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SDO-ESCALANTE
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February 12, 2026

DIVISION MEMORANDUM
No. **671**, s. 2026

DIVISION-WIDE ASSESSMENT ON THE UTILIZATION AND MAINTENANCE OF SCHOOLS ANCILLARY FACILITIES

To: Assistant Schools Division Superintendent
        Chief Education Supervisors//Section Heads
        Division Education Program Supervisors
        Elementary and Secondary School Principals/School Heads

1.   In accordance with DepEd Order No. 040, s. 2014 (Establishment of Efficiency and Safety Standards for School Facilities) and the strategic goals of the MATATAG Agenda, this Schools Division Office (SDO) underscores the importance of well-maintained and highly functional physical environment that fosters learner achievement.

2.   This memorandum initiates a Division-Wide Monitoring on the Utilization and Maintenance of School Ancillary Facilities to assess the current state, safety, and operational readiness of all school facilities within this jurisdiction to ensure that these are preserved and utilized effectively.

3.   This activity aims to:

   a.   provide the Division Management with an accurate, data-driven information of schools' ancillary facilities and their utilization;
   b.   identify structure and areas that require immediate intervention to ensure the safety of students and staff;
   c.   reconcile actual physical conditions of schools ancillary facilities to provide learning environment that ensures effective and meaningful delivery of instruction; and
   d.   provide School Heads and the Division with guidance on the proper utilization of the School Maintenance and Other Operating Expenses (MOOE) for the acquisition of appropriate materials, minor repairs and facility upkeep.

4.   This monitoring exercise is essential for the Division's strategic planning and to ensure that no school is left behind due to dilapidated or non-functional learning facilities.

5.   Attached are the list of monitoring team and the timeline.

6.   Expenses relative to the conduct of this activity shall be charged against School and Division local funds subject to the accounting rules and regulations.

7.   Immediate dissemination of this Memorandum is desired.

PETER J. GALIMBA
OIC- Schools Division Superintendent

Reference:
Enclosure: as stated
Allotment:
To be indicated in the Perpetual Index under the following subjects
ASDS/ 02-12-2026

Enclosure No. 1 of Division Memorandum No. 071 s. 2026.

SCHOOL GOVERNANCE AND OPERATIONS DIVISION
SCHOOLS MONITORING ASSIGNMENT FOR SCHOOL FACILITIES ASSESSMENT

TIMELINE:	March 2-17, 2026	
CLUSTER I	Buenavista ES	ALICIA A. OLID, PhD
	Langub ES	
	Rizal ES	
	Udtongan ES	
	Japitan ES	ALNE MELINDA S. CAUSAPIN
	Buenavista NHS	
	Langub NHS	
	Japitan NHS	
CLUSTER II	Binaguiohan ES	JESAH JAY B. CATANGLAN ANTONIO O. REBUTADA
	Dian-ay ES	
	Magsaysay ES	
	Tamlang ES	
	Laoyan ES	ENGR. ANALIE MAHILUM
	Dian-ay NHS	
	Magsaysay NHS	
	Tamlang NHS	
CLUSTER III	Dona Rosario C. Valdivia ES	CYRUS YONEL D. LAO
	Libertad ES	
	Mabini Central ES	
	Paitan IS	
	Pinapugasan ES	LOREEN LOU S. ALCANSADO EDERICK C. MIANO
	Libertad NHS	
	Mabini NHS	
	Pinapugasan NHS	
CLUSTER IV	Alimango ES	DR. MISHAEL KATE B. ABELLA
	Danao Port ES	
	Escalante ES	
	Putingbato ES	
	Teofilo Amante Sr. ES	CHARLOTTE B. MACASLING
	Washington ES	
	Escalante NHS	
	Washington NHS	
	Malasibog IS	
CLUSTER V	Cervantes ES	GIL C. CASTRO
	Don Esteban De la Rama ES	
	Escalante CES	
	Hacienda Fe ES	
	Jonobjonob ES	
	Mercedes Alemany Parreno ES	NORIELAINE FAITH PABUAYA JAD V. RICAFORT
	Cervantes NHS	
	Floro T. Bongco FS	
	Old Poblacion NHS	

Schools' Facilities Utilization and Maintennance Score Card

School Name: _____

Monitoring Team: _____

Date: _____

Weather: _____

Instructions: Check for the availability and functionality of the school facilities by answering the rating scale using the scale indicated below. Kindly fill out the column for remarks to note down other observations you noted. Iffacility is not available put a check mark corresponding the column on Not Observed.

