



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

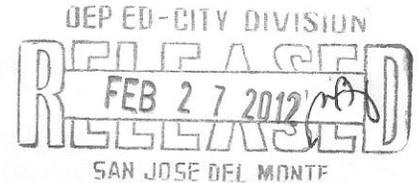


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February 21, 2012

DIVISION MEMORANDUM

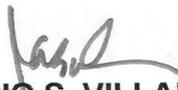
No. 46, s. 2012



To: **Public School District Supervisors**
Public Elementary School Heads/OICs
Public Secondary School Heads/OICs

**INFORMING THE DIVISION OFFICE OF SCHOOL INFRASTRUCTURE PROJECT
AND DEMOLITION OF BUILDING**

1. It has been observed that some schools practice accepting donations of school building and other infrastructure without informing the Division Office.
2. In the light of the said observation, this Office requires all school heads to notify the Division Office through the Physical Facilities Coordinator in order to avoid non-conformity with the site development plan.
3. Such notification should include the following:
 - a. Site development plan
 - b. Program of works
 - c. Building plan
4. Similarly, demolition of existing infrastructure should have the approval from the Division Office before it could be undertaken and a report should be submitted after the completion of the demolition task.
5. Moreover, request for construction of new school buildings should be made in writing.
6. Immediate dissemination and compliance with this memorandum of all concerned is desired.
7. Wide dissemination of the contents of this memorandum is desired.


DR. AMANCIO S. VILLAMEJOR, JR. CESO IV
Schools Division Superintendent

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