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REGIONAL MEMORANDUM
ESSD - 2026 -

To: Schools Division Superintendent

-) Division of Butuan City
-) Division of Agusan del Norte
-) Division of Cabadbaran City
-) Division of Siargao
-) Division of Surigao del Norte
-) Division of Surigao del Sur
-) Division of Tandag City

All Others Concerned

ONE-SITTING COORDINATION MEETING FOR THE FINALIZATION AND SIGNING
OF DOCUMENTARY REQUIREMENTS FOR BEFF CY 2026 PROJECTS

1. Attached is a communication from the Department of Public Works and Highways (DPWH) Regional Office XIII regarding the conduct of the **One-Sitting Coordination Meeting for the Finalization and Signing of Documentary Requirements for Basic Education Facilities Fund (BEFF) CY 2026 Projects** to be held on **October 6, 2026, 9:00 A.M. at Hotel Oasis, Butuan City.**
2. The activity aims to facilitate the immediate finalization, review, and signing of documentary requirements for **BEFF CY 2026** projects proposed for implementation through Cluster 3 contracting.
3. The Schools Division Offices identified in the attached DPWH communication are requested to ensure the attendance of their respective representatives during the coordination meeting.
4. Participants are requested to bring all necessary supporting documents and records related to their respective BEFF CY 2026 projects to ensure the smooth and timely completion of documentary requirements. .
5. Traveling, transportation, meals, and other incidental expenses of the participants shall be charged against local funds of their respective Schools Division Offices, subject to the usual accounting, auditing, and budgeting rules and regulations. .
6. Immediate dissemination of and compliance with this Memorandum is desired.



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Escobarte
Pedro
Tenebro Jr.

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PEDRO TENEBRO ESCOBARTE, JR.
Date: 2026.10.01 16:22:31
Director III/Assistant Regional Director
Officer-in-Charge
Office of the Regional Director *A*

MSS/ESSD/RM- One-Sitting Coordination Meeting
16344 /September 30, 2026



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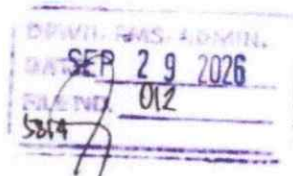
Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE XIII
J. Rosales Avenue, Butuan City



September 29, 2026

DR. ALLAN G. FARNAZO, CESO III

Regional Director
DepEd Caraga Regional Office
Butuan City, Agusan del Norte



SUBJECT : One-Sitting Coordination Meeting for the Finalization and Signing of Documentary Requirements for BEFF CY 2026

Dear Dr. Farnazo:

This pertains to the ongoing preparation and finalization of the documentary requirements for the Basic Education Facilities Fund (BEFF) CY 2026 projects, which are proposed to be implemented through three (3) contract clusters grouped by province.

In this regard, may we respectfully invite all concerned Schools Division Superintendents (SDSs) and Division Engineers to attend the one-sitting coordination meeting scheduled **on 06 October 2026 (Tuesday), 9:00am at Hotel Oasis, Butuan City**, to facilitate the immediate finalization and signing of the required documents.

For this purpose, the concerned representatives from the respective Schools Division Offices (SDOs) are identified as follows:

Cluster	Province	Schools Division Office	Schools Division Superintendent	Division Engineer/ Project Engineer
1	Agusan del Norte	Butuan City	Minerva T. Albis	Nichael M. Madria
		Agusan del Norte	Jeanie L. Mativo	Shelemiah C. Gata
		Cabadbaran City	Imelda N. Sabornido	Irwin Torregosa
2	Surigao del Norte	Siargao	Manuel O. Caberte	Dave A. Betita
3	Surigao del Sur	Surigao del Sur	Lorenzo O. Macasocol	Ricky A. Magnaye
		Tandag City	Jasmin R. Lacuna	Alvin R. Fernandez

For your information and guidance.

Very truly yours,

SABENIANO D. CALIAO, JR.
OIC- Regional Director
Regional Office XIII

R13.1 BJCP/BGH