Legend:
- 1: Critical (Immediate action required)
- 2: Needs Improvement (Substandard)
- 3: Satisfactory (Meets basic DepEd requirements
- 4: Very Satisfactory (Well-maintained)
- 5: Excellent (Model facility)

Category	Assessment Criteria	Not Observed	1	2	3	4	5	Remarks
I. Science Laboratory	Safety: Fire extinguishers, eyewash, first aid accessible.							
	Storage: Chemicals/tools are labeled correctly.							
	Equipment: Availability of Science apparatus							
	Utilization: Learners' log book and inventory updated.							
	Science Lab Score (Sum of above)						/20	
II. School Library	Collection: Presence of DepEd-approved supplementary leaarning resources, reference manuals, and local/contetualized learning resources.							
	Organization: Books are categorized (Dewey Decimal System), arranged in bookshelves and easy to locate.							
	Capacity: Enough tables and chairs to accommodate at least one full class.							
	Lighting & Cooling: Well-lit reading areas with functional fans or air-conditioning.							
	Digital Access (Internet Connection): Availability of computers for research and e-learning modules.							
	Utilization: Learners' log book and inventory updated.							
	Library Score (Sum of above)						/30	
III. Comfort Rooms (CR)	Water Supply: Consistent running water for flushing and handwashing.							
	Cleanliness: No stagnant water, foul odors, or stained tiles.							
	Privacy: Functioning door locks and separate stalls for boys, girls, and faculty.							
	Supplies: Availability of soap, bidet or tabo, and trash bins with lids.							
	Accessibility: Presence of ramps and handrails for PWD (Persons with Disabilities).							
	CR Score (Sum of above)						/25	

Category	Assessment Criteria	Not Observed	1	2	3	4	5	Remarks
IV. School Canteen	Menu: Priority on "Green" category foods (fruits, vegetables, water) vs. restricted "Red" foods (soda, junk food).							
	Permits: Valid Sanitary Permit and Health Certificates for all food handlers.							
	Hygiene: Handwashing area with soap for students and hairnets/aprons for staff.							
	Storage: Food stored at correct temperatures; raw and cooked items separated.							
	Price List: Clearly posted and updated prices for transparency.							
	Segregation: Bins are color-coded and labeled.							
	Canteen Score (Sum of above)						/30	
V. School Clinic	Sructure: Availability of examination bed & Medicine Cabinet							
	Ventilation and lightings: Lighting facilities & fans are functional							
	Sanitation: Clean & Hand sanitizing station is accessible with clean comfort room.							
	Medical Supplies/Equipment: First Aide Kit, Functional Weighing Scale							
	Health Records: Learners' Medical & Dental Records							
	Presence of Logbook & Medical Emergency Contact Number							
	School Clinic Score (Sum of above)						/30	
VI. Home Economics Building	Safety: Fire extinguishers, eyewash, first aid accessible.							
	Storage: With properly labeled cabinets.							
	Tools/Equipment: Availability of HE tools & equipment							
	Arrangement: With lecture area, working area, bed room, area, and receiving areas.							
	Sanitation: Clean & Hand sanitizing station is accessible with clean comfort room.							
	Home Economics Building Score (Sum of above)						/25	
VII. Guidance Office	Safety: Fire extinguishers, eyewash, first aid accessible.							
	Storage: With properly labeled cabinets containing documents on assessments, anecdotal records, FICs/3DsTools.							
	Arrangement:: With tables and chair for learner's conference & Stress Management Area							
	Ventilation and lightings: Lighting facilities & fans are functional							
	Guidance Office Score (Sum of above)						/20	
VIII. Classrooms	Ventilation and lightings: Lighting facilities & fans are functional							
	Safety: Earthquake/Fire exit map is posted							
	Sanitation: Clean & Hand sanitizing station is accessible with clean comfort room.							
	Arrangement: Well Organized seating arrangement .							
	Teaching and learning resources are systematically arranged.							
	Remediation Area: Literacy and numeracy corner (Language Class)							

