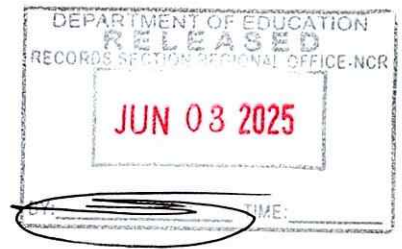





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2025- 477**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**SGOD CHIEFS**  
**DIVISION ENGINEERS**  
**CONTRACT OF SERVICE (COS) ENGINEERS**  
**OTHER CONCERNED STAFF**

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

**SUBJECT :** **COMPLETION OF DATABASE OF STATUS REPORTS ON ALL PROGRAMS**

**DATE :** **JUNE 03, 2025**

1. This is with reference to the Unnumbered Memorandum, dated June 3, 2025, from **Engr. Michael Oliver De Guzman**, Director III, Education Facilities Division, relative to the aforementioned subject.
2. This Office hereby directs all Division Engineers (DEs), Contract-of-Service (COS) Engineers, and other concerned personnel to update their submitted status reports and provide all missing information **for all programs from CY 2022 onwards on or before June 04, 2025, 5:00 PM.**
3. Kindly log in to your Microsoft Office 365 Outlook account and access the provided link (<https://bit.ly/BEFFReport>) to update the status reports.
4. All data fields must be completely and accurately filled out. Details that are not captured through the database fields must be entered in the **Remarks** column. This includes information on unique or recurring issues encountered during project implementation, actions taken to resolve such issues, and suggestions for expediting project completion.
5. Should you have any questions or concerns regarding the matter, you may coordinate with Engr. Epifanio A. Macaraeg Jr., Engineer III, Education Facilities Section – ESSD at [epifanio.macaraeg@deped.gov.ph](mailto:epifanio.macaraeg@deped.gov.ph).
6. Immediate dissemination and strict compliance of this memorandum is desired.




Republic of the Philippines  
Department of Education  
EDUCATION FACILITIES DIVISION – OFFICE OF THE DIRECTOR

*Office of the Director*

**MEMORANDUM**

FOR : **ALL DIVISION ENGINEERS  
CONTRACT OF SERVICE (COS) ENGINEERS AND  
ARCHITECTS  
OTHER CONCERNED STAFF**

ATTN: **ALL REGIONAL ENGINEERS**

FROM :   
**ENGR. MICHAEL OLIVER DE GUZMAN**  
Director III  
Education Facilities Division

SUBJECT : **COMPLETION OF DATABASE OF STATUS REPORTS ON  
ALL PROGRAMS**

DATE : June 03, 2025

The Education Facilities Division (EFD) requires all Division Engineers (DEs), Contract-of-Service (CoS) Engineers and Architects, and other concerned staff, through Regional Engineers (REs), to update submitted status reports, and supply all missing information **on all programs from CY 2022 onwards**. The Office of the Director expects all concerned staff to **strictly comply by June 04, 2025, 5:00 pm**.

All fields on the attached database must be completely and correctly filled-up. The details not captured through the fields of the database must be reported on the **Remarks** column. This includes information regarding unique or recurring issues encountered on the implementation of the project(s), actions taken to resolve the issues, and suggestions to expedite the project implementation.

The Regional Engineers are expected to consolidate and ensure the completeness of submitted data. They shall notify this Office with the accomplished reports through email.



Republic of the Philippines  
**Department of Education**  
**EDUCATION FACILITIES DIVISION – OFFICE OF THE DIRECTOR**

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Education Facilities Division **will implement sanctions** to engineers and architects who will not comply with this directive. Non-renewal of contracts for non-compliant CoS employees will be strongly considered.

For strict compliance.



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