



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



February 19, 2026

DIVISION MEMORANDUM

No. 093, s. 2026

SUBMISSION OF UPDATED PREVENTIVE MAINTENANCE REPORT, UPDATING OF SCHOOL PHYSICAL FACILITY COORDINATOR, AND FULL IMPLEMENTATION OF CLASSROOM CODING/ID CY 2026

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Division Section/ Unit Heads
All Others Concerned

1. The Schools Division of Escalante City, through the School Governance and Operations Division – Education Facilities Section, hereby informs all concerned for the submission and compliance of the required documents on or before **March 30, 2026**.
2. All public elementary and secondary schools are directed to submit the following:
 - a. Submit the Updated Preventive Maintenance Report reflecting current facility conditions, completed repairs, and identified priority needs for CY 2026.
 - b. Update the designated School Physical Facility Coordinator, ensuring that the official assignment is properly documented and reported.
 - c. Fully implement the Classroom Coding/Identification to ensure accurate identification, monitoring, and inventory of school facilities.
3. Kindly ensure that all required documents are complete, accurate, and submitted within the prescribed timeline. Compliance with these directives will support efficient facility management, proper resource allocation, and improved monitoring of school infrastructure.
4. Immediate dissemination and compliance of this memorandum are desired.


PETER S. GALIMBA
OIC-Schools Division Superintendent

Encl: None

Reference: None

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

PREVENTIVE MAINTENANCE SCHOOL FACILITY CLASSROOM CODE
Engr. Mahilum/SGOD/02-19-2026

