



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

November 29, 2023

**REGIONAL MEMORANDUM**

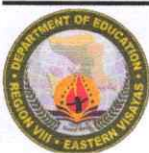
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**WORKSHOP ON THE 5-YEAR COMPREHENSIVE SCHOOL FACILITIES  
 DEVELOPMENT PLAN IN SCHOOL DIVISION OFFICES**

To: Schools Division Superintendents  
 Division Engineer  
 Division Project Engineer  
 All Others Concerned

- To ensure the effective implementation of the Infrastructure Programs, Projects, and Activities across governance levels, this Office, through the Education Support Services Division – Education Facilities Section (ESSD-EFS), shall conduct a Workshop on the 5-year Comprehensive School Facilities Development Plan on December 4-6, 2023, at the RELC-NEAP Building, DepEd Regional Office No. VIII, Candahug, Palo, Leyte.
- The participants in this event are the ESSD OIC-Chief, Regional Engineer and staff, Division Engineers, and Project Engineers which can be seen in the table below.

CO/RO/SDO	NO. OF PAX
Regional Office No. VIII	1 ESSD Chief 1 Regional Engineer 1 Draftsman 3 Electrical Engineer
Baybay City Division	1 Division Project Engineer
Biliran Division	1 Division Engineer 1 Division Project Engineer
Borongan City Division	1 Division Project Engineer
Calbayog City Division	1 Division Engineer 1 Division Project Engineer
Catbalogan City Division	1 Division Engineer 1 Division Project Engineer
Eastern Samar Division	1 Division Engineer 1 Division Project Engineer
Leyte Division	1 Division Engineer 5 Division Project Engineers
Maasin City Division	1 Division Project Engineer
Northern Samar Division	1 Division Engineer 1 Division Project Engineer
Ormoc City Division	1 Division Engineer 1 Division Project Engineer
Samar Division	1 Division Engineer



**Address:** Government Center, Candahug, Palo, Leyte  
**Telephone Nos.:** (053) 832-5738  
**Email Address:** region8@deped.gov.ph  
**Website:** <https://region8.deped.gov.ph>

	2 Division Projects Engineers
Southern Leyte Division	1 Division Engineer 1 Division Project Engineer
Tacloban City Division	1 Division Engineer 1 Division Project Engineer
<b>TOTAL NO. OF PAX</b>	<b>34 PAX</b>

3. This activity aims to:

- a. The Schools Division Offices (SDOs), through the Division Engineers, shall prepare a CSFDP encompassing all the school facilities requirements of a school. This will be based on the planning parameters set or issued by the Central Office (CO) through the Planning Service (PS) – Planning and Programming Division (PPD) and EFD;
- b. All schools in each division office shall be listed according to priority based on the needs analysis and on a five-year development plan;
- c. 5-year Comprehensive School Facilities Development Plan (CSFDP) shall be the basis of the Division in the programming as well as in the preparation of the annual budget proposal under the BEFF;
- d. Presentation of the 5-year Comprehensive School Facilities Development Plan (CSFDP); and
- e. thresh-out relevant issues and concerns;

4. There is no Registration Fee. The venue shall be charged against the Education Facilities funds, while the food, accommodation, and traveling expenses shall be charged against the respective local funds of the identified participants, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

Enclosures: None

References: None

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

**EFS WORKSHOP**

ESSD-EFS-RJB

