



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Casisang, Malaybalay City

Tel No.: (088)221-4597; Telefax: (088)813-2894

website: www.depedmalaybalay.net email: depedmalaybalay@gmail.com



DIVISION MEMORANDUM

No. 366s 2014

026
Dep-MALAYBALAY CITY DIVISION
RELEASED

Date: 12/2/14 Time: 3:56PM
[Signature]

To : **ELEMENTARY & SECONDARY SCHOOL EBEIS COORDINATORS**
Thru: **ELEMENTARY & SECONDARY SCHOOL HEADS**
PLANNING & RESEARCH PERSONNEL
This Division

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

Date : December 2, 2014

Re : **WORKSHOP ON THE ONLINE ENCODING AND SUBMISSION OF EBEIS SCHOOL BUILDING DATA FOR SY 2014-2015**

1. Relative to the ultimate goal of the Department of Education of achieving a comprehensive, accurate and reliable school building data in all public elementary and secondary schools for use in planning, budgeting and decision making, the Planning & Research Section will conduct a 1-day workshop on December 8, 2014 (8:00AM-5:00PM) at The Garden Party Venue, CM Recto St., Malaybalay City.
2. The participants are expected to bring the following:
 - a. Laptop/Netbook, extension cord and mobile internet broadband
 - b. Duly signed and accomplished School Building Inventory Form (Enclosure No. 1 to DO # 44, s. 2014)
 - c. Hard & softcopy of Site development plan
 - d. Softcopy of Photos of each building in the school
 - i. Limit the image size up to 512KB
 - ii. JPG or JPEG image format only
 - e. List of transferred in & transferred out for SY 2014-2015.
3. All schools are expected to encode in the EBEIS facility and submit the duly signed printed form and site development plan to the Office of the Schools Division Superintendent Attn.: Planning & Research Section **on or before December 12, 2014.**
4. Travelling and other incidental expenses of the participants shall be charged against School MOOE while their meals & snacks shall be charged against EBEIS Fund. Meals, snacks & supplies/materials of the facilitators/secretariat shall be charged against Division Office HRTD Fund subject to the usual accounting and auditing policies, rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.