



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

October 15, 2025

DIVISION MEMORANDUM

No. 462, s. 2025

**CLARIFICATION ON THE ROLES OF TEACHING AND NON-TEACHING
PERSONNEL DURING THE SIMULTANEOUS INFRASTRUCTURE
ASSESSMENT, STRUCTURAL INTEGRITY EVALUATION
AND AUDIT OF SCHOOL BUILDINGS
(Division Memorandum No. 461, s. 2025)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to clarify the implementation of Division Memorandum No. 461, s. 2025, regarding the **province-wide Simultaneous Infrastructure Assessment, Structural Integrity Evaluation, and Audit of School Buildings** scheduled on **October 16-17, 2025**.

2. In line with this activity:

2.1 Teaching Personnel and Learners – All public schools from **Kindergarten to Senior High School** shall **suspend face-to-face classes** during the said dates. Teaching personnel are **directed to implement the Alternative Delivery Modalities (ADM)** as previously prescribed to ensure the continuity of learning; and

2.2 Non-Teaching Personnel (*including Job Order, Contract of Service, and PSB staff*) – All non-teaching personnel are **instructed to report to their respective schools to render assistance** during the conduct of inspection, audit, inventory, and documentation of assessment results. This includes **utility workers, security guards, and other support staff** as may be designated by the School Head.

3. The ***Role of Non-Teaching Personnel are as follows:***

3.1 Assist the School Heads, School Infrastructure Units (SIUs), and District Supervisors during the inspection and audit;



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- 3.2 Ensure smooth coordination and documentation of the assessment, including inventorying of school facilities; and
3.3 Provide support for emergency preparedness and safety protocols as necessary.

4. Members of the School DRRM Teams are directed to render technical assistance and provide emergency response support throughout the duration of the assessment to ensure preparedness and safety within school premises.

5. This Memorandum is issued to ensure the efficient and orderly implementation of the inspection and assessment activities while upholding **safety, security, and coordination** in all public schools.

6. For immediate dissemination and strict compliance.



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Schools Division Superintendent 

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects

ASSESSMENT
AUDIT OF SCHOOL BUILDINGS
CLARIFICATION
EVALUATION
TEACHING
INFRASTRUCTURE
NON-TEACHING PERSONNEL
STRUCTURAL INTEGRITY
TEACHING PERSONNEL