DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM
No. 017 S. 2017

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

2017- 01- 148
Deped-MALAYBALAY CITY DIVISION
RELEASED
Date: 1-12-17 Time: 2:45
By:

From: **EDILBERTO L. OPLENARIA, CESO VI**
Schools Division Superintendent

Date: January 12, 2017

Subject: **DISSEMINATION OF DEPED ORDER NO. 1, SERIES 2017 DATED JANUARY 6, 2017 RE: GUIDELINES ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR SCHOOL YEAR 2016-2017.**

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1. Pursuant to the Deped Order No. 1, s. 2017 entitled **Guidelines on the National Inventory of DepEd Public School Buildings for School Year 2016-2017,** the field is hereby informed and are directed to participate in the NSBI, which will commence on January 16, 2017.

2. Attached are the copies of the following, to wit:

   - DepEd Order No. 1, s. 2017 dated January 6, 2017
   - Guidelines on the National Inventory of DepEd Public School Buildings for School year 2016-2017
   - Data dictionary
   - Answering guide
   - Sample Site Development Plan
   - Steps in Plotting the School Site
   - Design of the tarpaulin for posting during the entire duration of the activity

3. Immediate dissemination and compliance is desired.

National School Building Inventory

16 January 2017

All DepEd public schools are directed to participate in the National School Building Inventory (NSBI) activities from January 16 to February 27, 2017 to ensure an accurate and comprehensive data on educational facilities

DepED
DEPARTMENT OF EDUCATION

For more details, refer to DepEd Order No. 1, s. 2017 "Guidelines on the National Inventory of DepEd Public School Buildings for School Year 2016-2017"

Tayo
PARA SA
EDUKASYON

Republic of the Philippines
Department of Education

06 JAN 2017

DepEd ORDER
No. 1 , s. 2017

GUIDELINES ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR SCHOOL YEAR 2016-2017

To: Undersecretaries
Assistant Secretaries
ARMM Regional Secretary
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the National Inventory of DepEd Public School Buildings for School Year 2016-2017** which aims to ensure an accurate and comprehensive data of school buildings in all DepEd public schools for use in planning, budgeting, resource allocation, and decision making.

2. These guidelines provide the procedures, accountable persons or offices, roles and responsibilities, forms and system in updating the **National School Building Inventory (NSBI)**.

3. All public schools comprising of the Elementary School, Junior High School (JHS), JHS with Senior High School (SHS), Stand Alone SHS, and Integrated School (Elementary and JHS/SHS) are directed to participate in the NSBI, which will commence on **January 16, 2017**.

4. The **National School Building Inventory Day** will be conducted on January 16, 2017, which aims to enjoin all concerned personnel from the DepEd Central Office (CO) down to the school level and other stakeholders to participate in the said activity.

5. Regional offices, through the Policy, Planning and Research Division (PPRD) and Education Support Services Division (ESSD), and schools division offices, through the School Governance and Operations Division (SGOD), shall be responsible in providing technical assistance and support mechanism in conducting the inventory.

6. The DepEd CO, through the Administrative Service–Education Facilities Division (AS–EFD), Planning Service–Education Management Information System Division (PS–EMISD), and Information and Communication Technology Service (ICTS), shall establish an NSBI Helpdesk and provide technical assistance in ensuring that the processes and system are in place.

7. For queries and clarifications, all concerned may contact any of the following:

- **Planning Service–Education Management Information Systems Division (PS–EMISD)**
  Department of Education–Central Office (DepEd–CO)
  2nd Floor, Teodora Alonzo Building
  DepEd Complex, Meralco Avenue, Pasig City
  Telephone nos.: (02) 638-2251; (02) 635-3958
  Email address: ps.emisd@deped.gov.ph

- **Administrative Service–Education Facilities Division (AS–EFD)**
  DepEd CO, 5th Floor, Mabini Building
  Telephone no.: (02) 638-7110
  Email address: as.efd@deped.gov.ph

8. Immediate dissemination of and strict compliance with this Order is directed.

LEONOR MAGTOLIS BRIONES
Secretary

Encl:
As stated

Reference:
DepEd Order (No. 44, s. 2014)

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

FACILITIES
HEALTH EDUCATION
OFFICIALS
POLICY
REPAIR
SAFETY EDUCATION
SCHOOLS
SCHOOL BUILDINGS

(Enclosure to DepEd Order No. 1, s. 2017)

GUIDELINES ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR SCHOOL YEAR 2016-2017

I. Rationale

The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school.

In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information.

For this year, DepEd aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2016-2017.

II. Scope

The guidelines on the conduct of the National School Building Inventory and online encoding in the EBEIS include the roles and responsibilities of personnel involved at all levels. This primarily involves the elementary, junior and senior high schools.

This DepEd Order includes the revised data gathering forms and procedures in the preparation of site development plan to ensure that needed data and information will be collected and will be made available to the different stakeholders.

III. Policy Statement

The DepEd hereby establishes the Guidelines on the National Inventory of DepEd Public School Buildings for School Year 2016-2017 described in this Order to have an accurate and updated inventory of specific school building information for School Year 2016-2017. Data gathered and generated shall be timely, accurate and complete with all necessary information.

IV. Procedures

The procedure for the NSBI is provided below.

School Level

The school head shall organize and head a School Building Inventory (SBI) Committee. As Chair, he/she has the responsibility to supervise the implementation of the school NSBI and delegate responsibility for the tasks listed below. He/she shall be assisted by the school physical facilities coordinator or property custodian.

1. Convene a meeting with the SBI Committee;
2. Prepare the Site Development Plan;
3. Provide Site Development Plan drawn to scale;
4. Label and post building details on the different buildings found in the site development for easy reference in the regular conduct of the NSBI;
5. Manually accomplish NSBI forms;
6. Ensure the accuracy and completeness of the data indicated in the report;
7. Submit signed NSBI forms (prepared by the School Property Custodian or School Engineering Facilities Coordinator and certified true and correct by the School Head) to SGOD-SDO;
8. Encode NSBI forms in the EBEIS after they are certified true and correct by the SDO; and
9. Notify the SDO through a letter in case of errors committed by the school.

Division Level

The Schools Division Superintendent shall supervise implementation of the tasks below, with the help of responsible personnel/offices as indicated:

1. Orient school heads and school physical facilities coordinators/property custodians. (Responsible Personnel: Division Engineers, Contract of Service Engineers assigned to the Division and Planning Officers)
2. Ensure that all schools are oriented and have capability to do the inventory.
3. Tap other SDO personnel, especially if from a large or very large division, to help in the conduct of school validation;
4. Provide technical assistance on NSBI forms, system and processes;

5. Provide EBEIS account to Division Engineers with plantilla position with editing facilities provided he/she shall secure the necessary clearance from school head (Responsible Personnel: Division Planning Officers);
6. Undertake data validation and monitoring in all schools; and
7. Impose sanctions in case of non-compliance of the required reports.

Regional Level

The Regional Director shall supervise the implementation of the tasks below, to be carried out by the Regional Office ESSD and PPRD through the Regional Engineers and Planning Officers:

1. Provide technical assistance to large and very large divisions; and
2. Monitor and validate submissions from schools.

Central Level

The Central Office EMISD-PS, ICTS and EFD-AS shall be responsible for the tasks below:

1. Orient the regional and schools division offices by clusters;
2. Establish helpdesk to support the field personnel in answering queries with regards to SBI forms, system and processes; and
3. Provide technical assistance on the orientation to large and very large division if necessary.

A. National School Building Inventory Day

A **National School Building Inventory Day** will be conducted on **January 16, 2017**, which aims to enjoin all concerned personnel and stakeholders (e.g. LGUs, CSOs, NGOs) from Central Office down to the School Level and other stakeholders to participate in the NSBI.

B. Validation Quota

In ensuring the accuracy of the inventory, SDOs must conduct data validation in the schools. Divisions must meet the following quotas setting a minimum number of schools to be validated:

a. Small Division –100% of schools data validated
b. Medium Division – at least 80% of schools data validated
c. Large Division – at least 60% of schools data validated

d. Very Large Division – at least 40% of schools data validated

Validation may be conducted as soon as data is transmitted by schools.

