

PHYSICAL PLANT AND FACILITIES ACCOMPLISHMENT REPORT

A. PHYSICAL PLANT DEVELOPMENT

1. To provide a safe learning environment conducive to the teaching-learning process. Carry out necessary repainting/repairs/ renovations either by phase or one-shot deal depending on the availability of funds.

The following have been accomplished:

I. **Construction**

- Pantry for Junior High School Library
- IMC Coordinator's Office
- High School Medical Clinic
- Wash Area: Enclosure, Gate 7 and Bus Service

II. **Renovation**

- Junior High School Comfort Rooms
- Junior High School Electronics Room
- Grade School Admin Lobby's Comfort Rooms
- Grade School Medical and Dental Clinic
- Guidance Center
- SHS Comfort Rooms- Ongoing
- GS Comfort Rooms- Ongoing
- GS Room 301-304 Dormitory-Ongoing
- Bodega Maintenance Dormitory-Ongoing

III. **Rehabilitation**

- Football Field

IV. **Repair**

- Junior High School Roof
- Padrio Pio Gym Flooring and Roof
- Pax et Bonum Gym Roof and Gutter
- Unpaved and uneven portions of High School and Brother Juniper Square ground
- Tiling of Grade 7 Classrooms and Grade School Home Economics Room

V. **Replacement**

- New Units for Drinking Fountains
- 15+ 10 new Air conditioner Units
- Grade School APD Office 1 unit split type air conditioner
- Classroom Plastic Chairs for JHS Grade 7 and SHS Grade 12 (2sections)
- Incandescent bulbs to Light Emitting Diode or LED Bulbs and Tubular
- Additional --- New Air conditioner Units

VI. **Repainting**

- Senior High School Classrooms First Floor
- Junior High School Classrooms, Doors and Hallway
- Grade School Hallway and Stairs
- Grade School Stage
- Grade School and High School Chairs
- Benches and Railings
- GS Principal's office, GS APD office and Research Development office

LOURDES SCHOOL OF MANDALUYONG

Shaw Boulevard corner Saint Francis Street, Greenhills East, Barangay Wack-Wack, Mandaluyong City 1552

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- GS Classrooms-Ongoing
- Swimming Pool Area-Ongoing

VII. Cleaning

- Junior High School General Assembly Area
- Window Type Air Conditioner Units
- Bodega Area-Ongoing
- Backside of GS, SHS and JHS Buildings- Ongoing
- Stockrooms-Ongoing

VIII. Installation

- Glass Board
- High Efficiency Particulate Air or Hepa Filters
- Isolation Tent at Gate 7 and enclosure Area
- Tarpaulin

IX. Trimming

- Bamboo Trees
- Grade School Play Area Garden

B. MAINTENANCE STAFF DEVELOPMENT

The following seminar / activity have been conducted:

- a) Developing Safety Attitude in the Workplace
- b) Teambuilding activity – NTPA Teambuilding Nagkakapatiran Tungo sa Pag Angat
- c) Discussion on statutory and other benefits with Atty. Aguila
- d) Bayanihan Activities-Ongoing

Others:

1. Fogging and misting last August 18, 2022 (sponsored by Mandaluyong City Government)
2. Pollution Control Officer Training from August 22-26.
3. Managing Head Training September 28, 2022.

Prepared by:

Mr. Modesto C. Sebastian Jr.
Physical Plant and Facilities Coordinator

PHYSICAL PLANT AND FACILITIES ACCOMPLISHMENT REPORT As of August 1, 2023

A. Ongoing Construction

1. Padre Pio Gym and Albacina Hall comfort rooms

B. Ongoing Renovation

- IMC Audio Visual Room at least 85 Percent Completion
- High School Learning laboratory on process
- Campus Ministry Office at least 85 Percent Completion
- Pax et Bonum Building Prayer Room on process
- Pax et Bonum Building Employees Dormitory on process
- Bodega Area for Maintenance Personnel at least 75 percent completion

