

#### 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

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#### **DIVISION MEMORANDUM**

No. 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

Subject

: DPWH-DEPED JOINT PUNCHLIST OF CORRECTIVE WORKS/

INSPECTION REPORT

Date

: May 25, 2017

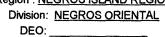
- 1. In line with the department's effort to strengthen the standard filing and recording of documents for school building projects and to have a uniform format for all the congressional district areas, a uniform Punchlist of Corrective Works/ Inspection Report must be used for all punchlisting inspections 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.





# REPUBLIC OF THE PHILIPPINES DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS DEPARTMENT OF EDUCATION

Region : NEGROS ISLAND REGION





## PUNCHLIST OF CORRECTIVE WORKS / INSPECTION REPORT (JOINT DPWH - DEPED)

Project				
o				
Cluster No.	:			
Contract No.	:			
Contractor		***		
Municipality Name of Sch	;			
Name of Sch				
Initial Inspection Date:		Final Insp Date:	Final Inspection  Date:	
Item of Work	Description of Corrective Works	Remarks / Date Rectified	Signature of	
VVOIK		Date Rectified	Engineer/s	
		Note: The contractor agrees to immediately correct any		
			defect indicated in the above inspection report within	
		15 calendar days.		
Jointly inspec				
DPWH Representative/s		DepEd Representative/s		
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Conforme:				
Contractor's Representative		School Head/ School	Representative	