



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DepEd DIVISION OFFICE
BAGUIO CITY

MAR 11 2016

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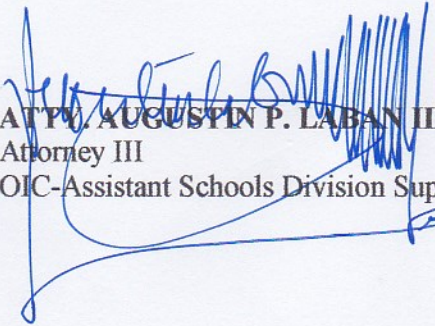
DIVISION MEMORANDUM

No. 97, s. 2016

DIVISION EDUCATIONAL FACILITIES INVENTORY

To: **All Public Schools District Supervisors**
Public Elementary and Secondary School Heads

1. Cognizant with our desire to provide effective and efficient delivery of educational services, all public elementary and secondary schools are hereby directed to conduct inventory on the actual educational facilities of their respective schools.
2. For complete definition of entries, please review DO No. 44, s. 2014 or the National Inventory of DepEd Public School Buildings for SY 2014-2015.
3. Please submit both hard and soft copies of the accurate and complete report on or before April 29, 2016 at the Planning and Research Section. Facilities which are currently under the care of teachers (e.g. classrooms, science laboratory, etc.) are required to conduct the inventory prior to their vacation, thus, to be included as part of their clearances.
4. Public Schools District Supervisors are task to verify the accuracy of the overall school report.
5. Immediate and wide dissemination of this Memorandum to all concerned is required.


ATTY. AUGUSTIN P. LABAN III
Attorney III
OIC-Assistant Schools Division Superintendent

DIVISION EDUCATIONAL FACILITIES INVENTORY TEMPLATE

Region:
 School ID:
 School Address:

Division:
 School Name:
 District:

IMPORTANT INSTRUCTIONS:

1. Please include all actual educational facilities of the school (eg. buildings, furniture in the classrooms, offices, laboratories, etc.)
2. Take note that all data are crucial in the generation of needs and other relative educational support.
3. Please refer to Enclosures of DepEd Order No.44, s. 2014 for complete definition of entries.

I. CLASSROOMS

CLASSROOM TEMPLATE 1 OF 3

Actual Usage	If used as classroom, Year & Section	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

CLASSROOM TEMPLATE 2 OF 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

CLASSROOM TEMPLATE 3 OF 3

COMFORT ROOMS												OTHER FACILITIES/FURNITURES									
MALE URINALS			TOILET BOWLS						FEMALE URINALS			WASHING FACILITIES									
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	
			M	F	T	M	F	T	M	F	T										

II. SCIENCE LABORATORIES

SCIENCE LAB TEMPLATE 1 of 3

Laboratory number (e.g. Lab 1, Lab 2, etc.)	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS									
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials			
				Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	

SCIENCE LAB TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

SCIENCE LAB TEMPLATE 3 of 3

COMFORT ROOMS										OTHER FACILITIES/FURNITURES													
MALE URINALS			TOILET BOWLS						FEMALE URINALS			WASHING FACILITIES											
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable			
			M	F	T	M	F	T	M	F	T												

III. SCHOOL SHOPS

SCHOOL SHOP TEMPLATE 1 of 3

School Shop number (e.g. Shop 1, Shop 2, etc.)	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Condemnable	Good condition	For repair	Unserviceable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

SCHOOL SHOP TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

SCHOOL SHOP TEMPLATE 3

COMFORT ROOMS									OTHER FACILITIES/FURNITURES												
MALE URINALS			TOILET BOWLS			FEMALE URINALS			WASHING FACILITIES												
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition			For repair			Condemnable			
			M	F	T	M	F	T	M	F	T										

IV. COMPUTER LABORATORIES

COMPUTER LAB TEMPLATE 1 of 3

Comp Lab number (e.g. Com Lab 1, com Lab 2, etc.)	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

COMPUTER TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

COMPUTER LAB TEMPLATE 3

COMFORT ROOMS												OTHER FACILITIES/FURNITURES									
MALE URINALS			TOILET BOWLS						FEMALE URINALS			WASHING FACILITIES									
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	
			M	F	T	M	F	T	M	F	T										

V. LIBRARY/LEARNING RESOURCE CENTER/LIBRARY HUB

LIBRARY TEMPLATE 1 of 3

Library number (e.g. Library 1, Library 2, etc.)	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable

LIBRARY TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

LIBRARY TEMPLATE 3 of 3

COMFORT ROOMS										OTHER FACILITIES/FURNITURES								
MALE URINALS			TOILET BOWLS			FEMALE URINALS				WASHING FACILITIES								
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	
			M	F	T	M	F	T	M	F	T							

VI. ADMINISTRATIVE OFFICES (e.g. Principal’s Office, Administrative Office, Guidance Office, Medical Dental, etc.)

OFFICE TEMPLATE 1 of 3

Office Name	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

OFFICE TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

OFFICE TEMPLATE 3 of 3

COMFORT ROOMS												OTHER FACILITIES/FURNITURES									
MALE URINALS			TOILET BOWLS						FEMALE URINALS			WASHING FACILITIES									
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	
			M	F	T	M	F	T	M	F	T										

VII. OTHER STRUCTURES (Guard house, stock room, etc.)

OTHER STRUCTURE TEMPLATE 1 of 3

Structure Name	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

OTHER STRUCTURE TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

OTHER STRUCTURE TEMPLATE 3 of 3

COMFORT ROOMS												OTHER FACILITIES/FURNITRES									
MALE URINALS			TOILET BOWLS						FEMALE URINALS			WASHING FACILITIES									
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	
			M	F	T	M	F	T	M	F	T										

VI. SUMMARY

SUMMARY TEMPLATE 1 of 5

BUILDING NUMBER	NAME/TYPE OF BUILDINGS/ STRUCTURES	TOTAL NO. OF ROOMS PER FLOOR					BUILDING CONDITION (check only)				FUNDING SOURCE	CONTRACTOR
		1	2	3	4	5	Good	Needs minor repair	Needs major repair	Condemned		

SUMMARY TEMPLATE 2 of 5

NME OF BUILDINGS/ STRUCTURES	TOTAL NO. DIMENSIONS				SUMMARY OF USAGE						
					Classrooms	Science labs	School shops	Computer labs	Library/learning centers	Offices	Others

SUMMARY TEMPLATE 3 of 5

ARMCHAIRS									CHAIRS								
Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

SUMMARY TEMPLATE 4 of 5

Condemnable

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

SUMMARY TEMPLATE 5 of 5

COMFORT ROOMS											OTHER FACILITIES/FURNITURES									
MALE URINALS			TOILET BOWLS						FEMALE URINALS		WASHING FACILITIES			WATER TANK			WATER TANK			
Good condition	For repair	Condemnable	Good condition			For repair			Condemnable			Good condition	For repair	Condemnable	Aluminum	Tank No.	Capacity	Concrete	Tank No.	Capacity
			M	F	T	M	F	T	M	F	T									

Prepared by:

Certified correct:

Designation

School Head

Public Schools District Supervisor

Date:

Date:

Date: