Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
NOV 16 2026
RELEASED

12 November 2026

DIVISION MEMORANDUM
No. 507, s2026

DISSEMINATION AND IMPLEMENTATION OF REGIONAL MEMORANDUM ESSD-2026-283 ON THE DOWNLOADING OF FUNDS FOR THE SALAKNIB TAN NAMNAMA (STN) BAYANIHAN SCHOOL FACILITY COMPONENT

TO: Chief Education Supervisors, CID, and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Stakeholders and All Others Concerned

1. In reference to Regional Memorandum ESSD-2026-283 dated November 6, 2026, titled "Downloading of Funds for the Salaknib tan Namnama (STN) Bayanihan School Facility Component Re: Repair/Improvement of Comfort Rooms and Menstrual Hygiene Rooms," this Office hereby disseminates the said issuance for the information, guidance, and appropriate action of all concerned.

2. The Regional Office has allocated funds charged to GAA 2026 amounting to Four Million Four Hundred Twenty-Five Thousand Pesos (₱4,425,000.00) for the implementation of the STN Bayanihan School Facility Component across the Cordillera Administrative Region. The allocation for the identified recipient schools in the Schools Division of Benguet is as follows:

No.	Recipient School	Allocation
1	Alno National High School	₱400,000.00
2	Ampucao National High School	₱480,000.00
3	Buguias National High School	₱400,000.00
4	Manganese National High School	₱400,000.00
5	Puguis National High School	₱400,000.00
	TOTAL	**₱2,080,000.00**

3. The concerned school heads shall ensure that the downloaded funds are utilized solely for their intended purpose, particularly the repair and improvement of comfort rooms and menstrual hygiene rooms, consistent with the objectives of the STN Bayanihan School Facility Component and subject to the approved plans, applicable government accounting and auditing rules and regulations, and other pertinent issuances.

4. To ensure transparency, accountability, and proper utilization of funds, recipient schools are hereby directed to:

a. Ensure the proper implementation of the approved school facility improvement project in accordance with the prescribed purpose and applicable guidelines;
b. Maintain complete documentation of project implementation, including the approved Program of Works and Plans, financial transactions, and photo documentation;
c. Monitor the physical and financial progress of the project and ensure that all expenditures are properly supported by the necessary documents; and
d. Submit the required reports to the Schools Division Office for consolidation and submission to the Regional Office through the Education Support Services Division (ESSD).

5. In accordance with Item 4 of the Regional Memorandum, the following documents shall be submitted to the Regional Office through the ESSD within fifteen (15) calendar days upon completion of the projects:

a. Signed Physical and Financial Accomplishment/Fund Utilization Report; and
b. Project Completion Report containing the Executive Summary, approved Program of Works and Plans, As-Built Plans, and photo documentation.

6. The PSDSs/PSDIs concerned, in coordination with the Division STN Focal Person and other relevant units, shall provide the necessary monitoring and technical assistance to ensure the timely and proper implementation of the projects.

7. All concerned are enjoined to strictly observe the provisions of the attached Regional Memorandum and ensure that the downloaded funds translate into meaningful improvements in the school environment, particularly in providing safe, sanitary, and dignified facilities for learners.

8. Immediate compliance with and dissemination of this Memorandum to all concerned is directed.

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OIC - Schools Division Superintendent

For the OIC-SDS: sgd
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SGOD/LBA/amd

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