



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

DIVISION MEMORANDUM

No. 109, s. 2023

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

To: Assistant Schools Division Superintendent
Chiefs – CID and SGOD
All Functional Area Heads
PSDS and OIC-PSDS
School Heads
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, a special committee to evaluate the request and to make appropriate recommendation is hereby created to be composed of the following:

Chairperson	-	Florencio P. Bermundo SGOD Chief
Member	-	Engr. Jose Ma. Albert H. Perez Engineer III
		Noel B. Evan Attorney III
		Concerned School Head

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.



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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.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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