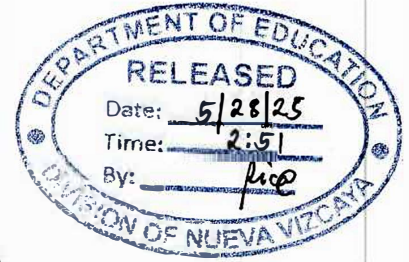




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



28 May 2025

DIVISION MEMORANDUM

No. **228**, s. 2025

INSTITUTIONALIZING SCHOOL PHYSICAL FACILITIES COORDINATORS

To: Assistant Schools Division Superintendent
Chief – School Governance and Operations Division
Chief – Curriculum Implementation Division
Public Schools District Supervisors/ District In-Charge
Public Elementary and Secondary Schools Heads
All other concerned

1. Consistent to the goal of the Department of Education **to ensure safe and conducive physical learning environment**, this Division officially institutionalizes the assignment of **School Physical Facilities (SPF) Coordinators** for every school and **District Coordinators** for every district who will serve as support and direct link of the Education Facilities Unit (EFU) in all activities relevant to the school physical facilities.
2. The SPF Coordinators and District Coordinators shall perform the following duties and responsibilities:
 - a. lead fellow School Physical Facilities Coordinators within their respective districts in implementing all activities related to EFU programs.
 - b. assist the EFU in information dissemination, submission follow-ups, and data reporting relevant to the programs mentioned in item (a); and
 - c. provide support to fellow School Physical Facilities Coordinators in clarifying relevant concerns and facilitate referral to EFU for other technical concerns.
3. The School Physical Facilities Coordinators and District Coordinators shall take the role performing the duties and responsibilities empowered by a special special order to be issued by this Division.
4. The School Heads shall assign their SPF Coordinator approved by respective PSDS/DIC to be submitted through the link, tinyurl.com/SPFCoordinator.
5. For relevant queries, you may contact Arch. Christopher R. Dominguez at 09061315604 or email christopher.dominguez@deped.gov.ph.
6. Immediate dissemination of and compliance to this Memorandum is directed.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>