



November 20, 2014

~~DIVISION MEMORANDUM~~
No. 643, s. 2014

**NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS
FOR SY 2014 – 2015**

**To : Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. In line with the goal of the Department of Education (DepEd) to establish accurate and comprehensive baseline data on school buildings, all public elementary and secondary school heads are directed to participate in the National Inventory of DepEd Public School Buildings for SY 2014-2015.

2. Orientation/Workshop on the data collection forms and online encoding will be conducted on November 24-28, 2014 from 8:00 A.M. – 5:00 P.M. at the DepEd, Division of Cebu Social Hall, following the schedules below:

November 24, 2014 – All Elem. & Sec. School Heads of the 1st Congressional District including the municipalities of Argao, Dalaguete, Alcoy, Boljoon, and Oslob of the 2nd Congressional District;

November 25, 2014 – All Elem. & Sec. School Heads of the 6th Congressional District and the municipalities of Santander, Samboan, Ginatilan, Malabuyoc, Alegria, Badian, Moalboal, Ronda, Alcantara, and Dumanjug of the 2nd Congressional District;

November 26, 2014 – All Elem. & Sec. School Heads of the 3rd Congressional District;

November 27, 2014 – All Elem. & Sec. School Heads of the 4th Congressional District; and

November 28, 2014 – All Elem. & Sec. School Heads of the 5th Congressional District;

3. Participants are required to bring the school site development plan and the school's existing inventory of buildings and classrooms.

4. All public elementary and secondary schools are to simultaneously conduct the inventory of DepEd public school buildings on **December 1, 2014**.

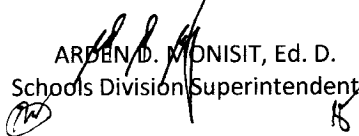
4.1. The data gathering must be conducted by the following officials:

1. School Head;
2. either the School Property Custodian or the Physical Facilities Coordinator; and
3. either the PTA President or the *Kagawad* in charge of education.

4.2. Attached herewith are the National Inventory of DepEd Public School Buildings Form (Enclosure No. 1), Answering Guide (Enclosure No. 2) and the List of Definitions (Enclosure No. 3) which are to be used as references in the conduct of the national inventory of DepEd public school buildings.

4.3. Data must reflect school building inventory, actual usage and condition as of **November 30, 2014**.

5. All schools are expected to encode in the online Enhanced Basic Education Information System (EBEIS) facility and submit the signed printed form to the SDO through the office of the Schools Division Superintendent (SDS) **on or before December 12, 2014**. District Supervisors/OICs and Lead School Principals must monitor submissions. Original copies of all the signed printed forms which are received by the Division Office shall be submitted to DepEd Central Office **on or before December 19, 2014**.
6. All personnel involved in the conduct of the inventory at school and division levels are allowed to render overtime services during weekdays, weekends, and holidays when necessary to meet the target schedules. At the school level, these overtime services can be converted to service credits.
7. Transportation expenses shall be charged to local/school funds, while meals and snacks shall be charged to Division funds, subject to the usual accounting and auditing rules and regulations.
8. For immediate dissemination and strict compliance.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

References:

DepEd Order 44 s. 2014
Regional Memo 674 s. 2014

Incl.: As stated
ADM/GSM/ARA