C. Ongoing Rehabilitation

- St Pio Lights and Water Fountain on process

D. Repair

- School Perimeter Gates
- Classroom Door knobs
- Tables and Chairs

E. Replacement/Procurement

- 10 Air conditioner units for classrooms on process
- 30 LED Bulbs at the Tunnel area on process
- Embossed Mat for Office CR
- Dirt Trap Mat for Students CR
- Low and High-Speed Floor Polisher
- 40 Kinder Tables and Chairs

F. Repainting

- Flooring of the Second Floor of Junior High School Building
- Student Lockers and Walls
- High School Classrooms
- Brother Juniper's Basketball Court
- Tunnel Area

G. Cleaning/Scrubbing

- Split Type Air conditioner units
- Hauling at Bodega Area
- Comfort Rooms and School Grounds etc.

H. Installation

- Additional Wall Clocks in all offices, Faculty rooms, Sac's office, Conference Rooms, Halls, Digital Clocks for Theater and Gym.

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- Additional Television for classrooms
- Additional drinking fountain at Padre Pio Gym
- Grills on the Third Floor Grade School Building

I. Trimming/ Mower

- Bamboo and mango trees
- Plants
- Soccer Field

J. Seminars/ Training/ Service

1. Housekeeping Seminar last July 1, 2023
2. Caritas et Labora Housekeeping Services

K. Donation

1. Armchairs to various institution

Prepared by:
Mr. Modesto C. Sebastian Jr.
Physical Plant and Facilities Coordinator

Approved by:

Br. Rolando O. Donasco
Director for Finance

PHYSICAL PLANT AND FACILITIES ACCOMPLISHMENT REPORT As of April 13, 2023

A. Ongoing Construction

- New Septic Tank for Padre Pio Gym comfort rooms and Pax et Bonum Building comfort rooms
- Padre Pio Gym comfort room

B. Ongoing Renovation

- IMC Audio Visual Room
- High School Learning laboratory
- Campus Ministry Office
- Pax et Bonum Building Prayer Room
- Pax et bonum Building Employees Dormitory
- Bodega Area for Maintenance Personnel

C. Ongoing Rehabilitation

- St Pio Lights and Water Fountain

D. Repair

- School Perimeter Gates
- Classroom Door knobs
- Tables and Chairs

E. Replacement 50 Air conditioner units for classrooms and offices

- Lighting for Padre Pio Gym
- Plant Pots

F. Repainting

- Swimming Pool Area
- School Gates and Perimeter Fence
- School Perimeter Bulletin and High School Bulletin
- Green line policy markings
- Volleyball court markings and pole

G. Cleaning

- Backside of Pax et Bonum Building and St. Lawrence of Brindisi Building
- Air conditioner units
- Bodega Area
- Comfort Rooms and School Grounds etc.

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H. Installation

- Wall Clocks in all Classrooms
- Fiber PLDT Lines
- Venetian Blinds for classrooms, offices and laboratories
- Television for classrooms
- One unit of drinking fountain @ Padre Pio Gym
- Soccer Nets
- Philippine and School Flags @ Bro. Juniper Quadrangle

L. Trimming

- Bamboo and mango trees
- Plants

Prepared by:

Mr. Modesto C. Sebastian Jr.

Physical Plant and Facilities Coordinator and Maintenance Head

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PHYSICAL PLANT AND FACILITIES INSPECTION REPORT October 18, 2022

A. PHYSICAL PLANT DEVELOPMENT

Grade School Department

Rm. 102	Grade 1- Humility	Replacement of 1 AC unit	
Rm. 103	Grade 1- Simplicity	Replacement of 2 AC units	
Rm. 104	Grade 1- Service	Replacement of 2 AC units	

High School Department: Junior High School

Rm. 101	APA Office	Replacement of 1 AC unit	
Rm. 109	Grade 10- St Seraphin	Replacement of 2 AC units	
Rm. 110	TLE Business Education Room	Replacement of 2 AC units	
Rm. 111	CAT Headquarters	Replacement of 1 AC unit	1horsepower
Rm. 112	Electronics Room	Replacement of 2 AC units	
Rm. 113	Robotics Room	Replacement of 2 AC units	
Rm. 115	Drafting Room	Replacement of 2 AC units	

