



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

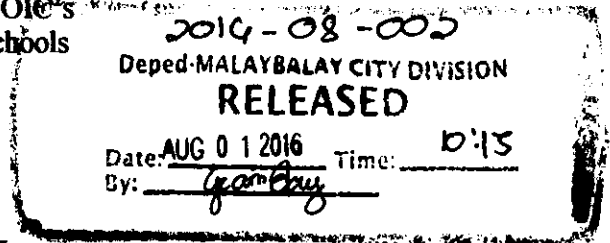
Casisang, Malaybalay City
Telefax # 088-314-0094, Website: depedmalaybalay.net



DIVISION MEMORANDUM

No. 396 s. 2016

To: Public Schools District Supervisors/District OIC's
Heads, Public Elementary and Secondary Schools
All Other Concerned
This Division



FROM: 
EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

SUBJECT: SUBMISSION OF BASIC SCHOOLS EDUCATIONAL NEEDS

DATE: July 29, 2016

1. You are hereby requested to submit report required by the DepEd Regional Office X on Basic Educational needs of your school following the attached template.
2. Deadline on the submission of this report will be on or before August 2, 2016, Attn.: Engr. Leslie T. Fontanilla, Engineer III.
3. For your guidance and compliance.



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BASIC EDUCATIONAL NEEDS

School: _____

District: _____

On Toilets

	Boys Toilet Bowls	Girls Toilet Bowls	Urinal Individual	Shared (girls and boys)	Urinal Trough	Total Bowls	Learner: Bowl Ratio	Toilet Needs	Allocations from other Source of Fund	
									On going	To be implemented
Kindergarten										
Elementary										
Junior High School										
Senior High School										

On Furniture

	No. of Desks	No. of Chairs/ Armchairs	Total # of Seats	Pupil: Seat Ratio	Furniture Needs	Allocations from other Source of Fund	
						On going	To be implemented
Kindergarten							
Elementary							
Junior High School							
Senior High School							

Note: armchair – borrowed from other school shall be included in the report unless it was officially turn-over.

- not serviceable armchair but still used should be included in the report.

On Classrooms:

	Classroom Inventory	Classroom: Pupil Ratio	Classroom Shortage	Allocations from Other Source Of Fund	
				On going	To be implemented
Elementary					
Junior High School					
Senior High School					