Category	Assessment Criteria	Not Observed	1	2	3	4	5	Remarks
IX. ICT Room	Workstations: Sufficient PCs/Laptops with updated OS and necessary specs for intended tasks (coding, graphic design, etc.).							
	Networking: High-speed Wi-Fi and/or Ethernet ports for every station. A dedicated rack/switch for cable management.							
	Power Supply: Enough wall outlets to avoid "daisy-chaining" power strips. Consider an Uninterruptible Power Supply (UPS) for the main server or teacher's PC.							
	Peripherals: Working mice, keyboards, and headsets (with noise-canceling mics if for language labs).							
	Printing & Scanning: At least one networked multi-function printer.							
	Seating: Adjustable, ergonomic chairs with lumbar support.							
	Lighting: Anti-glare lighting; blinds for windows to prevent screen wash-out.							
	Climate: Proper air conditioning or ventilation (computers generate a lot of heat!).							
	Cable Mgmt: Trunks, zip ties, or under-desk trays to prevent tripping hazards.							
	Fire Safety: CO_2 fire extinguishers (specifically for electrical fires).							
	Signage: Clear rules for room usage, "No Food/Drink" signs, and emergency exit routes.							
	ICT Room Score (Sum of above)						/55	
X. Waste Management	Segregation: Bins are color-coded and labeled.							
	MRF: Active composting and sorting area.							
	Cleanliness: Grounds free of litter/hidden piles.							
	Zero-Waste Policy: Encouragement of reusable containers over single-use plastics.							
	Proper management of unserviceable equipment/property							
	Waste Score (Sum of above)						/25	
XI. School Signages	Transparency Board							
	Citizen's Charter							
	DRRM Signages							
	PEACE (Powering Empathy, Accceptance and Connection Everyday); GAD/Safe Space Advocacy Signages							
	Suggestion and Feedback box/Client Satisfaction							
	School Signages Score (Sum of above)						/25	
XII. Other Ancillary Services Areas	Structure: Well arranged furnitures and fixtures							
	Ventilation and lightings: Lighting facilities & fans are functional							
	Sanitation: Clean & Hand sanitizing station is accessible with clean comfort room.							
	Facilities: Equipped with necessary tools/facilities/equipment.							
	Other Ancillary Service Areas Score (Sum of above)						/20	
Final Results	Score							
TOTAL SCORE	/ 335							
General Recommendation:								

Schools' Facilities Utilization and Maintennance Score Card

School Name: _____

Monitoring Team: _____

Date: _____

Weather: _____

Instructions: Check for the availability and functionality of the TVL Laboratory by answering the rating scale using the scale indicated below. Kindly fill out the column for remarks to note down other observations you noted. If the facility is not available put a check mark on column not observed.

Legend:
- 1: Critical (Immediate action required)
- 2: Needs Improvement (Substandard)
- 3: Satisfactory (Meets basic DepEd requirements
- 4: Very Satisfactory (Well-maintained)
- 5: Excellent (Model facility)

Category	Assessment Criteria	Not Observed	1	2	3	4	5	Remarks
I. TVL Laboratory (SHS)	TESDA/DepEd Standards Alignment: Ensure the lab layout follows the specific training regulations for the qualification (e.g., Cookery NC II, SMAW, ICT).							
	Inventory Logbook: A real-time record of all tools, equipment, and consumables.							
	Borrower's System: A clear process for students to check out and return tools.							
	Preventive Maintenance Schedule: A calendar for calibrating machinery and replacing worn-out parts.							
	PPE (Personal Protective Equipment): Adequate supply of gloves, goggles, aprons, or masks specific to the strand.							
	First Aid Kit: Fully stocked and easily accessible.							
	Fire Safety: Functioning fire extinguishers (Class A, B, or C as needed) and a clearly marked fire exit map.							
	Signage: High-visibility warnings for "High Voltage," "Wet Floor," or "Wear Eye Protection."							
	Waste Management: Color-coded bins for proper segregation (especially for chemical or hazardous waste).							
	Zoning: Distinct areas for Lecture (theory), Practical (hands-on), Storage, and Assessment Area							
	Ventilation & Lighting: Proper exhaust systems for welding/cooking and bright, flicker-free lighting for precision work.							
	Stable Power Supply: Enough outlets to prevent daisy-chaining extension cords; surge protectors for ICT labs.							
	Ergonomic Workstations: Benches and chairs at the correct height for the specific task.							
	Instructional Materials: Easy access to manuals, job sheets, and visual "How-To" posters at workstations.							
	Connectivity: High-speed internet (especially for ICT or research-heavy strands).							
	Audio-Visual Tools: A TV or projector for demonstrating techniques before students try them.							
	Progress Chart Wall or Competency Progress Board							
	TVL Laboratory Score (Sum of above)						/85	
Final Results	Score							
TOTAL SCORE	/85							

General Recommendation:

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