C. Site Development Plan

A Site Development Plan (SDP) is a graphic presentation of the School Infrastructure Development Program. Its main function is to show the present infrastructure status of the school site and the proposed/future infrastructure projects of the school.

Preparing the Site Development Plan

1. The site development plan should show the following:
    a. The property/boundary lines and the direction of the North.
    b. The relative positions and description of existing school buildings and structures inside the school site. Identify structures used as evacuation.
    c. Relative position of existing features in the site such as creeks, large trees which shall be allowed to remain.
    d. Relative position of existing circulation elements.
    e. Contour lines, if possible (road at 0.00 elevation)
    f. The proposed and future needs of the school in terms of school buildings/classrooms.
    g. Measurements/Distance of existing structures and open spaces, including setbacks.
    h. Reflect boundaries of the school site.

2. Existing structures such as building, walk, playground, etc. shall be clearly shown in solid lines and the proposed structures drawn in broken lines.

3. At the bottom of the plan is a title block bearing the following information:
    a. Name and address of the school
    b. The official who prepared the plan
    c. Names and signatures of recommending and approving official
    d. Date of preparation

Annex A shows a sample Site Development Plan.

Steps in Plotting the School Site

1. Draw a vertical and horizontal line and place the N-S-E-W directions. Marked its center with corner 1.
2. Position the midpoint of the protractor at the point of intersection of North-South axis and West-East axis.
3. Plot the bearing and distance of Line 1-2 Position the midpoint of the protractor at the point of intersection of North-South axis and West-East axis.
4. Plot the bearing and distance of Line 2-3. Repeat steps 1-3 until Line 4-1.
5. Plot as scaled existing structures and important amenities using solid lines and proposed structures using broken lines.

Annex B shows detailed steps in plotting the school site. Only the following materials are needed in plotting school sites: Technical Description, Pen/Pencil, Protractor, Ruler, Tracking paper.

The plan shall be prepared in two to three copies: one copy to be retained in the school; one copy to be filed in the district office (in the case of elementary schools); and one copy to be filed in the division office.

No changes in, or deviation from the plan as originally approved shall be made without the approval of the schools division superintendent.

In the event of change of school administrators, the approved plan on file in the school shall be included in the turnover of school property between the outgoing and the incoming school administrator.

D. School Building Inventory Forms

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.

The following are the school building inventory forms:
Table 1 – Summary of Existing Building/Structures
Table 2 – Existing Rooms per Building
Table 3 – Existing Number of Water and Sanitation Facilities
Table 4 – Existing Number of Usable Furniture
Table 5 – Other Facilities/Amenities

NSBI forms are enclosed in this DepEd Order as **Annex C-G** and an answering guide is provided in **Annex H.**

E. Data Dictionary

The DepEd Data Dictionary for NSBI as provided in **Annex I** of this DepEd Order will communicate common definitions of all the elements in the system for consistency and provides a common understanding of the system among the stakeholders within and outside DepEd.

F. Timeline

The following timeline in the conduct of the NSBI shall be observed:

Activity	Timeline
Start of System Development	December 1, 2016 - January 13, 2017
National Schools Building Inventory Day	January 16, 2017
Testing of NSBI System	January 18, 2017
Deployment of NSBI System	January 20, 2017
Technical Assistance to extra-large divisions	To be announced
Manual Accomplishment of NSBI Forms	January 16-February 03, 2017
Deadline of Submission of NSBI Forms to SDO duly signed by school heads, school physical facilities or property custodian and EBEIS school coordinator	February 06, 2017
System Orientation by Region	January 23-27, 2017
Online Encoding of NSBI Forms	February 06, 2017 – March 04, 2017
Deadline of online encoding of NSBI Forms	March 05, 2017

G. Other Provisions

a. Funds

A separate guideline shall be prepared on the downloading of funds to the regions and divisions in aid of the timely and accurate accomplishment of the NSBI modules in the EBEIS and other planning activities.

b. Overtime Services and Payment

To meet the target schedules all personnel involved in the conduct of NSBI in all public schools, district, division, and regional offices are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.

