



February 26, 2017

MEMORANDUM

To : Public Schools District Supervisors
Elementary and Secondary Schools Heads
School Brigada Eskwela Coordinators

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date FEB 26 2018

Time: 11:27 A.M.

Initial/Signature [Signature]

**SUBMISSION OF DISAGGREGATED PHYSICAL FACILITIES AND MAINTENANCE NEEDS
ASSESSMENT FORM FOR CLASSROOMS (based on key stages)**

1. All schools are advised to accomplish and submit the **Disaggregated Physical Facilities and Maintenance Needs Assessment Form for Classrooms (based on key stages)** to their respective District Offices for consolidation.
2. All District Consolidated Reports must be submitted to the SGOD Office c/o Mr. **Miguel C. Ogalinola, SGOD Chief**, on or before **March 5, 2018**. Attached is a sample template to be accomplished.
4. For your information and compliance.

[Signature]
SOZORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Total Number of makeshift classrooms (made of light materials/ semi permanent/PTA constructed)	Total Needed Classroom for Construction	Total Needed Classroom for Repair	Total Number of Chairs (sum of desks and arm chairs available)	Total needed chairs	Total Number of toilets available *units	Total number of needed toilets base on 1:50 learners ratio	Total Number of Handwashing Facility * units	Total number of handwashing facility needed	With access to potable water *tick one	With electricity *tick one

Prepared by:

Noted:

School BE Coordinator

School Head

PSDS

Past disasters that occurred in the schools (Date)					Name of School Head	Name of School BE Coordinator	Name of School Facilities Coordinator	Contact number of school head
Fire	Earthquake	Typhoon	Volcanic Eruption	Others				

Prepared by:

Noted:

School BE Coordinator

School Head

PSDS