



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



April 29, 2016

**DIVISION MEMORANDUM**

No. 207 s. 2016

**SUBMISSION OF INVENTORY OF EDUCATIONAL FACILITIES**

To: Assistant Superintendents  
Education Supervisors/ Coordinators  
District Supervisors/OICs  
Heads, Elementary and Secondary Schools

1. This office is in the process of updating the records of school educational facilities such as school buildings and other physical facilities data. This initiative is to ensure an efficient and effective recording and updating of all physical facilities of public elementary and secondary schools in this division.
2. In view of the foregoing, this office hereby request for submission of inventory of educational facilities which includes the data of school buildings, furniture and other school facilities of all public elementary and secondary schools. Attached are the EF form 1 and School Building Inventory Form of 2015.
3. In reporting, assigned number to each school building, starts from the school gate moving to the left direction and numbered consecutively. If the building is more than one (1), assigned number to each classroom and indicate its usage and, if it is more than one-storey, do the same procedure. Furthermore, the number assigned to each classroom and building be reflected in the School Site Development Plan.
4. The submission of the inventory forms and school site development plan shall be on or before May 20, 2016. Inventory report for Elementary by district and Secondary Schools by Municipality.
5. For your guidance and compliance.

  
**RHEA MARA ANGTUD, ED.D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
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**DEPARTMENT OF EDUCATION**  
**OFFICE OF PLANNING SERVICE**  
**PHYSICAL FACILITIES DIVISION**  
 DECS Complex, Pasig City

**INVENTORY OF EDUCATIONAL FACILITIES**  
**(SCHOOL SITE)**

EF FORM NO. 1

<b>REGION:</b>	<b>DIVISION:</b>	<b>DISTRICT:</b>
<b>NAME OF SCHOOL:</b>		
<b>ADDRESS:</b>		<b>CONGRESSIONAL DISTRICT:</b>
street, barangay, municipality, province/city		

Lot No.	Ownership Status	Area (in sq. m.)	Site Condition Topography	Mode of Acquisition	Proof of Ownership	Title Number	Declaration No. (Surveyed & Registered)	Survey Status
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Codes for:

Ownership Status	Site Condition/ Topography	Mode of Acquisition	Proof of Ownership	Survey Status
1. Owned	1 - Flat	1 - Donation	1 - Title (in the name of School/DECS)	1 - For Survey
2. Not Owned	2 - Hilly	2 - Exchange	2 - Title (In the name of the Municipality)	2 - Under Survey
	3 - Rolling	3 - Pres. Proclamation	3 - Deed of Donation	
	4 - Swampy	4 - Purchase	4 - Contract of Usufruct	
	5 - Rocky	5 - Expropriation	5 - Tax Declaration	
	6 - Sandy	6 - Others (Specify)	6 - Others (Pls. Specify)	

Prepared by:

\_\_\_\_\_  
 Printed Name and Signature of School Head

\_\_\_\_\_  
 Position/Official Designation

\_\_\_\_\_  
 Date Accomplished



Department of Education  
School Building Inventory Form  
(as of \_\_\_\_\_, 2015)

Region	School ID
Division	School Name

Table 1. Existing School Buildings

Building Number	Building Type <sup>1</sup>	Year Completed (optional)	Building Condition <sup>2</sup>	Room Dimension (WxL) <sup>3</sup>	Total Number of Rooms by Floor					Funding Source <sup>4</sup>	Name of Contractor (optional)	
					1st	2nd	3rd	4th	5th			6th
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

<sup>1</sup> **Building Type**

refers to the design of a school building (e.g. Gabaldon, Marcos Pre-Fab, ESF, TEFP, SEDIP, etc.) Choices are to be found in Enclosure No. 2, Answering Guide, pages 1 and 2.

<sup>2</sup> **Building Condition**

refers to the current physical state of a building.  
Good refers to a building which does not need repair.  
Needs refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard building unit such as repair of windows, doors, partitions and the like.  
Needs refers to the repair or replacement of school building components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard building unit such as roof frames, posts and exterior walls.  
Condemned refers to a building officially declared by the Municipal Engineer to be dangerous to the life, health, property or safety of the public or its occupants.

<sup>3</sup> **Room Dimension**

refers to the size of a room specifying the width and length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window. Choices are to be found in Enclosure No. 2, Answering Guide, pages 1 and 2.

<sup>4</sup> **Funding Source**

refers to the source of budget for construction of buildings and rooms. Choices are to be found in Enclosure No. 2, Answering Guide, page 3.

Note: A comprehensive list of definitions is to be found in Enclosure No. 3, List of Definitions, page 1.



Department of Education  
**School Building Inventory Form**  
(as of \_\_\_\_\_, 2015)

<b>Region</b>	<b>School ID</b>	
<b>Division</b>	<b>School Name</b>	

**Table 2. Existing Rooms**

<b>Building Number</b>	<b>Room Number</b>	<b>Room Condition<sup>1</sup></b>	<b>Actual Usage<sup>2</sup></b>

<sup>1</sup> **Room Condition** refers to the current physical state of a room.  
Good refers to a room which does not need repair.  
Needs Minor Repair refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard building unit such as repair of windows, doors, partitions and the like.  
Needs Major Repair refers to the repair or replacement of school building components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard building unit such as roof frames, posts and exterior walls.  
Condemned refers to a room officially declared by the Municipal Engineer to be dangerous to the life, health, property or safety of the public or its occupants.

<sup>2</sup> **Actual Usage** refers to the manner by which a room is currently being utilized. Choices are to be found in Enclosure No. 2, Answering Guide, page 3.



Department of Education  
School Building Inventory Form  
(as of \_\_\_\_\_, 2015)

Region	School ID
Division	School Name

Table 3. Existing Makeshift Rooms<sup>1</sup>

Room Number	Actual Usage <sup>2</sup>

<sup>1</sup> **Makeshift Room** refers to a temporary structure which is used either as a means of easing up classroom shortage or as a temporary learning space during emergencies.  
<sup>2</sup> **Actual Usage** refers to the manner by which a makeshift room is currently being utilized. Choices are to be found in Enclosure No. 2, Answering Guide, page 3.



Department of Education  
School Building Inventory Form  
(as of \_\_\_\_\_, 2015)

Region	School ID
Division	School Name

**Table 4. Facilities**

Facilities	Quantity
Toilet Bowls	
Urinals	
<b>Total number of Armchairs</b>	
<b>Chairs (not armchairs)</b>	
School Desks	
<b>Washing Facilities</b>	



**Department of Education**  
**School Building Inventory Form**  
 (as of \_\_\_\_\_, 2015)

<b>Region</b>		<b>School ID</b>	
<b>Division</b>		<b>School Name</b>	

**Table 5. Other Structures**

Facilities	Present in Campus? (Yes/No)
Auditorium / Gymnasium	
Concrete Quadrangle	
Covered Court	
Entrance Gate	
Gazebo	
Perimeter Fence	
Playground	
School Garden	
School Stage	

Prepared by:

School Property Custodian

PTA President / Kagawad in charge of Education

Validated by:

School Head

Date Signed: