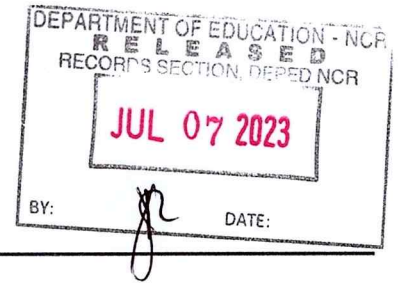




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 06, 2023

REGIONAL MEMORANDUM

No. 587, s. 2023

To: Schools Division Superintendents
 SGOD, Chiefs
 Division Engineers
 All Others Concerned

PRE- INSPECTION OF SCHOOL ELECTRICAL SYSTEM FOR SY 2023- 2024

1. The DepEd-NCR through the Education Support Services Division (ESSD) will conduct the Pre-Inspection of School Electrical System in view of the opening of classes for School Year 2023-2024 to ensure that all schools have a reliable source of electricity in line with the mandate of the Department to have safe and secure learning environment.

2. Below listed is the schedule of inspection per Division Offices to wit:

Date	Engr. Carlos S. Bluricia	Engr. Erwin D. Pumay	Engr. Darryl M. Oseña
July 10-14,2023	Taguig & Pateros	Paranaque City	
July 17-21,2023	Manila City	Malabon City	Valenzuela City
July 24-28,2023	Makati City	Navotas City	San Juan City
July 31-Aug 4, 2023	Pasay City	Muntinlupa	Caloocan City
Aug 7-11,2023	Quezon City	-	-
Aug 14-18,2023	Marikina City	-	-
Aug 22-25,2023	Las Piñas City	-	Pasig City
Aug 29-Sept. 1, 2023	Mandaluyong	-	-

- All Division Engineers are required to be present during the actual inspection/validation and follow the scheduled date as stated herein.
- The Electrical Assessment Tool (EAT) is attached and be use during the actual conduct of the activity for inspection/validation purposes.
- Immediate and wide dissemination of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
 Regional Director



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
ELECTRICAL ASSESSMENT TOOL

School Name: _____

School address: _____

School I.D.: _____

School Principal: _____

Division: _____

A. Main Electrical System

OBSERVATION & FINDINGS:

- 1. Frequent tripping of main circuit breaker and blowing of fuse.
- 2. Overheating of main electrical panel.
- 3. Too old or obsolete electrical utilities.
- 4. Installed large new equipment/appliances (e.g., computers, air conditioners, motor pumps, water pumps, etc.) that causes overloading.
- 5. Electrical connections of new school buildings and other facilities tapped to existing main electrical system.
- 6. Under rated size of feeder lines.
- 7. Improper grounding.
- 8. Damaged feeder lines & poor wiring that causes electrical surges.

RECOMMENDATIONS:

- 1. Upgrade the main electrical system.
 - a. Request for transformer/Upgrade of transformer.
 - b. Convert from single phase to three phase system.
 - c. Upgrade of main service entrance.



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Doc. Ref. Code	RO-ESS-F001	Rev	00
Effectivity	01.26.23	Page	1 of 3





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Load Balancing.
- a. Transfer certain circuit from overloaded phase to underloaded phase.
3. Upgrade cable size of underrated feeder line(s).
- a. Find short route for feeder line that's too far from electrical source based on voltage drop calculations.
- b. Upgrade cable size of feeder line that's too far from electrical source based on voltage drop calculations.

Validated by:

DepEd Project Engineer (EE)

DepEd Project Engineer (EE)

Reviewed by:

DepEd Division Engineer

DepEd School Principal



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Doc. Ref. Code	RO-ESS-F001	Rev	00
Effectivity	01.26.23	Page	3 of 3





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NATIONAL CAPITAL REGION

ELECTRICAL ASSESSMENT TOOL

INVENTORY FORM OF ELECTRICAL EQUIPMENTS/APPLIANCES

Building Name: _____

Building Name: _____

TOTAL INVENTORY

Description	Quantity
Lighting fixtures	
Convenience outlet	
Electric fan (wall & ceiling fan)	
Air Conditioning Unit	
Welding machine	
Computer Set	
Printer	
LCD projector	
Television	

TOTAL INVENTORY

Description	Quantity
Lighting fixtures	
Convenience outlet	
Electric fan (wall & ceiling fan)	
Air Conditioning Unit	
Welding machine	
Computer Set	
Printer	
LCD projector	
Television	

Building Name : _____

Building Name : _____

TOTAL INVENTORY

Description	Quantity
Lighting fixtures	
Convenience outlet	
Electric fan (wall & ceiling fan)	
Air Conditioning Unit	
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TOTAL INVENTORY

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Doc. Ref. Code	RO-ESS-F001	Rev	00
Effectivity	01.26.23	Page	3 of 3





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
**PROGRAMS/PROJECTS/ACTIVITY
MONITORING FORM**

Date : _____
Location/Area : _____
PPA Description : _____
Contact Person : _____

A. Purpose of Monitoring

B. Findings & Observation

C. Recommendations Based on Findings

D. Agreements (If any)

Prepared by:



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Doc. Ref. Code	RO-ESS-F002	Rev	
Effectivity		Page	

