***Enclosure to Division Memorandum \_\_\_\_\_\_\_\_\_, s. 2016***

**DIVISION EDUCATIONAL FACILITIES INVENTORY TEMPLATE**

Region: Division:

School ID: School Name:

School Address: 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.

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1. 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/FURNITRRES |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |

1. 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/FURNITRRES |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |

1. 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/FURNITRRES |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |

1. 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/FURNITRRES |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |

1. 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/FURNITRRES |
| 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/FURNITRRES |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |

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/FURNITRRES |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |

1. SUMMARY

SUMMARY TEMPLATE 1 of 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BUILDING NUMBER | NAME/TYPE OF BUILDINGS/STRUCTURES | TOTAL NO. OF ROOMS PER FLOOR  | BUIDLING 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

|  |  |
| --- | --- |
| 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 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Condemnable

SUMMARY TEMPLATE 5 of 5

|  |  |
| --- | --- |
| COMFORT ROOMS  | OTHER FACILITIES/FURNITRRES |
| 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 | 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: