



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

January 21, 2025

**REGIONAL MEMORANDUM**

No. 078, s. 2025

**To:** Schools Division Superintendents  
Chiefs of Functional Divisions  
School Governance and Operations Division  
All Others Concerned

**DEPED NCR EDUCATION SUPPORT SERVICES DIVISION UNIFIED TOOL**

1. As part of its efforts to improve service delivery and data management system aligned with the 5 Priority Areas of the Region, the Education Support Services Division has crafted a *Unified Tool* which aims to gather and provide timely, relevant and accurate information particularly on programs, projects and activities initiated and or implemented by the Education Support Services Division that can be used for planning, budgeting, monitoring and evaluation and for policy recommendations in the regional level.
2. In line with this, the SGOD Chiefs are requested to fill out and submit the consolidated report for First Quarter 2025, using the attached template thru this link <https://tinyurl.com/2pesv4sw> on or before April 4, 2025.
3. For compliance and immediate dissemination.

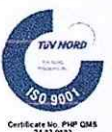
  
**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for  
Operations

Encl.:  
As stated

/essd/joan/



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ESSD UNIFIED TOOL					
<b>PART 1</b>					
<b>Schools Division Office</b>					
<b>School Name</b>					
<b>School ID</b>					
<b>Site Ownership</b>					
<b>School Type</b>					
<b>Name of School Head</b>					
<b>Enrollees</b>			M : _____		
			F : _____		
			As of : _____		
<b>No. of Teachers : _____</b>			40 and below		
<b>No. of Non-teaching personnel</b>			National : _____		
			LSB : _____		
<b>School Building</b>					
No. of storey	Building Type	Age	No. of Classroom	Elevator	Appliances/ Equipment inside the Room
<b>Facilities</b>			<b>Office</b>		<b>Quantity</b>
			<input type="checkbox"/> Principal's Office		
			<input type="checkbox"/> Faculty Room		
			<input type="checkbox"/> Medical Clinic		
			<input type="checkbox"/> Dental Clinic		
			<input type="checkbox"/> Menstrual Hygiene Management Area		
			<input type="checkbox"/> Guidance Office		
			<input type="checkbox"/> DRRM		
			<input type="checkbox"/> ICT		
			<input type="checkbox"/> AVR		
			<input type="checkbox"/> Conference Room		
			<input type="checkbox"/> Breastfeeding Room		
			<input type="checkbox"/> SBM		
			<input type="checkbox"/> Gym (covered/open)		
			<input type="checkbox"/> Science Laboratory		
<input type="checkbox"/> Power House (Electrical Room)					
<input type="checkbox"/> Library/Learning Hub					



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<b>Facilities</b>	o Stock Room	
	o MRF	
	o School Canteen	
	o School Feeding Center	
	o Food Storage Area - dry and wet	
	o Garden	
	o Others	
<b>No. of Classrooms used for support to operations purposes (ancillary)</b>	<i>Please note all the conversions made.</i>	
	o Classrooms to Principal's Office : 0	
	o Classrooms to Visitors Lounge : 0	
	o Classrooms to Canteens : 2 - canteen for construction	
	o Classrooms to Laboratories : 0	
	o Classrooms to Libraries : 0	
	o Classrooms to Clinics and Guidance Services : 1	
	o Classrooms to Social Halls/Conference Rooms	
	o Classrooms to Organization Headquarters, DRRM Office : 1- DRRM	
o Others : (please add sheet, if necessary)		
	: _____	
	: _____	
<b>Provision for Internet/data connections</b>	o None :	
	o Prepaid :	
	o Post paid :	
<b>Internet Service Provider</b>	o OUA issued SIM	
	o School procured	
	o Division procured	
	o LGU procured	
	o NGO-CSO procured	
<b>Internet Speed</b>	o Slow	
	o Moderate	
<b>(ISP &amp; Plan)</b>	o Fast	
<b>Digital Tools</b>	o OUA issued digital tools : 2 projector 3 TV; 4 laptops	
<b>(Desktops, Laptops, Phones, Phone-fabs, Illustrators, web-broadcasting tools)</b>	o School procured : _____	
	o Division procured : _____	
	o LGU procured :	
	o NGO-CSO procured :	
	o Others : (pls. add sheet if necessary)	



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<b>Number of Barangay/s where school is located</b>			
<b>PART 2</b>			
<b>I. SCHOOL SAFETY</b>	<b>EVIDENT</b>	<b>If Not Evident, please specify Target Completion Date</b>	<b>REMARKS</b>
Presence of :			
1. Fire extinguishers			
2. Fire alarm			
3. Water sprinkler			
4. PWD ramp - CR, school entrance, building entrance			
5. Hand rail			
6. Hallway grills with fire exit-access			
7. Accessibility of electrical panel boards and rooms			
8. No hallway obstructions			
9. Emergency lights			
10. Utensils storage			
11. With identified evacuation space			
12. Evacuation plans			
13. Emergency Hotline Directory			
14. Safety and health measures are in place			
15. Provisions for disaster proofing activities			
16. Contingency plan per hazard			
17. Separate entrance and exit gates			
18. Building fire exit			
19. Standard class size per room -Kinder and Grade 1 - 25/per class -Grade II-VI -Grade 7-12			

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PRINCIPLES	EVIDENT	If Not Evident, please specify	REMARKS - MOVs
		Target Completion Date	
<b>II. School Buildings and Facilities</b>			
1. Functional water closet of comfort rooms			
2. Absence of leakage in water lines			
3. Adequate water supply			
4. 50:1 toilet and faucet ratio			
5. Adequate supply of electricity			
6. Well-lighted school			
7. Well-ventilated school			
8. Screened Feeding and Cooking Area, and Canteen			
9. Availability of fire exits			
10. Development of Service Delivery Plan			
11. Available school operations and management plans that are co-developed, studied and ready for implementation.			
12. Provisions for maintenance of school buildings and facilities			
13. Provisions for functional school clinics (IEC, sanitation and hygiene materials, and support equipment)			
14. Provisions for appropriate school waste management (materials and e-waste disposal)			
15. Basic utilities such as electricity, water and internet services are continuous and un interrupted			
16. Hand washing stations with soap, water and/or Alcohol – based hand rub (hand sanitizers) is available in classrooms and offices			
<b>III. School Operations</b>			
1. Provision of parent conferences (With appropriate administrative controls re: <b>Management Plan for school and community assemblies</b> including restrictions and regulations)			



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2. Active participation of learners to different student organization SLG, Sports Club, BERT, and others with the supervision of school authorities			
<b>IV. Health</b>			
1. Orientation of School personnel and service providers on safety and health			
2. Provisions of ready vitamins and medicines for everyone, and supplemental feeding for marginalized learners			
3. Provision for mental health and psycho-social support interventions			
4. Personnel and Learners' Profile -Use of Health tracing / record of immunization, deworming, dental records, comorbidity, and other studies related to health risks of learners and DepEd personnel			
5. Identified mechanisms for the prevention and minimizing local communicable diseases spread (like sore eyes, infectious coughs, and the likes)			
6. Availability of health providers, DRRM officers and public safety officers			
7. On-call transport support			
<b>IV. Partnerships</b>			
1. Updated DPDS			
2. Complete partnership agreements/documents			
3. Priority Needs Assessment			
4. Accomplishment Report File			
5. Database of partners with profile			
Donations Log (including DOD/DOA, MOA/MOU)	Accomplishment Reports	Project Completion Reports	

Prepared by

School Monitoring Team

Evaluated by

Division Monitoring Team



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