



**DIVISION MEMORANDUM**

No. 342 s. 2014

224  
 DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
 Date: 11/12/14 Time: 11:53AM  
 By: [Signature]

**To :** ELEMENTARY AND SECONDARY SCHOOL HEADS  
 Thru: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 DIVISION PHYSICAL FACILITIES COORDINATOR  
 PLANNING & RESEARCH PERSONNEL  
 This Division

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

**Date :** November 12, 2014

**Re :** ORIENTATION ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR SY 2014-2015

1. Pursuant to the herein DepEd Order No. 44, s. 2014 dated October 28, 2014 from Br. Armin A. Luistro FSC, DepEd Secretary re: "National Inventory of DepEd Public School Buildings for SY 2014-2015", this Office will conduct a half-day orientation on November 18, 2014 (8:00AM-12:00NN) at 3F BNHS Library, Brgy. 3, Malaybalay City.
2. The following are the objectives of the orientation:
  - a. Orient the schools on the rationale, process and mechanics of National Inventory of DepEd School Buildings
  - b. Discuss definition of terms to build a common understanding among all levels
  - c. Familiarize participants with the School Building Inventory Form and online encoding facility
  - d. Provide technical assistance to schools
  - e. Enlist commitment and participation of all stakeholders to agreed activities and timelines
3. School Heads are required to accomplish the pre-work for the orientation.
  - a. Each School Head is expected to conduct a school building inventory using the enclosed National Inventory of DepEd Public School Buildings Form (Enclosure No. 1: School Building Inventory Form, Enclosure No. 2: Answering Guide and Enclosure No. 3: List of Definitions).
  - b. Each participant is expected to bring the accomplished inventory form and site development plan with attachments of photos of each building in the school on the day of the orientation.
4. Travelling expenses incurred in going to and from the venue of the participants shall be charged against School MOOE subject to the existing accounting and auditing policies, rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.



Republic of the Philippines  
**Department of Education**

28 OCT 2014

DepEd ORDER  
No. 44 s. 2014

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

To: Bureau Directors  
Regional Directors  
School Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. In line with the goal of the Department of Education (DepEd) to establish accurate and comprehensive data on school buildings, all public elementary and secondary schools are directed to participate in the **National Inventory of DepEd Public School Buildings for SY 2014-2015**.
2. The Schools Division Offices (SDOs), through the Division Physical Facilities Coordinators (PFCs) and Division Planning Officers (POs), are expected to provide technical assistance and orientations to all public elementary and secondary schools.
3. The schedule of orientations regarding the data collection forms, online encoding facility, deliverables and timelines are as follows:
  - a. Orientations for the Regional and Division POs and PFCs will be conducted by the National Inventory of DepEd Public School Buildings Core Team on the following dates:

Date	Region	Venue
November 7, 2014	VI, VII, VIII	Ecotech, Lahug, Cebu City (Annex Dining Hall)
November 7, 2014	IX, XII, ARMM	Ecotech, Lahug, Cebu City (2 <sup>nd</sup> Floor, Dining Hall)
November 10, 2014	I, II, III, CAR	Regional Education Learning Center, Angeles City, Pampanga
November 10, 2014	IV-A, IV-B, V, NCR	Regional Education Learning Center, Malvar, Batangas
November 11, 2014	X, XI, Caraga	Regional Education Learning Center, Cagayan de Oro City

4. School-level orientations for the School Heads and School Property Custodians or Physical Facilities Coordinators will be conducted by the Division POs and PFCs anytime **between November 12 and 28, 2014**.
5. All public elementary and secondary schools are to simultaneously conduct the inventory of DepEd public school buildings on **December 1, 2014**.
  - a. The data gathering must be conducted by the following officials:
    - i. School Head;
    - ii. either the School Property Custodian or the Physical Facilities Coordinator; and
    - iii. either the PTA President or the *Kagawad* in charge of education.

