



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

10 JUL 2026

DIVISION MEMORANDUM

No. 286, s. 2026

**ORIENTATION WORKSHOP FOR THE CY 2026 SCHOOL PREVENTIVE
MAINTENANCE PLAN (SPMP) AND ANNUAL INSPECTION PLAN**

To: Office of the Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This Office will conduct an **Orientation Workshop for the CY 2026 School Preventive Maintenance Plan (SPMP) and Annual Inspection Plan** on the schedule indicated below.

DISTRICT	NO. OF SCHOOLS	DATE	VENUE
Cuartero	24	July 21, 2026	District Office
Dao	23	July 22, 2026	
Dumalag	22	July 23, 2026	
Dumarao	38	July 24, 2026	
Ivisan	17	Aug 4, 2026	
Jamindan	34	Aug 5, 2026	
Maayon	36	Aug 6, 2026	
Mambusao East	20	Aug 7, 2026	
Mambusao West	15	Aug 11, 2026	
Panay & Capiz NHS	33	Aug 12, 2026	
Panit-an	27	Aug 13, 2026	
Pilar	29	Aug 14, 2026	
Pontevedra	22	Aug 18, 2026	
President Roxas	20	Aug 19, 2026	
Sapian	24	Aug 20, 2026	
Sigma	24	Aug 21, 2026	
Tapaz East	37	Aug 25, 2026	
Tapaz West	26	Aug 26, 2026	

2. This activity aims to:
- harmonize the school's annual work and financial plan, program of works, and maintenance plan to deliver safe and resilient schools;



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- ensure the safety, functionality, and sustainability of school facilities through regular inspection, timely maintenance, and proper planning, providing a safe and conducive learning environment while preserving school buildings and minimizing repair costs; and
- accomplish CY 2026 School Preventive Maintenance Plan (SPMP) and Annual Inspection Plan for approval.

3. Participants in this activity are the following:

DISTRICT	SCHOOL HEADS	AO II ASSIGNED AS PHYSICAL FACILITIES COORDINATOR
Cuartero	24	24
Dao	23	23
Dumalag	22	22
Dumarao	38	38
Ivisan	17	17
Jamindan	34	34
Maayon	36	36
Mambusao East	20	20
Mambusao West	15	15
Panay & Capiz NHS	33	33
Panit-an	27	27
Pilar	29	29
Pontevedra	22	22
President Roxas	20	20
Sapian	24	24
Sigma	24	24
Tapaz East	37	37
Tapaz West	26	26

4. All participants are expected to bring the following items:
- a. Laptop with Extension Cord
 - b. Hard Copy of Approved Work and Financial Plan
 - c. Approved CY 2026 1st to 4th Quarter Program of Works
 - d. Printer

5. The CY 2026 School Preventive Maintenance Plan (SPMP), Annual Inspection Plan, the program matrix and the composition of Program Management Team (PMT) are found in **Enclosures 1, 2, 3, & 4**, for reference and perusal of all concerned.



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6. Travel expenses of the participants shall be chargeable against the school MOOE fund, while for the program management team shall be charged against Local fund. All expenses are subject to the usual accounting and auditing rules and regulations.
7. This Memorandum will serve as Authority to Travel for all participants.
8. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL BUILDING CLASSROOM MAINTENANCE



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Enclosure No. 1 to SDM No. **286** 2026

PROGRAM MANAGEMENT TEAM

ROLES	PERSONS INVOLVED
Overall Program Lead	ROEL F. BERMEJO Schools Division Superintendent LUZ U. BANSON Assistant Schools Division Superintendent EDNA B. AZCARRAGA OIC, CES - SGOD
Program Support Team	PUBLIC SCHOOLS DIVISION SUPERVISOR OF THE DISTRICT CENTRAL SCHOOL PRINCIPAL
Program Manager	ENGR. MARLON V. CLARITO Division Engineer
Resource Speakers/Trainers/ Evaluators	SDO Capiz Division Engineers
Secretariat/ Technical Working Group	ENGR. IRA ROSE G. BALGOS Technical Assistant IV/ DPE ENGR. JOHN GABRIELLE D. GIMENO Technical Assistant IV/ DPE JIM DUEÑAS Driver



