



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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January 2, 2025

**DIVISION MEMORANDUM**  
NO. 004, s. 2025

**RECONSTITUTION OF THE COMMITTEE TO EVALUATE REQUESTS OF  
CONSTRUCTION OF FACILITIES INSIDE SCHOOL PREMISES OTHER  
THAN DEPED INITIATED PROJECT**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
All Functional Area Heads  
PSDS and OIC-PSDS  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Various requests from local government units have been received for the construction of facilities and structures inside the school premises other than classrooms and related academic structures.
2. In the interest of optimum utilization of school site and to properly address such requests, the special committee to evaluate the request and to make appropriate recommendation is hereby reconstituted as follows:

Chairperson: Jose Ma. Albert H. Perez  
Engineer III

Members: Rex T. Barbin  
Education Program Supervisor, SGOD

Jona Katherine C. Lim  
Administrative Officer II/Architect

Concerned School Head



BAGONG PILIPINAS



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3. The Committee is tasked to evaluate its impact to the school site development plan, ownership of the facility and purpose and plan of its utilization.
4. A completed staff work (CSW) containing the Committee's recommendation should be submitted to the Office of the Schools Division Superintendent within a reasonable period from receipt by the Committee of such request.
5. School heads may extend reasonable technical assistance to the requesting party along this concern so as to expedite the proceedings.
6. For prompt and proper disposition of such requests, faithful adherence to this policy is hereby expected.
7. Widest dissemination of this Memorandum is desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 