- b. 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.
  - c. Data must reflect school building inventory, actual usage and condition **as of November 30, 2014.**
6. 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.** Division PFCs and POs must monitor submissions.
  7. Division Offices are expected to submit the original copies of all the signed printed forms to DepEd Central Office **on or before December 19, 2014.**
  8. 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.
  9. Funds will be downloaded to the SDOs to augment school-level orientation costs.
  10. For queries and clarifications, all concerned may contact the Research and Statistical Division-Data Base Management Unit (RSD-DBMU) at telephone nos.: (02) 635-3958; 635-3976; 635-3986 or through mobile phone no.: 0916-302-8351.
  11. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.;  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

DATA  
INVENTORY  
SCHOOL BUILDINGS



Department of Education  
School Building Inventory Form  
(as of November 30, 2014)

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, TEEP, 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 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 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 November 30, 2014)

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

**Table 2. Existing Rooms**

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

<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.

(Enclosure No. 1 to DepEd Order No. 44, s. 2014)



Department of Education  
School Building Inventory Form  
(as of November 30, 2014)

Region	Division	School ID	School Name
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Table 3. Existing Makeshift Rooms<sup>1</sup>

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

<sup>1</sup> Makeshift Room refers to a separate 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.

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



(Enclosure No. 1 to DepEd Order No. 44, s. 2014)

Department of Education  
**School Building Inventory Form**  
 (as of November 30, 2014)

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

**Table 4. Facilities**

Facilities	Quantity
Toilet Bowls	
Urinals	
Armchairs	
Chairs	
School Desks	
Washing Facilities	

**Toilet Bowls** - refer to toilet bowls in the school, whether inside or outside the classroom

**Urinals** - refer to individual urinals and troughs in the school, whether inside or outside the classroom

**Armchairs** - refer to usable armchairs in the school, regardless of material (wood, plastic)

**Chairs** - refer to usable chairs, with a backrest but no armrest attached in the school, regardless of material (wood, plastic) excluding teachers' and personnel's chairs inside the classroom and in offices

**School Desks** - refer to usable two-seater desks in the school

**Washing Facilities** - refer to functional faucets and water pumps (poso) in the school, whether inside or outside comfort rooms



Department of Education  
School Building Inventory Form  
(as of November 30, 2014)

Region	School ID
Division	School Name

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	

**Auditorium/Gymnasium** - an enclosed hall or building used for public gatherings

**Concrete Quadrangle** - a multi-purpose open space for school activities

**Covered Court** - a covered rectangular area intended for basketball games but used for various purposes

**Entrance Gate** - a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours

**Gazebo** - a roofed structure with seats that allows for an open view of surrounding areas

**Perimeter Fence** - a barrier, railing or structure that surrounds the entire school property

**Playground** - an outdoor area specifically provided for learners to play on

**School Garden** - an area used for growing plants

**School Stage** - a raised platform where programs are usually held

Prepared by: \_\_\_\_\_

School Property Custodian

PTA President / Kagawad in charge of Education

Validated by: \_\_\_\_\_

School Head

Date Signed: \_\_\_\_\_



Department of Education  
School Building Inventory Form Answering Guide  
(as of November 30, 2014)

Building Type	Room Dimension (WxL)
Aqua-Culture NC II Building	10x19
Army Type School Building	
Automotive Servicing NC II Building	10x29
Bagong Lipunan School Building (BLSB) Type I	6x8
Bagong Lipunan School Building (BLSB) Type II	8x6
Bagong Lipunan School Building (BLSB) Type III	8x6
Beauty Care NC II Building	7x16
Carpentry NC II Building	10x27
Commercial Cooking NC II Building	10x16
Consumer Electronic Technician NC II Building	10x16
DepEd School Building (Modified)	7x7
DepEd School Building (Standard)	7x9
DOST Science Laboratory Building	
DPWH-BOD Building	
Dress Making NC II Building	10x16
Economic Support Fund (ESF)	
Educational Facilities Improvement Program (EFIP) - JICA	
Electrical Installation Maintenance NC II Building	10x25.6
Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FPCCCI)	7x7 and 7x9
Food Processing NC II Building	10x16
FVR 2000 Building	
Gabaldon Type	
Government of Spain-Spanish Grant School Building	

Department of Education  
School Building Inventory Form Answering Guide  
(as of November 30, 2014)