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Enclosure No. 2 to SDM No. 286 2026

PROGRAM MATRIX
**ORIENTATION WORKSHOP FOR THE CY 2026 SCHOOL BUILDING
PREVENTIVE MAINTENANCE PLAN (SBPMP) AND ANNUAL INSPECTION PLAN**

Time	Activity	In-Charge
8:00 – 9:30 AM	Registration <i>Preliminaries</i> Philippine National Anthem Prayer Opening Address	Program Management Team/Secretariat Program Support Team
9:30 – 10:00 AM	Presentation of SBPMP and Annual Inspection Plan	Engr. Marlon Clarito/Engr. Ira Rose Balgos/Engr. John Gabrielle D. Gimeno
10:00 – 12:00 NN	Workshop A: School Building Preventive Maintenance Plan (SBPMP) & Checking of Outputs	Engr. Marlon Clarito
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 3:00 PM	Workshop B: Annual Inspection Plan & Checking of Outputs	Engr. Marlon Clarito
3:00 – 4:30 PM	Presentation & Submission of Printed Outputs	Engr. Marlon Clarito/Engr. Ira Rose Balgos/Engr. John Gabrielle D. Gimeno
4:30 – 5:00 PM	Ways Forward	



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CY 2026 SCHOOL PREVENTIVE MAINTENANCE PLAN (SPMP)

AS OF _____

School ID: _____
School Name: _____
School District: _____
Location / Address: _____

No.	ACTIVITY DESCRIPTION	FREQUENCY	SCHEDULED MONTH												TIME FRAME				LOCATIONS (Bldg. Name/Rm nos.)	SOURCE OF FUND				RESPONSIBLE TEAM	REMARKS (Ongoing /Completed)
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1ST Q	2ND Q	3RD Q	4TH Q		MOOE	PTA FUND	LGU FUND	PRIVATE		
1	ROOFING & GUTTER	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12											
	Clean and remove the stagnant materials or leaves on the rooftop, gutters & down spouts. Cut the tree's branches over or near the roof.		•						•																
	1.1 Check for the rusted or damaged part of the roofing, flashing & gutters. Repair & re-apply epoxy paint or replace if necessary		•						•																
	1.2 Check for the cracks or damages in the sealing adhesive of the flashings and waterproofing in the concrete gutters. Re apply sealant if damaged.		•						•																
	1.3 Check for the loose or detached tek screws or anchorage in the roofing sheets. Tighten or replace defected tek screws.		•						•																
2	CEILING & FRAMING	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12											
	2.1 Check for the cracks & gaps on ceiling board joints. Re-apply sealing adhesives or install additional revits or screws if necessary.		•						•																
	2.2 Check for the water leak spots in the ceiling boards. Replace the boards if deteriorated and repair the waterproofing in the roofing.		•						•																
2.3	Check for the sags or drops in the ceiling. Repair & re- install new ceiling supports or frames if necessary.		•						•																

No.	ACTIVITY DESCRIPTION	FREQUENCY	SCHEDULED MONTH												TIME FRAME	LOCATIONS (Bldg. Name/Rm nos.)	SOURCE OF FUND				RESPONSIBLE TEAM	REMARKS (Ongoing /Completed)
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC								
3	WALLS & PARTITIONS	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12							School Head, Teachers, PFC	
3.1	Check for the cracks, bulges, blistering or peel off of paint in the wall. Re-apply patching compound & repaint on the defected area if necessary		•						•													
3.2	Check for the water leaks spot on the walls. Apply flexibond exterior paint and re-touch final paint if necessary.		•						•													
3.3	Check for the cracks or separation gap of walls from columns & beams. Re-apply sealant on gaps if minimal or consult structural engineer if significant cracks.		•						•													
3.4	Check for the damages, holes or board detachment on the dry wall partitions. Re-install additional revits or replace if damaged.		•						•													
4	DOORS & WINDOWS	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12							School Head, Teachers, PFC	
4.1	Check for the termite infestation on wooden door panels & jambs. Apply termite control chemical and repair or replace if necessary.		•						•													
4.2	Check the door knobs opening and closing if operating smoothly. Apply lubricant or replace the door knobs if unoperational.		•						•													
4.3	Check the door hinges opening & closing if operational smoothly. Check the screws if securely tighten. Apply grease & tighten screws		•						•													
4.4	Check for a broken window panels, rusted window grilles and welded joint detachment. Replace the broken windows panels and re-weld detached grilles & repaint.		•						•													
5	FLOORS, BEAMS & COLUMNS	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12							School Head, Teachers, PFC	
5.1	Check for the cracks on the flooring, beam, & column. Re-apply cement if minimal cracks. Consult structural engineer if significant cracks (more than 1mm).		•						•													
5.2	Check for unlevel portion or drop in elevation of the flooring slab. And apply concrete topping or consult structural engineer if significant.		•						•													
5.3	Check for crack, loose or pop up tiles and replace. Check the tiles grout if complete. Re-apply if necessary.		•						•													
5.4	Check for paint peel off, bulges & blistering on beams & columns. Repair & repaint if necessary.		•						•													