At the school level, these OT services can be converted to service credits as provided in the following DepEd issuances:

1. DepEd Order No. 58, s. 2008 *"Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System"*;
2. DepEd Order No. 10, s. 2009 *"Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS))"*;
3. DepEd Order 30, s. 2016 *"Policies and Guidelines on Overtime Services and Payment in the Department of Education"*.

The concerned offices (Finance, Budget, and Accounting) should ensure that the overtime services rendered will be duly compensated.

V. Monitoring and Evaluation

The Regional and Schools Division Offices shall conduct regular monitoring and validation of all activities in the NSBI, from orientation to the submission of forms and encoding in the system.

The EMISD-PS, ICTS and EFD-AS at the Central Level, shall conduct monitoring activities (random or otherwise) and coordinate with the regions and schools divisions the respective submission statuses of schools. The said offices shall also provide guidance in the implementation of these guidelines.

VI. References

Provisions stipulated in DepEd Order Nos. 44 s. 2014 dated October 28, 2014, and other previous issuances which are inconsistent with this Order are hereby repealed.

VI. Effectivity

This Order shall take effect immediately upon its approval.

ANNEX H

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

Table 1. Summary of Existing Building/Structure

[1] **Building/Structure Number**	Refers to the number of the building /structure based on the site development plan.
[2] **Building/Structure Type**	Refers to the different design of school buildings and structure within the school site.

Deped National Funded Building Types	Start of Implementation
Academic Classroom Buildings	
Army Type School Building	1957
Bagong Lipunan School Building (BLSB) Type I	1975
Bagong Lipunan School Building (BLSB) Type II	
Bagong Lipunan School Building (BKSB) Type III	1975
DepED Modified School Building (7 x 7)	2006
DepED Standard School Building	2005
DPWH-BOD School Building	
FVR 2000 Building	2000
Gabaldon School Building	1920
Home Economics Building	2005
Imelda Type school Building	1983
Industrial Arts Building	2005
Learning and Public Use School (LAPUS) Building	2007
Magsaysay Type	1950
Marcos Pre-Fabricated School Building (Marcos Type)	1970
Multi-Purpose Workshop Building	2006
Pre-School/Kindergarten Building	2011
Public-Private School Infrastructure Project (PSIP School Building)	2013
Readily Assembled Multi-Option Shelter (RAMOS) Type	
Science Laboratory Building	2006
Public-Private Partnership (PPP)	
Ramos Demountable School Building	
Pre-FAB	
Technical Vocational School Buildings	
Aqua-Culture NC II Building	2013
Automotive Servicing NCII Building	2013
Beauty Care NC II Building	2013
Carpentry NC II Building	2013
Commercial Cooking NC II Building	2013
Consumer Electronic Technician NC II Building	2013
Dress Making NC II Building	2013
Electrical Installation Maintenance NC II Building	2013
Food Processing NC II Building	2013
Shielded Metal Arc Welding NC II Building	2013
State of the Art Tech Voc Bldg	

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LGU Funded Building Types
Joson Type
Ynares Type
Provincial School Board
Municipal Building
Espino Building
UMALI Building
Tulagan Building
Violago Type
Gonzales Type
Joey Lina Building
Lazaro Building
Agbayani Bldg.
Celeste Building
Rodriguez Building
Alfelor Type
Estrella
Mandanas Building
Montelibano Type
San Luis Building
Deloso Type Building
Maliksi Building
Lajara Type Building
Gatuslao Building
Luna Building
Dy Building
Espino
Gwen Bldg.
Mathay Building
Agbayani Type
Duque Building
Gustilo Type
Others

Foreign Funded Building Types	Start of Implementation
Economic Support Fund (ESF) School Building	1985
JICA - Educational Facilities Improvement Program (EFIP)	1994
Government of Spain-Spanish Grant School Building	
SBP4BE Building-AusAid	2013
Secondary Education Development Improvement Program (SEDIP)	
Secondary Education Development Program (SEDP)	2002
SPHERE Building - Ausaid	2011
Third Elementary Education Projecy(TEEP) Schiool Building	1999-2006
JICA - Typhoon Resistant School Building Program (TRSBP)	1988
Others	

