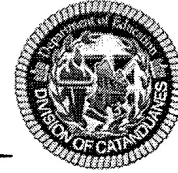




Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



November 13, 2014

DIVISION MEMORANDUM

No. 116 s. 2014

**ORIENTATION – WORKSHOP ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS
 FOR SY 2014 – 2015**

To: All Secondary School Heads
 All Elementary School Heads
 EBEIS Coordinator
 All Others Concerned

RELEASED
 DepEd-Division of Catanduanes
RECORDS SECTION
 Date NOV 17 2014
 Time 9:20 a.m.
 By 2

- Pursuant to DepEd Order No. 44, s. 2014 dated October 28, 2014 re: National Inventory of DepEd Public School Buildings for SY 2014 – 2015, all public elementary and secondary schools are directed to participate in the National Inventory of DepEd Public School Buildings for SY 2014 – 2015 Orientation – Workshop.
- The schedule of orientations regarding the data collection forms, online encoding facility, deliverables and timelines are as follows:

DATE	SCHOOL/DISTRICT	VENUE
December 5, 2014	All Secondary Schools	Division Office Conference Hall
December 9, 2014	Virac North & South District	
	San Andres East & West District	
December 10, 2014	Bato East & West District	
	San Miguel North & South District	
	Baras North & South District	
	Gigmoto District	
December 11, 2014	Viga East & West District	
	Bagamonoc North & South	
	Panganiban District	
December 12, 2014	Caramoran North & South District	
	Pandan East & West District	

- The participants on this orientation – workshop are the following:
 - All Elementary & Secondary School Heads
 - EBEIS Coordinator
- The orientation – workshop aims to:
 - Establish accurate and comprehensive baseline data of school buildings in all DepEd public schools for use in;
 - - ✓ Planning, budgeting and decision making
 - ✓ Annual updating in subsequent years
- Attached herewith are the following Enclosure to DepEd order No. 44, s.2014 which are to be used as references in the conduct of the national inventory of DepEd public school buildings:
 - Enclosure No. 1 - National Inventory of DepEd Public School Buildings Form
 - Enclosure No. 2 - Answering Guide
 - Enclosure No. 3 - List of Definitions

6. The data gathering must be conducted by the following officials:
 - School Head;
 - Either the School Property Custodian or the Physical Facilities Coordinator; and
 - Either the PTA President or the Kagawad in charge of education
7. Data must reflect school building inventory, actual usage and condition as of November 30, 2014.
8. The participants of this orientation – workshop are required to bring the following:
 - Laptop with plug – it broadband and/or wifi
 - Extension wire
 - Updated Site Development Plan
 - Picture of Every Building (Front View only)
 - Accomplished National Inventory of DepEd public school buildings
9. A registration fee of Two Hundred Pesos to be deducted from school MOOE to cover 2 snacks. Transportation and other incidental expenses are chargeable to school funds subject to the usual accounting and auditing rules and regulations.
10. For immediate dissemination and compliance.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent


Encls:

as stated

Reference:

DepEd Order No. 44, s. 2014 dated October 28

To be indicated in the perpetual Index
Under the following subjects:

DATA

INVENTORY

SCHOOL BUILDINGS