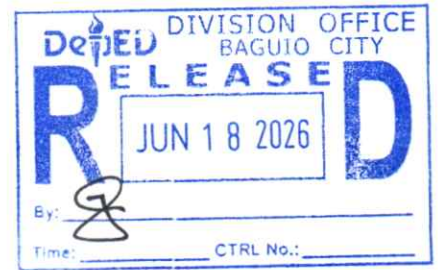




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 18, 2026



DIVISION MEMORANDUM

No. **408-2026**

DOCUMENTATION AND SUBMISSION OF REPORTS ON THE UPKEEP AND MAINTENANCE OF SCHOOL PROPERTY AND EQUIPMENT INCLUDING SEMI-EXPENDABLE PROPERTY

To: Public School Heads
 School Administrative Officers
 School Property Custodians
 Others Concerned

1. All public schools are directed to conduct regular inspection, upkeep, and maintenance of school equipment under their custody to ensure the proper utilization, functionality, and longevity of government property.
2. School Heads and Property Custodians shall ensure that all equipment is properly maintained, repaired when necessary, and documented in the appropriate maintenance records. Schools are likewise directed to access the templates and upload the required documentation and means of verification on a weekly basis through the following links:
 - a. Template for the DAILY COMPLIANCE REPORT AND CERTIFICATION ON THE UPKEEP AND MAINTENANCE OF SCHOOL EQUIPMENT AND WEEKLY SCHOOL MAINTENANCE OR UPKEEP OF FACILITIES, PROPERTY AND EQUIPMENT (Annex A, Annex B) - <https://tinyurl.com/3m4vmxt6>
 - b. Link for uploading the scanned signed portable document format (PDF) files of the required documents - <https://forms.gle/WTLnjx8cXmpYi6N6>
3. The submitted and uploaded documents shall serve as basis for the validation of compliance and for the assessment of relevant indicators in the Office Performance Commitment and Review Form (OPCRF) .
4. For information, guidance and strict compliance.


SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent 

OSDS/SPMU-vgc



COMPLIANCE REPORT AND CERTIFICATION ON THE DAILY UPKEEP AND MAINTENANCE OF SCHOOL EQUIPMENT

Name of School: _____

Day and Date: _____

This is to certify that the school equipment under the custody of this school has been regularly inspected, maintained, and kept in good working condition.

The following upkeep/maintenance activities have been undertaken:

EQUIPMENT	UPKEEP/MAINTENANCE ACTIVITY CONDUCTED	STATUS (Good Condition Serviceable, For Repair, Others)	REMARKS	
			General Observations	Actions taken

Note: Attach also photo documentation as means of verification.

Prepared by:

Certified Correct:

Approved by:

School Personnel In Charge of Maintenance

School Property Custodian

School Head

SY 2026-2027 WEEKLY SCHOOL MAINTENANCE OR UPKEEP OF FACILITIES, PROPERTY AND EQUIPMENT

For the dates covering:__(encode dates)___

NAME OF SCHOOL: _____

Week	Monday (Encode date) <small>(Tick box if done)</small>	Tuesday (Encode date) <small>(Tick box if done)</small>	Wednesday (Encode date) <small>(Tick box if done)</small>	Thursday (Encode date) <small>(Tick box if done)</small>	Friday (Encode date) <small>(Tick box if done)</small>	Remarks
(Encode the dates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Prepared by:

Certified Correct:

Approved by:

School Personnel In Charge of Maintenance

School Property Custodian

School Head