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Rm. 202	Grade 9- Bl. Andrew	Installation of Blinds	
Rm. 203	Grade 9- Bl. Apollinaris	Installation of Blinds	
Rm. 204	Grade 9- Bl. Innocent	Replacement of 1 AC unit	
Rm. 205	Grade 9- Bl. Mark	Replacement of 1 AC unit	
Rm. 206	Activity Room 1	Installation of Blinds	
Rm. 207	Activity Room 2	Installation of Blinds	
Rm. 208	Office of the Assistant Principal for Discipline	Replacement of 1 AC unit	
Rm. 210	Grade 8- Bl. Cassian	Replacement of 1 AC unit	
Rm. 211	Grade 8- Bl. James	Replacement of 1 AC unit 1 AC Unit	
Rm. 212	Grade 8- Bl. Pacifico	Repair of 1 AC unit and Installation of Blinds	
Rm. 213	Activity Room 3	Replacement of 1 AC unit 1 AC Unit and Installation of Blinds	
Rm. 221	St. Claire Visual Room	Repair and repainting of ceiling	
Rm. 222	Learning Laboratory	Repair and repainting of ceiling	
	JHS Library	Repair 1 AC unit, Replacement of 2 AC units, Installation of Blinds, and Replacement of 8 Door knobs	
	Science Laboratory	Installation of Blinds	

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High School Department: Senior High School

Rm. 103	Grade 11- Bl. Peter	Replacement of 2 AC units	
Rm. 104	Grade 11- Bl. Jose Maria	Replacement of 2 AC units	
Rm. 105	Grade 11- Bl. Honorat	Replacement of 2 AC units	
Rm. 106	Physics Laboratory Room	Replacement of 2 AC units	
Rm. 107	Biochem Laboratory	Replacement of 2 AC units	
Rm. 108	Speech Laboratory	Replacement of 2 AC units	
Rm. 111	Senior High Conference Room	Replacement of 1 AC unit	

Rm. 203	Computer Laboratory and IT Room	Replacement of 3 AC units	
Rm. 205	Portuincula Hall	Replacement of 4 AC units	
Rm. 207	Discussion Room	Replacement of 2 AC units	
Rm. 209	Grade 12- St. Bernard	Replacement of 2 AC units	
Rm. 210	Faculty Room	Replacement of 1 AC unit	

Prepared by:

Mr. Modesto C. Sebastian Jr.
Physical Plant and Facilities Coordinator

PHYSICAL PLANT AND FACILITIES

MAINTENANCE PERSONNEL DUTIES AND RESPONSIBILITIES

Actual maintenance practice refers to a specific facility and sets problems grouped into two classifications. The primary functions of maintenance is to provide daily support services and the secondary functions is to work and perform as general support service as need arises.

A. Janitorial and Ground Maintenance

1. Clean buildings, offices, classrooms and surroundings
2. Keep office equipment and furniture clean
3. Collect and dump garbage in the right place
4. Fill drinking containers with safe and potable water
5. Keep toilet and closets clean and sanitary at all times
6. Scrape or clean canals, gutters and similar structures
7. Keep and safeguard cleaning tools and materials
8. Perform landscape gardening or routine clearing maintenance work
9. Water, weed out and trim hedges and plants
10. Water, fertilized and cultivate plants
11. Sweep and rake leaves, dump rubbish in proper place
12. Plant ornamental herbs/shrubs
13. Monitor and follow the energy conservation of the school
14. Turn-on and turn-off all appliances such as aircon, electric fan, tv, projector, computers, etc.
15. Performs miscellaneous job-related duties as assigned.

B. Building Electrician

1. Prepares specifications and job orders for the materials needed
2. Conducts daily ocular inspection of electrical wiring, device/fixtures
3. Replaces and repair damaged or defective device electrical wiring, connections, controls and electrical system input and output
4. Operates maintain and make necessary adjustments on electrical fixtures and accessories
5. Installs electrical device and wiring system
6. Installs and test electrical circuit appliances, equipment, motors and generators
7. Interpret wiring plants
8. Prepares and submit required report and
10. Performs miscellaneous job-related duties as assigned.

