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DEPED MALAYBALAY CITY DIVISION
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BY: [Signature]

Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM
No. 195 s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
All Others Concerned

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent [Signature]

Subject: **DESIGNATION OF MR. LUIS M. ALAJAR AS DIVISION PHYSICAL FACILITIES COORDINATOR**

Date: June 11, 2019

1. This Office, being accountable and responsible for the planning and managing of the effective and efficient performance and utilization of all its physical and fiscal resources (Section 4.2.2. IRR of RA 9155); hereby designates Mr. Luis M. Alajar, Education Program Supervisor for Technical and Livelihood Education as the Division Physical Facilities Coordinator in addition to his basic tasks.
2. He shall perform the following functions throughout the Division:
 - a. Coordinate with the School Physical Facilities Coordinators to establish an updated profile of all school sites and physical facilities of all public elementary and secondary schools of the division, excluding textbooks and instructional materials, in terms of condition, quantity and actual utilization;
 - b. Coordinate with elementary and secondary school heads in the preparation and submission of documentary requirements for the titling of school sites;
 - c. Consolidate and submit to the office and to the Regional and Central Offices the school status reports and/or requests concerning available and/or needed office and school physical facilities, as may be required;
 - d. Conduct monitoring and evaluation of all school-based repair projects utilizing school Maintenance and Other Operating Expenses (MOOE) or Special Education Fund (SEF), if any, consolidate results thereof, and submit the same to the office;

- e. **Conduct monitoring and evaluation of all demolition and/or condemnation of school physical facilities, if any, along with authorized personnel of the Commission on Audit (COA); and**
 - f. **Perform such other functions relevant to physical facilities management deemed necessary and appropriate or as may be ordered by higher offices.**
3. **Relative thereto, all elementary and secondary school heads are hereby required to recommend and submit to this Office through Mr. Luis M. Alajar, on or before June 28, 2019; the name of their School Physical Facilities Coordinator for the issuance of the Designation Order;**
4. **Widest dissemination of this memorandum is enjoined.**