 & 12, 2024	Team C
10	Panay (including Capiz NHS)	March 7 & 12, 2024	Team A
11	Panitan	March 14 & 19, 2024	Team B
12	Pilar	March 14 & 19, 2024	Team C
13	Pontevedra	March 22 & 26, 2024	Team A
14	President Roxas	March 22 & 26, 2024	Team B
15	Sapian	April 2 & 4, 2024	Team C
16	Sigma	April 2 & 4, 2024	Team A
17	Tapaz East	April 11 & 16, 2024	Team B
18	Tapaz West	April 11 & 16, 2024	Team C



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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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.

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

Enclosure: As Stated
Reference: As Stated

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS MONITORING FACILITIES REPAIR



Republic of the Philippines
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SCHOOLS DIVISION OF CAPIZ

MONITORING TOOL FOR MINOR REPAIRS AND MAINTENANCE OF SCHOOL FACILITIES

School Name: _____
 School ID: _____ District: _____
 School _____ Contact _____
 Head: _____ Number _____
 Address: _____, Capiz Date of Monitoring: _____, 2024

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

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

DURATION OF MINOR REPAIR: 3RD QUARTER OF 2023

A. The school minor repair is/ has...	Approved Amount	Indicated in the approved School Improvement Plan (SIP)		Approved Request for Cash Advance (RCA)		Approved Program of Works (POW)		Strictly followed the POW		Remarks/ MOVs
		Y	N	Y	N	Y	N	Y	N	
Repair #1										
Repair #2										
Repair #3										
Repair #4										
Repair #5										

B. Status of Minor Repair	Repair #1	Repair #2	Repair #3	Repair #4	Repair #5
Not Yet Started					
On-Going					
100% Completed					

If completed, there is/are...	Photos BEFORE the minor repair	Photos DURING the minor repair	Photos AFTER the minor repair	Approved liquidation report	Remarks/MOVs
Repair #1					
Repair #2					
Repair #3					
Repair #4					
Repair #5					



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DURATION OF MINOR REPAIR: 4TH QUARTER OF 2023

C. The school minor repair is/ has...	Approved Amount	Indicated in the approved School Improvement Plan (SIP)		Approved Request for Cash Advance (RCA)		Approved Program of Works (POW)		Strictly followed the POW		Remarks/ MOVs
		Y	N	Y	N	Y	N	Y	N	
		Repair #1								
Repair #2										
Repair #3										
Repair #4										
Repair #5										

D. Status of Minor Repair	Repair #1	Repair #2	Repair #3	Repair #4	Repair #5
Not Yet Started					
On-Going					
100% Completed					

If completed, there is/are...	Photos BEFORE the minor repair	Photos DURING the minor repair	Photos AFTER the minor repair	Approved liquidation report	Remarks/MOVs
Repair #1					
Repair #2					
Repair #3					
Repair #4					
Repair #5					

TA Provided:

Agreement:

Monitored by:

Concurred by:

_____ Date: _____, 2024