C. Aircon Technician

1. Conducts routine inspection of electrical control
2. Conducts troubleshooting and repair, install air-conditioning units
3. Performs preventive maintenance of air-conditioning units
4. Carry-out regular general cleaning of air-conditioning units as scheduled
5. Prepare and submit monthly accomplishment report
6. Performs miscellaneous job-related duties as assigned.

D. Carpenter

1. Perform carpentry work in the construction, maintenance and repair of building furniture and fixtures
2. Cut and install frames. floor joist, rafters and similar wooden structural parts
3. Interpret simple construction plan
4. Install windows frames, sashes, doors, doors frames, interior partitions, wall paneling, wainscoting and similar fittings and trimmings
5. Make/fabricate and repair office furniture
6. Assist other skilled worker in the preparation and setting of scaffolding and other wooden frames to support structure or paneling on which electrical devices/appliances will be attached, plumbing repair to be made, concrete plastering to be undertaken
7. Prepared and submit estimate for any proposed carpentry project
8. Submit required report of accomplishment and
9. Performs miscellaneous job-related duties as assigned.

E. Plumber

1. Conduct routine inspection of plumbing systems such as water pipelines and fixtures.
2. Repair/replace and/or fix defective or leaking water and sewerage pipelines, plumbing fixtures, and building drainage conduits
3. Install water pipelines to improve water and drainage system
4. Prepare and submit estimate for any proposed plumbing works
5. Submit a reports of accomplishment
6. Performs miscellaneous job-related duties as assigned.

F. Mason

1. Conduct routine inspection of concrete portion of the buildings
2. Repair damage portion of the structures
3. Repair, replace, broken tiles, plaster cracks on the walls, floors and stairs
4. Repair damage concrete toilet bowl base, concrete sink table and the like
5. Mop wash tub, gutter and rain water barriers and bill traps
6. Prepare and submit estimate for any proposed mason works
7. Submit accomplishment report
8. Performs miscellaneous job-related duties as assigned.

G. Welder

1. Conduct routine inspection of steel portions/parts of the buildings and structures
2. Remove rust from all steel portion/parts of the building and structures and apply anti rust and paint
3. Repair/replace damage or defective steel portion of the structures
4. Prepare and submit estimates for any proposed welding works

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5. Submit reports of accomplishment
6. Performs miscellaneous job-related duties as assigned.

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16 September 2022

Mr. Simon Steven Kintanar
Relationship Manager
PLDT Enterprise

RE: Face to Face Meeting Request

Dear Mr. Kintanar:

We, at Lourdes School of Mandaluyong have always believed that communication is basic in any organization for it to achieve its goal. That is why we have been a loyal corporate partner of PLDT for more than six decades.

However, through the years we have experienced concerns regarding our telephone connections. There are times that we have encountered no dial tones, unreliable connections, and inability to receive calls. Some of our concerns have been addressed through constant follow-up and communication. However, lately, we have received negative comments from our stakeholders during the enrollment period last June and August of 2022.

This incident has caused inconveniences to our parents, students, and employees. We hope that immediate action be done to address this concern. We also believe that the root cause of our concerns with our telephone lines is the old connection we have in school.

Thus, may we request the following from your good office:

- 1. Possibility of switching to Fiber connection for all the telephone lines of the school.**
- 2. Use of a corporate account with one Trunk Line for Lourdes School of Mandaluyong**
- 3. Consolidation of all statement of accounts into one bill**
- 4. Creation of an online account to view PLDT bills**
- 5. Setting up of a regular maintenance and system check of the distribution box of the school**

We would like to request a face-to-face meeting between our organizations on September 22, 2022 @ 2PM. Thank you.

In St. Francis of Assisi,

Mr. Modesto C. Sebastian Jr.
Physical Plant and Facilities Coordinator
09999031806
Email address: physicalplant@lsm.edu.ph

Noted:

Br. Rolando Donasco, OFM Cap.
Finance Director

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MVD TERMITE AND PEST CONTROL SERVICES

Main Office: 111 San Rafael St., Mandaluyong City

Telephone: 9864866 / **Tele Fax:** 533-6943

Mobile Nos: 0916-4987-914 / 09654301481 / 0935-3135-141

July 24,2023

To: **Rev. Father Cesar Acuin**

Lourdes School of Mandaluyong,
Shaw Blvd. Corner St. Francis street,
Barangay Wack-Wack, Greenhills East,
Mandaluyong City.

Thru: Bro. Rolando O. Donasco
Director for Administration and Finance

Dear Sir/Maam:

Thank you for giving us this opportunity to submit for your consideration our proposal and quotation on termite extermination control services on your building.

Following hereunder is brief outline of the work specification to be done threat:

MASSIVE TREATMENT:

Since it is the only method of treatment which can guarantee good results, we describe hereunder the methodology involved.

1. Extermination of all existing termite inspection within the building ceiling area, cabinet, comfort room and etc.
2. Spraying of all cabinet, ceiling area and infested or suspected area.
3. Application of dusting compound at exposed electrical terminals, ceiling, cabinets which would serve likely Ingress point and such location herein this service shall be needed.
4. Drilling all cabinet, ceiling, door jamb, walling etc.
5. The chemical to be used:
Isotex 5SC/ soil guard= in water emulsion/ Germany powder.

SCOPE OF FREQUENCY OF SERVICE:

The above described service shall be rendered at Lourdes School of Mandaluyong, Shaw Blvd. Corner St. Francis street, Barangay Wack-Wack, Greenhills East, Mandaluyong City.

QUOTATION AND TERMS OF PAYMENT:

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For and in consideration of the proposed service, we quote you the amount of NINETY SEVEN THOUSAND PESOS ONLY (PHP 97,000.00 php) in Total. Payment shall be made after the completion our treatment.

1. St. Francis theater (35,000.00 php)
2. Electronics room (12,000.00 php)
3. SHS classrooms (20,000.00 php)
4. Albacina hall (30,000.00 php)

GUARANTEE:

MVD gives a Free quarterly termite inspection covering guarantee. During this guarantee period, all re-treatment on the infested areas shall be carried-out by MVD. This guarantee shall strictly observe that following limitations.

PERSONNEL:

MVD Termite and pest control service shall warrant the honesty and reliability of personnel employed to perform the work called for and it further warrants, that it's employees shall submit themselves to your security and safety rules and regulations .

If you find our proposal acceptable, kindly signify your conformity on the space provided below, so we can schedule the required service immediately.
We hope to be a service to you.

Very truly yours,

Manuel V. Daria
Operation Manager

CORFORME:

LOURDES SCHOOL OF MANDALUYONG

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FR. CESAR F. ACUIN, OFM Cap

School Rector
St. Francis St. Cor. Shaw Blvd.
Mandaluyong City

Dear Fr. Cesar,

We know how you want to get back there and serve your clients well and be again on top of what you do. Anticipating their needs in the future and not being bothered by other matters where you can outsource and not anymore deal with so many people on your plate. Focus more on growth, attend to your market, and watch your cash flow.

Growth and innovations are important but seeing the big picture is a challenge especially if you are focusing on your everyday client's needs consistently. But could it be better? Yes!

You can outsource your housekeepers, janitors, drivers, messengers, maintenance, security, and workers at Caritas Et Labora. It makes sense to bring in the experts to lessen your worries and focus on what is best for your company. We are a cooperative that provides manpower to companies like yours. We shall give you quality workers and grow with you.

We have been in the service since 2007 under the Caritas umbrella helping people is our advocacy. Get jobs and give jobs but it doesn't end there. There is more than just employment but a benefit of dividends to the member workers. We teach and help these workers to save and invest in our cooperative. You, outsourcing these workers will be a big contributor to changing their lives. You don't only do business and help give services or good products to the market but also give back to the community by being our Business Partner.

As a cooperative, we do not charge VAT. We surely can be the solution to one of your challenges. We can have a lead time of 2-4 weeks before endorsing you all workers. If there is a request that you want to interview the workers we can also set it up for you. Or will it be an immediate deployment and we do the filtering for you?

We are compliant to all licenses and permits. We abide by the government policies as that of the labor code and give benefits that are due. We pay workers on time and monitor our manpower.

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Some of our Business Partners