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Private Sector Funded Building Types	
Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building	
Little Red School House - Coca-Cola Philiplines	
ABS- CBN School Building	
GMA Kapuso School Building	
Private Foundation Building	
Security Bank School Building	
Petron School Building	
Plan International School Building	
AGAPSchool Building	
Aboitiz School Building	
PAMANA School Building	
RPN School Building	
Rotary School Building	
Lions Club School Building	
Jolibee School Building	
Mc Donald School House	
KABISIG School Building	
Gawad-Kalinga School Building	
PLDT Schoolm Building	
SM Foundation School Building	
TZU CHI Foundation School Building	
Ayala School Building	
JAYCEES School Building	
Philip Morris School Building	
RC Cola Building	
DMCI School Building	
KIWANIS School Building	
SteelTech School Building	
Others	

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House of Representative/Senate Funded Building Types
Gonzales Type
Cojuangco Building
Umali
Maceda
Chipeco Type Building
Tanada Building
Villareal Building
Ferrer
Bayan Muna
Angara Building
Abaya Type
Fuentebella Building
Joson Type Building
Legarda Building
Drilon Building
Enverga Building
Andaya
Diaz Type
Recto Building
Enrile Building
Alvarez
Loren Legarda Building
Cibac
Lagman Type
Romulo
Serbisyong Suarez Building
Syjuco Building
Villareal Bldg.
Antonino
Arenas
Others

Other National Government Agency Funded Building Types
DOST Science Laboratory Building
PAGCOR School Building
KALAHI-CIDSS
PAG-IBIG
Others

STRUCTURE TYPES
Auditorium
Brgy. Health Center
Canteen
Comport Room
Covered Walk
Covered Court
Day Care Center
Guard House
Gymnasium
Gazebo
School Stage
Washing Facilities
Others

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Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

[2] **Fund Source/s**	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
LGU Fuded	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
Foreign Funded	Refers to the school building funded by foreign institution.
Private Sector Funded	Refers to the school building funded by private corporations, companies, individuals and associations.
House of Representative/Senate Funded	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF etc.)
Other National Government Agency Funded	Refers to the school building funded by other government agencies.
Note: If building has multiple fund source, specify in column 3.	
[4]**Specific Fund Source/s**	Refers to the specific source of budget for construction of buildings and rooms.
DepEd budget	
Alumini	
JICA	
Worldbank	
AusAid	
Coca-Cola Philippines	
Others	
Note: If building has multiple specific fund source, specify in column 4.	
In column 4 specify only for LGU funded, foreign funded and private sector funded	
[5]**Building/Structure Condition**	Refers to the current phyiscal state of a building/structure.
Good Condition	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 P10,000 or less per classroom such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of school building components which may include those subjected to critical structural loads and stresses and which are estimated to cost more than P10,000 per classroom such as replacement of roof frames, posts, beams and exterior walls.
On-going Construction	Refers to the school building/structure that are not yet completed and/or not yet turned over.
For Completion	Refers to a building/structure which was not completed according to the design (e.g. one storey building was completed using a two storey design building plan).
For Condemnation	Refers to the school building/structure that are not safe for occupancy and not currently used but without officail declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
[6]**Number of Storeys**	Refers to the number of levels/floors in a building/structure.
[7]**Number of Rooms by Design/Intent**	Refers to the number of rooms by its design/intent.
[8]**Year Completed**	Refers to the specific year when a building was completed and officially turned over to the school.
[9]**Classification of Building/Structure**	Refers to the classification of how the building is constructed.

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[10]**Building/Structure Dimension (in Meters)**	Refers to the size of a building specifying the width and length (WxL).
Note: Measurement is wall to wall, and end to end of the building.	
Table 2. Existing Rooms per Building	
[11] **Room Number**	Refers to the number assigned to a room.
[12]**Room Condition**	Refers to the current physical state of a room.
Good Condition	Refers to a room which does not need repair.
Needs Minor Repair	Refers to the repair or replacement of room 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 room unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of room 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 room.
[13]**Have undergone major repair for the last 5 years**	Refers to the Building/Structure which underwent repair within the last 5 years.
[14]**Number of Concurrent Usage/s**	Refers to the number of ways a room is used at the same time (e.g If the room is shared by two SPED classes held at the same time, number of concurrent usage is 2).
[15]**Actual Usage/s**	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages (e.g If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom).
Classroom SPED, Classroom Elementary, Classrooom JHS, Classroom SHS, ALS Room, Audio Visual, Computer Room, Industrial Arts Room, Home Economic Room, Science Laboratory, Speech Laboratory, Research Laboratory, Not Currently Used	Refers to the Instructional Rooms by usage
Library/Learning Resource Center, Canteen, Clinic, Conference Room, Offices, Faculty Room, Museum, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others	Refers to the Non-Instructionalby usage
Combination	Combination of Instructional and Non-Instructional
[16]**Room Dimension (in Meters)**	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.
Table 3. Existing Number of Water and Sanitation Facilities	
[17]**Functional Toilet Bowls**	Refers to the serviceable toilet bowls.
[18]**Non-Functional Toilet Bowls**	Refers to the non-serviceable toilet bowls.
[19]**Sink/Washbasin**	Refers to a sink or washbasin.
[20]**Urinals**	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
[21]**Urinal Trough**	Refers to a long, narrow open container used for urinating.
[22]**Septic tank**	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single- or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste

	ANNEX H
Department of Education **School Building Inventory Form** **(as of December 31, 2016)**	
ANSWERING GUIDE	
Table 4. Existing Number of Usable Furnitures	
[24]**Kinder Modular Table**	Refers to the standard modular table used by kindergarten learner.
[25]**Kinder Chair**	Refers to the chair used by kindergarten learner.
[26]**Arm Chair**	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
[27]**School Desk**	Refer to usable two-seater desks in the school.
[28]**Science laboratory Table**	Refers to the table used in science laboratoy activities.
[29]**Science Laboratory Stool**	Refers to a high seat used in science laboratory.
[30]**Workshop Table**	Refers to the table used in workshop.
[31]**Monobloc Chair**	Refers to the chair made of plastic.
[32]**Monobloc Stool**	Refers to the stool made of plastic.
[33]**Classroom Table**	Refers to the table used by learner in the classroom.
[34]**Classroom Chair**	Refers to the chair used by learner in the classroom.
[35]**Behavioral Chair**	Refers to the chair used by SPED learner.
[36]**Teacher's Table**	Refers to the table used by a teacher.
[37]**Teacher's Chair**	Refers to the chair used by a teacher.
Table 5. Other Facilities	
Concrete Quadrangle	Refers to a multi-purpose open space for school activities.
Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
Perimeter Fence	Refers to a barrier, railing or structure that surrounds the entire school property.
Playground	Refers to an outdoor area specifically provided for learners to play on.
School Garden	Refers to an area used for growing plants.

Annex I

Republic of the Philippines
DEPARTMENT OF EDUCATION
PLANNING SERVICE
Education Management Information System Division

DATA DICTIONARY

School Building Inventory

Data Element	Description
Building/Structure Number	Refers to the number of the building /structure based on the site development plan.
Building/Structure Type	Refers to the different design of school buildings and structure within the school site.
Fund Source/s	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
LGU Funded	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
Foreign Funded	Refers to the school building funded by foreign institution.
Private Sector Funded	Refers to the school building funded by private corporations, companies, individuals and associations.
House of Representative/ Senate Fund	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF etc.)
Other National Government Agency Funded	Refers to the school building funded by other government agencies.
Building/Structure Condition	Refers to the current physical state of a building/structure.
Good Condition	Refers to a building which does not need repair.
Need 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 P10,000 or less per classroom such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of school building components which may include those subjected to critical structural loads and stresses and which are estimated to cost more than P10,000 per classroom such as replacement of roof frames, posts, beams and exterior walls.
On-going construction	Refers to the school building/structure that are not yet completed and/or not yet turned over.
For completion	Refers to a building/structure which was not completed according to the design. (e.g one storey building was

