



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

June 8, 2026

DIVISION MEMORANDUM  
No. 358, s. 2026

**Subject: Notification and Coordination Requirements for Donated School Buildings and Other  
Projects Within School Premises**

TO:  
Public Schools District Supervisors  
School Heads/Principals

All schools that will receive donated buildings from private individuals, Local Government Units (LGUs), non-government organizations (NGOs), or other institutions are hereby advised to notify the Division Office prior to the commencement of any construction activity.

The Division Engineering Office shall conduct an assessment of the proposed construction site to determine whether the location has already been identified for a DepEd-funded building project or whether the area is free from any existing or proposed construction. This coordination is necessary to prevent conflicts with current and planned infrastructure projects.

Furthermore, DepEd Engineers shall monitor the construction process to help ensure the structural integrity of the building and the safety of its future occupants.  
Upon completion of the construction project, School Heads/Principals are likewise advised to update their respective Site Development Plans (SDPs) to reflect the newly constructed building and any corresponding changes to the school layout.

For compliance and guidance.

  
**FAY C. LUAREZ Ed.D, Ph.D., TM, CESO V**  
Schools Division Superintendent 



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