



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 410, s. 2026

29 JUN 2026

**SUBMISSION OF SCHOOL FACILITIES MONITORING AND MAINTENANCE PLAN**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Division Engineer  
Public School Heads  
All Others Concerned

1. In accordance with DepEd Order No. 64, s. 2017, which establishes the Minimum Performance Standards and Specifications (MPSS) for School Buildings, and DepEd Order No. 19, s. 1994, which provides guidelines for the acquisition, construction, and maintenance of public school facilities, all public schools are directed to prepare and submit a School Facilities Monitoring and Maintenance Plan (SF MMP).
2. This initiative aims to institutionalize the regular monitoring and maintenance of school facilities to ensure their safety, functionality, and sustainability. The SF MMP shall serve as a planning and management tool in identifying maintenance requirements and prioritizing appropriate interventions for school facilities.
3. In preparing the SF MMP, School Heads shall utilize the latest National School Building Inventory (NSBI) data and other available school facilities records as reference in identifying the current condition of school buildings and other facilities, including corresponding maintenance and repair requirements.
4. All School Heads of public elementary and secondary schools are required to submit two (2) hard copies of the accomplished SF MMP using the attached prescribed format. The hard copies shall be submitted on or before July 10, 2026.
5. The submitted SF MMPs shall be subject to review and validation by the Education Facilities Section to determine the completeness, accuracy, and consistency of the information provided with the actual condition of school facilities and available records. The validated plans shall serve as basis for facilities management, maintenance programming, and infrastructure planning activities of the Division.
6. For information, guidance and compliance.

  
**ANSELMO R. ALUDINO**, SAC  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order No. 19, s. 1994  
DepEd Order No. 64, s. 2017  
To be included in the Perpetual Index  
Under the following subject:  
FACILITIES

JGA/DM-School Facilities Monitoring and Maintenance Plan  
26001/June 25, 2026



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,  
City of Batac, Ilocos Norte  
Telephone No.: (077) 677-1993



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

**SCHOOL FACILITIES MONITORING AND MAINTENANCE PLAN**

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_  
 School Address: \_\_\_\_\_ Date of Accomplishment: \_\_\_\_\_

**I. BUILDING INFORMATION**

*Provide the general information and current physical condition of each existing school building. Accomplish one row per building. Indicate the applicable building classification and construction materials used in the building.*

Building Number	Building Name / Type	Number of Storeys	Number of Rooms	Year Constructed	Classification of Building	Building Condition
1					Choose an item.	Choose an item.
2						
3						
4						

*\*Add additional rows if necessary.*



Asuncion Street, 16-S Quiling Sur, City of Batac, Ilocos Norte

Telephone No.: (077) 677-1993



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Doc. Ref Code:	SDO-SGOD-F083	Rev.:	00
Effectivity:	06.01.2026	Page:	1 of 4

## II. ROOM IDENTIFICATION PER BUILDING

Provide the inventory and current utilization of rooms per building based on actual occupancy. Indicate the floor number, room number, present room condition, intended room usage, and actual usage of each room. Include the room dimensions in meters.

Building Number	Floor Number	Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in meters)	
						Width	Length
1			Choose an item	Choose an item.			
2							
3							
4							
5							

\*Add additional rows if necessary.

## III. SCHOOL FURNITURE INVENTORY

Provide the current inventory status of learner's chairs available in the school. Indicate the number of serviceable and unserviceable learner's chairs, as well as the actual number of enrolled learners, to determine the existing excess or shortage of furniture

No. of Serviceable Learner's Chairs	No. of Unserviceable Learner's Chairs	Actual Number of Enrolled Learners	Excess/ Shortage

## IV. WATER AND SANITATION FACILITIES

Provide the current inventory and operational status of the school's water and sanitation facilities based on actual inspection. Indicate the number of functional and non-functional toilet bowls, as well as the number of faucets with and without water supply available within the school premises.

Number of Functional Toilet Bowls	Number of Non-Functional Toilet Bowls	Number of Faucet with Water Supply	Number of Faucet without Water Supply

## V. PREVENTIVE MAINTENANCE PLAN

Conduct regular inspection and assessment of the school buildings, grounds, utilities, and other facilities to determine existing defects, potential hazards, and areas vulnerable to deterioration. Indicate the necessary preventive maintenance activities, responsible office/person, and implementation schedule to ensure the safety, functionality, and sustainability of school facilities.

Maintenance Item	Responsible Office / Person	Target Schedule / Frequency	Action Plan	Remarks (to be filled during Inspection)
<b>A. School Grounds</b>				
Check and Clean School Drainage System				
Pruning / Trimming of Trees				
Inspection of Water Supply System				
Inspection of Security Hazards (Perimeter Fence and Gates)				
Inspection of Main Electrical Connection				
Siphoning and Maintenance of Septic Tank				
Maintenance and Cleaning of WASH Facilities and Toilets				
Maintenance of Materials Recovery Facility (MRF)				
<b>B. School Buildings Components</b>				
Updating of Site Development Plan and Evacuation Plan				
Inspection / Replacement of Fire Extinguishers and Fire Alarm System				
Inspection of Building Electrical Wirings				
Inspection and Repair of Roofing, Gutters, and Downspouts				
Inspection and Repair of Flooring Cracks				
Inspection of Ceiling Leaks and Structural Deterioration				
Repair and Replacement of Damaged Doors and Windows				
Repair and Maintenance of School Furniture (Tables and Chairs)				

**VI. ANNEXES AND ATTACHMENTS**

*Please attach the following supporting documents:*

- 1. Actual photos of identified defects and damages.*
- 2. Actual photos of completed repairs and maintenance works if available*
- 3. Updated Site Development Plan / School Evacuation Plan properly labeled*
- 4. Other relevant supporting documents, if any.*

Prepared by:

\_\_\_\_\_  
School Head

Inspected and validated by:

**ENGR. JACQUELINE G. ABIÑO**  
Division Engineer

Recommending Approval:

**NEMALYN M. ULEP**  
Chief Education Supervisor, SGOD

Approved:

**ANSELMO R. ALUDINO**  
Schools Division Superintendent



Asuncion Street, 16-S Quiling Sur, City of Batac, Ilocos Norte  
Telephone No.: (077) 677-1993

<b>Doc. Ref Code:</b>	SDO-SGOD-F083	<b>Rev.:</b>	00
<b>Effectivity:</b>	06.01.2026	<b>Page:</b>	4 of 4