



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

November 15, 2024

REGIONAL MEMORANDUM

No. 1233, s. 2024

To: Schools Division Superintendents
Division Engineers
All Others Concerned

**CONDUCT OF COORDINATION MEETING FOR THE FORMULATION OF
CLASSROOM MASTERPLAN AND MASTER LIST FOR THE SCHOOLS
CONSTRUCTION AND REPAIRS**

1. The Department of Education (DepEd) and Department of Public Works and Highways (DPWH) issued Joint Memorandum Circular (JMC) No. 1, s. 2024 titled "Formulation of Classroom Masterplan and Master List for the Schools Construction and Repairs, dated September 27, 2024. The JMC directs DepEd Regional Director, Schools Division Superintendents, and DPWH Engineers to jointly formulate and develop a masterplan for school infrastructure projects.
2. To guide the relevant officials in formulating their respective masterplans, the Office of the Undersecretary for Human Resource and Organizational Development, through the Education Facilities Division, will conduct a coordination meeting on **November 24-26, 2024 (inclusive of travel time)** at the **DepEd Ecotech Center, Cebu City**. The first meal to be served will be dinner on November 24, 2024, and the last meal on November 26, 2024, will be breakfast.
3. Confirmation of attendance can be made through the following link: <https://tinyurl.com/mr356vty>. The deadline for submission is on or before November 20, 2024.
4. In this regard, all Schools Division Superintendents and Division Engineers are instructed to ensure their attendance at the activity. Participants are also required to bring their laptops and relevant data for the workshop.
5. For any questions or concerns on the abovementioned subject, you may contact the Education Facilities Division at 8638-7110 or at email ousif.efd@deped.gov.ph.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

6. For your information and reference.

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations



Republika ng Pilipinas

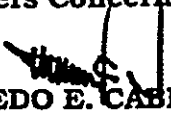
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024- 2276

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ENGINEERS
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : CONDUCT OF COORDINATION MEETING FOR THE
FORMULATION OF CLASSROOM MASTERPLAN AND MASTER
LIST FOR THE SCHOOLS CONSTRUCTION AND REPAIRS

DATE : NOVEMBER 15, 2024

The Department of Education (DepEd) and the Department of Public Works and Highways (DPWH) issued Joint Memorandum Circular (JMC) No. 1, s. 2024, titled *Formulation of a Classroom Masterplan and Master List for the Schools Construction and Repairs*, dated September 27, 2024. The JMC directs DepEd Regional Directors, Schools Division Superintendents, and DPWH Engineers to jointly formulate and develop a masterplan for school infrastructure projects.

To guide the relevant officials in formulating their respective masterplans, the Office of the Undersecretary for Human Resource and Organizational Development, through the Education Facilities Division, will conduct a **coordination meeting on November 24-26, 2024 (inclusive of travel time)** at the **DepEd Ecotech Center, Cebu City**. The first meal to be served will be dinner on November 24, 2024, and the last meal on November 26, 2024, will be breakfast.

The participants in this activity include Regional Directors, Schools Division Superintendents, and Regional and Division Engineers. Attached as Annex A is the number of participants per region, and Annex B contains the indicative program.

Should you have any questions or concerns regarding the above-mentioned subject, you may contact the **Education Facilities Division** at 8638-7110 or email at 8638-7110.

For information and reference.



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**Coordination Meeting on the Formulation of Classroom Masterplan for New Classroom Construction, Repairs
and other School Infrastructure Projects**

Venue: **DepEd Ecotech Center, Cebu City**
 Inclusive Dates: **November 24-26, 2024**

Region	REGION		DIVISION		TOTAL
	Regional Director	Regional Engineer	Schools Division Superintendent	Division Engineer	
Region I	1	1	8	8	18
Region II	1	1	5	5	12
Region III	1	1	14	14	30
Region IVA	1	1	18	18	38
NCR	1	1	15	15	32
CAR	1	1	8	8	18
Region IVB	1	1	7	7	16
Region V	1	1	12	12	26
Region VI	1	1	18	18	38
Region VII	1	1	14	14	30
Region VIII	1	1	10	10	22
Region IX	1	1	8	8	18
Region X	1	1	10	10	22
Region XI	1	1	10	10	22
Region XII	1	1	9	9	20
CARAGA	1	1	9	9	20
TOTAL	16	16	175	175	382
OSEC/OUHROD/efd					28
TOTAL					410
GRAND TOTAL					

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Coordination Meeting on the Formulation of Classroom Masterplan for New Classroom Construction, Repairs and other School Infrastructure Projects

DepEd Ecotech Center, Cebu City
November 24-26, 2024

*****Tentative Program of Activities*****

Date (2024)	Time	Activity	Speakers/Facilitators	Meals
24-Nov	8:00 AM - 3:00 PM	TRAVEL TIME	Secretariat	DINNER
	3:00 PM - 6:00 PM	REGISTRATION		
25-Nov	8:00 AM - 8:30 AM	REGISTRATION	Secretariat	BREAKFAST, AM/PM SNACKS, LUNCH, DINNER
	8:30 AM - 9:30 AM	PRELIMINARIES:		
		Doxology, National Anthem	Emcee	
		Introduction of Participants	Emcee	
		Opening and Welcoming Remarks	SALUSTIANO T. JIMENEZ JD., EdD, CESO III Regional Director, DepEd Region VII	
	9:30 AM - 10:00 AM	Objective Setting & Discussion of the Agenda	WILFREDO E. CABRAL Undersecretary, HROD	
	10:00 AM - 10:30 AM	Presentation of the Masterplan Outline and Masterlist Template	ENGR. MARJORIE H. TIBURCIO Officer-In-Charge, EFD	
	10:30 AM - 11:30 AM	OPEN FORUM		
	11:30 AM - 11:45 AM	Break-out Session Mechanics	Area Managers	
	12:00NN -1:00 PM	LUNCH		
1:00 PM - 4:30 PM	Break-out Session per Region	Area Managers		
4:30 PM - 5:30 PM	Presentation of Output			
26-Nov	8:00 AM - 5:00 PM	TRAVEL TIME		BREAKFAST

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