



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

DIVISION MEMORANDUM

No. 265, s. 2017

To : Assistant Schools Division Superintendent
Education Facilities Section (EFS) personnel
Public Schools District Supervisors/ District-in-Charge
District Education Facilities Coordinators and
Elementary and Secondary School Heads

From : **SALUSTIANO T. JIMENEZ, CESO VI**
Schools Division Superintendent
OIC- Assistant Regional Director
5/26/17

Subject : **DPWH-DEPED JOINT PUNCHLIST OF CORRECTIVE WORKS/
INSPECTION REPORT**

Date : May 25, 2017

1. In line with the department's effort to strengthen the standard filing and recording of documents for school building projects and to have a uniform format for all the congressional district areas, a uniform Punchlist of Corrective Works/ Inspection Report must be used for all punchlisting inspections of all school building projects implemented by the Department of Public Works and Highways (DPWH). *(Please see the attached format)*
2. School heads are directed to strictly follow the usage of the form during punchlisting inspections of school building projects implemented by the DPWH in your respective schools.
3. The Education Facilities Section (EFS) is required to conscientiously maintain a file and record of all documents pertaining to school building projects for future reference and usage. Documents must be handled and kept with extra care to avoid problems of misplaced and/or lose of documents.
4. For information and strict compliance.



School Head/ School Representative