



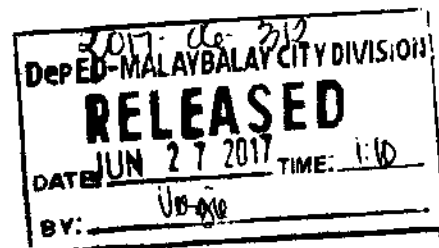
**DIVISION MEMORANDUM**

No. 705, s. 2017

**To: Chief Education Supervisors and Staff, SGOD and CID  
Public Elementary and Secondary School Heads  
This Division**

*[Signature]*  
**From: EDILBERTO L. OPLENARIA, CESO VI  
OIC - Schools Division Superintendent**

**Date: June 27, 2017**



**Subject: ACCOMPLISHING SCHOOL BUILDING INVENTORY ONLINE  
FORM**

1. All School Heads are enjoined to diligently fill out the **School Building Inventory Form** which can be accessed in the URL: <http://bit.ly/mcd-sbi>. Accomplish this form on or before June 28, 2017 (Thursday).
2. The data provided will be used in the Risk Assessment Analysis in relation to Disaster preparedness, response, and mitigation.
3. For strict compliance.

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TO BE POSTED IN THE WEBSITE