	completed using a two storey design building plan)
For condemnation	Refers to the school building/structure that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
Number of Storeys	Refers to the number of levels/floors in a building/structure.
Number of Rooms by Design/Intent	Refers to the number of rooms by its design/intent.
Year Completed	Refers to the specific year when a building was completed and officially turned over to the school.
Classification of Building/Structure	Refers to the classification of how the building is constructed.
Permanent	Made of strong and durable materials, 80% of which is concrete.
Semi-Permanent	Made of a combination of materials such as concrete and 80% lumber.
Makeshift Room	Refers to a temporary structure.
Building/Structure Dimension (in meters	Refers to the size of a building specifying the width and length (WxL). Note: Measurement is wall to wall, and end to end of the building.
Room Number	Refers to the number assigned to a room.
Room Condition	Refers to the current physical state of a room.
Good Condition	Refers to a room which does not need repair.
Need Minor Repair	Refers to the repair or replacement of room 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 room unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of room 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 room.
Have undergo major repair in the last 5 years	Refers to the Building/Structure which underwent repair within the last 5 years.
Number of Concurrent Usages	Refers to the number of ways a room is used at the same time. (e.g If the room is shared by two SPED classes held at the same time, number of concurrent usage is 2)
Actual Usage/s	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages. (e.g If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom)
Instructional	Refers to rooms use for instructions.
Non-Instructional	Refers to rooms use for non-instructional purposes.
Combination	Refers to the combination of instructional and non-instructional purposes.
Room Dimension in meters	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.
Functional Toilet Bowls	Refers to the serviceable toilet bowls.
Non-Functional Toilet Bowls	Refers to the non-serviceable toilet bowls.
Sink/Washbasin	Refers to a sink or washbasin.
Urinal	Refers to a bowl or other receptacle, typically attached to a wall in a restroom, into which men may urinate.
Urinal Trough	Refers to a long, narrow open container used for urinating.
Septic Tank	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single-or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
Faucets	Refers to a device by which water flows.
Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
Kinder Chair	Refers to the chair used by kindergarten learner.
Arm Chair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
School Desk	Refer to usable two-seater desks in the school.
Science Laboratory Table	Refers to the table used in science laboratory activities.
Science Laboratory Stool	Refers to a high seat used in science laboratory.
Computer Lab Tables	Refers to the tables used in ICT/DCP Rooms.
Monobloc Chair	Refers to chairs made of plastic.
Monobloc Stool	Refers to stool made of plastic.
Classroom Table	Refers to table used by learners in the classroom.
Classroom Chair	Refers to chair used by learners in the classroom.
Behavioral Chair	Refers to chair used by SPED learner.
Teacher Table	Refers to the table used by a teacher.
Teachers Chair	Refers to the chair used by a teacher.
Concrete Quadrangle	Refers to a multi-purpose open space for school activities.
Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
Perimeter fence	Refers to a barrier, railing or structure that surrounds the entire school property.
Playground	Refers to an outdoor area specifically provided for learners to play on.
School Garden	Refers to an area used for growing plants.

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 1. Summary of Existing Building/Structure

Building/ Structure Number[1]	Building/Structure Type[2]	Fund Source/s[3]	Specific Fund Source/s[4]	Building/Structure Condition[5]	Number of Storeys[6]	Number of Rooms by Design/Intent[7]	Year Completed[8] (if not provided, refer to building type)	Classification of Building/Structure[9]	Building/Structure Dimension (in Meters)[10a]	
									Width	Length
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX D

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 2. Existing Rooms per Building

Building/ Structure Number[3]	Room Number[11]	Room Condition[12]	Have undergone major repair for the last 5 years[13] (Yes/No)	Number of Concurrent Usage/s[14]	Actual Usage/s[15]	Room Dimension (in Meters)[16]	
						Width	Length
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX E

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 3. Existing Number of Water and Sanitation Facilities