No.	ACTIVITY DESCRIPTION	FREQUENCY	SCHEDULED MONTH												TIME FRAME	LOCATIONS (Bldg. Name/Rm nos.)	SOURCE OF FUND				RESPONSIBLE TEAM	REMARKS (Ongoing /Completed)
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC								
6	STAIRS & HALLWAYS	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12							School Head Teachers, PFC	
6.1	Check for rusted & detached railings and re-weld & then repaint.		•						•													
6.2	Check the stair's step nozzling if damaged or detached. Replace or repair if necessary.		•						•													
6.3	Check for the damaged or pop up tiles and replace. Check for a slippery area and repair the surface as needed.		•						•													
7	ELECTRICAL	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12							SH, PFC, Teachers, Electrician	
7.1	Check for the busted/ flickering bulb or defected lighting fixtures. Check the switches if loose or un-operational, and replace as needed.		•						•													
7.2	Check for loose power socket. Inspect if have the presence of burned marks or spot. Request an electrician to replace.		•						•													
7.3	Check the panelboard inside for the presence of pest infestation or dirt with caution. Check the breaker's screws & bolts if tight & have burn marks. Request an Electrician to conduct this inspection and cleaning.		•						•													
7.4	Check for the sagged, damaged or loose connection electrical line . Request an Electrician for repair.		•						•													
8	PLUMBING & SANITARY	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12							SH, Teachers, PFC, Plumber	
8.1	Check the gate valves, faucets, fittings and pipe line for loose connection, damages or leaks. Request a plumber for repair.		•						•													
8.2	Check the urinal, toilet & lavatory for clogs & leaks. Check the sewer pipe line going to septic tank if have cracks or damaged. Request a plumber for repair.		•						•													
8.3	Check the water storage tank for corrosions, support detachment, tilted placement, and cleanliness inside. Clean & repair as needed.		•						•													

No.	ACTIVITY DESCRIPTION	FREQUENCY	SCHEDULED MONTH												TIME FRAME	LOCATIONS (Bldg. Name/Rm nos.)	SOURCE OF FUND			RESPONSIBLE TEAM	REMARKS (Ongoing /Completed)
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC							
9	MECHANICAL & FIRE PROTECTION	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12						School Head, Teachers, PFC	
9.1	Check the aircon unit air-filter & evaporator drains if clogged. Clean the air filter and the drain.		•						•												
9.2	Check the fire extinguisher nozzle if unobstructed, pressure gauge pointer is at green, tag is up to date, label & instructions is visible and if in the right location. Replace it if unoperational.		•						•												
9.3	Check the fire alarm push button and bell if operating properly and the sound is in good quality. Clean the bell sounder if not audible.		•						•												
9.4	Check the firehose cabinet if no rusted parts and securely fasten. Check the valves, hose, nozzle and rack if in good condition. Repaint if necessary.		•						•												
10	SCHOOL GROUND FACILITIES	Semi-Annually	1	2	3	4	5	6	7	8	9	10	11	12						School Head, Teachers, PFC	
10.1	Evaluate the visual condition and functionality of the following: playground, plant boxes, landscaping, fencing, gym, pathways. Replace if considered hazard		•						•												

Prepared by:

Physical Facilities Coordinator

School Head

Reviewed by:

Public Schools District Supervisor

Validated by:

ENGR. MARLON V. CLARITO
DepEd Division Engineer

ENGR. IRA ROSE G. BALGOS
Technical Assistant IV/DPE

ENGR. JOHN GABRIELLE D. GIMENO
Technical Assistant IV/DPE

Approved by:

EDNA B. AZCARRAGA, PhD
Education Program Supervisor
OIC- Office of the Chief Education Supervisor
Schools Governance and Operations Division



SCHOOL ANNUAL INSPECTION PLAN

As of _____

School ID: _____
School Name: _____
School District: _____
Location / Address: _____

ITEM #	BUILDING SYSTEMS & COMPONENTS	FREQUENCY	INSPECTION METHOD	BLDG NAME /LOCATION	STATUS			RESPONSIBLE PERSON	REMARKS
					Good	Needs Minor Repair	Needs Major Repair	For Replacement	
1	STRUCTURAL & STEEL								
1.1	Roofing (Flashing, Gutter & Drains)	Semi Annually	Visual						SH, PFC
1.2	Beams, Columns & Flooring	Annually	Visual						SH, PFC
1.3	Stairs & Railings	Annually	Visual						SH, PFC
2	CARPENTRY & MASONRY								
2.1	Blackboard, Chairs & Tables	Annually	Visual						SH, PFC
2.2	Ceiling boards & ceiling frames	Annually	Visual						SH, PFC
2.3	Doors, windows & window grilles	Annually	Visual						SH, PFC
2.4	Walls & Partitions	Annually	Visual						SH, PFC
3	ELECTRICAL SYSTEM								
3.1	Lighting fixtures & Switches	Semi-Annually	Visual						SH, PFC
3.2	Power outlets /sockets & wirings	Semi-Annually	Visual						SH, PFC
3.3	Panelboard & Circuit breakers	Semi-Annually	Visual						SH, PFC
4	PLUMBING SYSTEM								
4.1	Faucets, Shower heads & Fixtures	Semi-Annually	Visual						SH, PFC
4.2	Gate valves, Piping & Fittings	Semi-Annually	Visual						SH, PFC
4.3	Storage tank & Electric pump	Semi-Annually	Visual						SH, PFC

ITEM #	BUILDING SYSTEMS & COMPONENTS	FREQUENCY	INSPECTION METHOD	BLDG NAME /LOCATION	STATUS			RESPONSIBLE PERSON	REMARKS
					Good	Needs Minor Repair	Needs Major Repair	For Replacement	
5	SANITARY & SEWER								
5.1	Toilets, Urinals & Sinks	Semi-Annually	Visual						SH, PFC
5.2	Floor drains, Clean out, P-traps & Vents	Semi-Annually	Visual						SH, PFC
5.3	Sewer line & Septic tank	Semi-Annually	Visual						SH, PFC
6	AIRCON & VENTILATION								
6.1	Ceiling or wall fans & exhaust fans	Semi-Annually	Visual						SH, PFC
6.2	Aircon unit & condenser/outdoor unit	Semi-Annually	Visual						SH, PFC
6.3	Refrigerant piping & evaporator drains	Semi-Annually	Visual						SH, PFC
7	FIRE PROTECTION & SAFETY								
7.1	Fire extinguishers	Semi-Annually	Visual						SH, PFC
7.2	Fire hose cabinets & accessories	Semi-Annually	Visual						SH, PFC
7.3	Fire alarm panel, bell & smoke detectors	Semi-Annually	Visual / Record						SH, PFC
7.4	Safety signages & emergency lights	Semi-Annually	Visual						SH, PFC
8	SCHOOL GROUND FACILITIES								
8.1	School Gym/ Covered Court	Semi-Annually	Visual						SH, PFC
8.2	Concrete Fences	Semi-Annually	Visual						SH, PFC
8.3	Playground	Semi-Annually	Visual						SH, PFC
8.4	Covered Pathway	Semi-Annually	Visual						SH, PFC
8.5	Landscaping, Plantboxes and Flowerboxes	Semi-Annually	Visual						SH, PFC

Prepared by:

Reviewed by:

Validated by:

Approved by:

Physical Facilities Coordinator

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