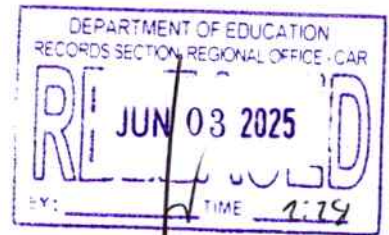




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



03 June 2025

**REGIONAL MEMORANDUM**  
No. 382.2025

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

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Relative to the unnumbered Memorandum from the office of Educational Facilities Division (EFD), Office of the Director, all concerned Division Engineers, Contract of Service Engineers and Architects and other staff are required to update submitted status reports, and supply all missing information on all programs starting from CY 2022.
2. The deadline of the submission of status reports to the regional office will be on June 04, 2025, 1:00pm through email address at [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph) to give time for consolidation.
3. Attached to this memorandum is the unnumbered memorandum from the office of the Educational Facilities Division of the Central Office for your reference.
4. For any clarifications or queries, contact ESSD at email address [car.essd@deped.gov.ph](mailto:car.essd@deped.gov.ph).

Digitally signed by  
ESTELA P. LEON-  
CARIÑO EdD, CESO III  
Date: 2025.06.03  
14:15:53 +08'00'

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV, Regional Director

Encl.: As stated

ESSD/GCD/vpls: Completion of database of status reports  
June 3, 2025



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 - 1318  
Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)



DepEd Tayo Cordillera



<https://depedcar.ph>





Republic of the Philippines

Department of Education

EDUCATION FACILITIES DIVISION - OFFICE OF THE DIRECTOR

Office of the Director

MEMORANDUM

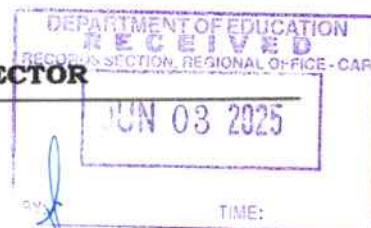
FOR : **ALL DIVISION ENGINEERS  
CONTRACT OF SERVICE (COS) ENGINEERS AND  
ARCHITECTS  
OTHER CONCERNED STAFF**

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.