Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 24, 2026

DIVISION MEMORANDUM
No. 745 s. 2026

ORIENTATION ON THE EDUCATION FACILITIES PREVENTIVE MAINTENANCE PLANS & ANNUAL INSPECTION PLANS

To: Schools Division Superintendent
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 736 s. 2026, entitled "MID-YEAR PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA) ON LEARNING RIGHTS AND PROTECTION, YOUTH FORMATION PROGRAMS AND SCHOOL SAFETY CUM ORIENTATION ON D.O. NO. 006, S. 2026 – ENSURING A SAFE AND MOTIVATING LEARNING ENVIRONMENT (ESMLE) " this Office announces the conduct of **" ORIENTATION ON THE EDUCATION FACILITIES PREVENTIVE MAINTENANCE PLANS & ANNUAL INSPECTION PLANS"** on **December 2, 2026**, **Wednesday, 9:00 am to 5:00 pm via Microsoft Teams**. The meeting link and other access details will be provided to the participants through the appropriate communication channels prior to the activity.

Link: https://teams.microsoft.com/meet/431243971247523?p=uAGHre1xLeYA0xvXFL

2. The activity aims all schools to have a Preventive Maintenance Plan & Annual Inspection Plan to ensure that school buildings and other facilities remain safe, functional, and efficient while preventing costly, emergency breakdowns. Also, to detect structural cracks, roof leaks, electrical faults, or outdated fire/safety equipment before they pose life-safety risks. Findings from the annual inspection feed directly into the **Annual Implementation Plan (AIP)** and **Annual Procurement Plan (APP)**. Instead of guessing repair costs, the school will use the Preventive Maintenance Plan & Annual Inspection Plan to schedule routine upkeep and allocate Maintenance and Other Operating Expenses (MOOE) or external stakeholder funds for major repairs.

Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 I 265 3741 I 265 3743)
Website: https://depedaklan.online
Email Address: aklan.1958@deped.gov.ph

3. The following personnel are expected to participate in the activity:

   a. Principals/ School Heads / Teachers-in-Charge;
   b. Physical Facilities Coordinators;
   c. Others Concerned.

4. Participants are requested to ensure the availability of a laptop or other appropriate device and a stable internet connection throughout the activity. Schools are likewise encouraged to identify ICT-capable personnel who can provide technical assistance during the online orientation and workshop. Participants are also reminded to have their active DepEd email account and corresponding password readily available, as these may be required to access the online platforms, tools, and resources to be used during the activity.

5. Attached is the RM No. 736 s. 2026 and Preventive Maintenance Plans & Annual Inspection Plans format for your reference.

6. For more information, contact the School Governance and Operations Division- Education Facilities Section through email at meljan.torres@deped.gov.ph or Tel/Fax No. (265 3740 l 265 3741 l 265 3743).

7. Immediate dissemination of and compliance with this Memorandum are desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Encl: As stated
References: Memorandum RM No. 736 s. 2026

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To be indicated in the Perpetual Index Under the following subjects:

POLICY **PROGRAM** **RULES AND REGULATIONS**
SCHOOLS **SUPERVISION**

Enclosure No. 1 to Division Memorandum No. 745, s. 2026

Memorandum RM NO. 736 S. 2026

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