**Answering Guide for the School Building Inventory Forms**

Building Type	Room Dimension (WxL)
Home Economics Building	7x9
Imelda Type	
Industrial Arts Building	7x18
Learning and Public Use Schoolbuilding (LAPUS)	7x27
Little Red School House	
Magsaysay Type	
Marcos Pre-Fabricated School Building	7.5x6
Multi-Purpose Workshop Building	7x18
PACCOR School Building	7x9
Pre-School/Kindergarten Building	7x9
Public-Private School Infrastructure Project (PSIP School Building)	7x9
Readily Assembled Multi-Option Shelter (RAMOS) Type	
RP-US Bayanhan Type	8x6
SBP4BE Building - AusAid	7x9
Science Laboratory Building	7x18
Secondary Education Development Improvement Program (SEDIP)	7x9
Secondary Education Development Program (SEDP)	
Shielded Metal Arc Welding NC II Building	10x16
SPHERE Building - AusAid	7x9
Third Elementary Education Project (TEEP) Building	7x18
Typhoon Resistant School Building Program (TRSBP) - JICA	
Others (not in the list)	

Department of Education  
 School Building Inventory Form Answering Guide  
 (as of November 30, 2014)

**Answering Guide for the School Building Inventory Forms**

Condition	Actual Usage	Funding Source
Good	Classroom (Kindergarten)	DepEd budget
Needs Minor Repair	Classroom (SPED)	DepEd with counterpart funds
Needs Major Repair	Classroom (Elementary)	LGU / SEF
Condemned	Classroom (Secondary)	PTA-funded
	Audio-Visual Room	Congress
	Canteen	Foreign funds / donors
	Clinic	Local private sector
	Computer Room	
	Conference Room	
	District Supervisor's Office	
	Faculty Room	
	Guidance Office	
	Home Economics Laboratory	
	Industrial Arts Laboratory	
	Library	
	Multi-Purpose Hall	
	Principal's Office	
	Speech Laboratory	
	Supply Room	
	Others (Please specify)	

**Department of Education**  
**School Building Inventory List of Definitions**  
**(as of November 30, 2014)**

<b>Definitions</b>	
<b>Building Type</b>	refers to the design of a school building (e.g. Gabaldon, Marcos Pre-Fab, ESF, TEEP, SEDIP, etc).
<b>Year Completed</b>	refers to the specific year when a building was completed and officially turned over to the school.
<b>Target Date of Completion</b>	refers to the date when the ongoing construction of a school building is targeted to be completed.
<b>Number of Rooms</b>	refers to all rooms existing in a school building regardless of room use.
<b>Room Dimension</b>	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.
<b>Make-shift Room</b>	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.
<b>Actual Usage</b>	refers to the manner by which a room is currently being utilized.
<b>Building / Room Condition</b>	refers to the current physical state of a building or room.
<b>Good</b>	refers to a structure which does not need repair.
<b>Needs Minor Repair</b>	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.
<b>Needs Major Repair</b>	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.
<b>Condemned</b>	refers to a structure officially declared by the Municipal Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
<b>Funding Source</b>	refers to the source of budget for construction of buildings and rooms.
<b>Doped budget</b>	refers to a building or room funded by the DepEd National Budget whether implemented by DepEd or DPWH (e.g. Basic Education Facilities Fund, Regular School Building Program, Public-Private Partnership School Infrastructure Program)
<b>DepEd with counterpart</b>	refers to a building or room constructed using DepEd funds with counterpart of at least 10% from other sources.
<b>LCU/SEF</b>	refers to a building or room funded from the Special Education Fund (SEF) and the budgets of Local Government Units (LGU): provincial, municipal or barangay units.
<b>Congress</b>	refers to a building or room funded from the initiatives from members of the House of Representatives and the Senate of the Philippines.
<b>PTA-funded</b>	refers to a building or room funded by the Parents-Teachers Association (PTA).
<b>Local private sector</b>	refers to a building or room funded from donations of Philippine-based private individuals, corporations, alumni associations, non-government organizations and philanthropic organizations.
<b>Foreign fund/donor</b>	refers to a building or room funded from foreign-assisted projects and bilateral agreements with donor countries.