Building/ Structure Number[1]	Number of Functional Toilet Bowls[17]				Number of Non-Functional Toilet Bowls[18]	Number of Sink/ Washbasin[19]	Number of Urinals[20]	Number of Urinal Trough[21]	With Septic Tank[22] (Yes/No)	Number of Faucets[23]	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*	*Col. 12*

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX F

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 4. Existing Number of Usable Furnitures

Building/ Structure Number[1]	Kinder Modular Table[24]	Kinder Chair[25]	Arm Chair[26]	School Desk[27]	Science Laboratory Table[28]	Science Laboratory Stool[29]	Workshop Table[30]	Monobloc Chair[31]	Monobloc Stool[32]	Classroom Table[33]	Classroom Chair[34]	Behavioral Chair[35]	Teacher's Table[36]	Teacher's Chair[37]
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*	*Col. 12*	*Col. 13*	*Col. 14*	*Col. 15*

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX G

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region:	**School ID:**
Division:	**School Name:**

Table 5. Other Facilities

Other Facilities	Present in Campus? (Yes/No)	
Col. 1	*Col. 2*	
Concrete Quadrangle	○ Yes	○ No
Entrance Gate	○ Yes	○ No
Perimeter Fence	○ Yes	○ No
Playground	○ Yes	○ No
School Garden	○ Yes	○ No

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX H

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

Table 1. Summary of Existing Building/Structure

[1] **Building/Structure Number**	Refers to the number of the building /structure based on the site development plan.
[2] **Building/Structure Type**	Refers to the different design of school buildings and structure within the school site.

Deped National Funded Building Types	Start of Implementation
Academic Classroom Buildings	
Army Type School Building	1957
Bagong Lipunan School Building (BLSB) Type I	1975
Bagong Lipunan School Building (BLSB) Type II	
Bagong Lipunan School Building (BKSB) Type III	1975
DepED Modified School Building (7 x 7)	2006
DepED Standard School Building	2005
DPWH-BOD School Building	
FVR 2000 Building	2000
Gabaldon School Building	1920
Home Economics Building	2005
Imelda Type school Building	1983
Industrial Arts Building	2005
Learning and Public Use School (LAPUS) Building	2007
Magsaysay Type	1950
Marcos Pre-Fabricated School Building (Marcos Type)	1970
Multi-Purpose Workshop Building	2006
Pre-School/Kindergarten Building	2011
Public-Private School Infrastructure Project (PSIP School Building)	2013
Readily Assembled Multi-Option Shelter (RAMOS) Type	
Science Laboratory Building	2006
Public-Private Partnership (PPP)	
Ramos Demountable School Building	
Pre-FAB	
Technical Vocational School Buildings	
Aqua-Culture NC II Building	2013
Automotive Servicing NCII Building	2013
Beauty Care NC II Building	2013
Carpentry NC II Building	2013
Commercial Cooking NC II Building	2013
Consumer Electronic Technician NC II Building	2013
Dress Making NC II Building	2013
Electrical Installation Maintenance NC II Building	2013
Food Processing NC II Building	2013
Shielded Metal Arc Welding NC II Building	2013
State of the Art Tech Voc Bldg	

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

LGU Funded Building Types
Joson Type
Ynares Type
Provincial School Board
Municipal Building
Espino Building
UMALI Building
Tulagan Building
Violago Type
Gonzales Type
Joey Lina Building
Lazaro Building
Agbayani Bldg.
Celeste Building
Rodriguez Building
Alfelor Type
Estrella
Mandanas Building
Montelibano Type
San Luis Building
Deloso Type Building
Maliksi Building
Lajara Type Building
Gatuslao Building
Luna Building
Dy Building
Espino
Gwen Bldg.
Mathay Building
Agbayani Type
Duque Building
Gustilo Type
Others

Foreign Funded Building Types	Start of Implementation
Economic Support Fund (ESF) School Building	1985
JICA - Educational Facilities Improvement Program (EFIP)	1994
Government of Spain-Spanish Grant School Building	
SBP4BE Building-AusAid	2013
Secondary Education Development Improvement Program (SEDIP)	
Secondary Education Development Program (SEDP)	2002
SPHERE Building - Ausaid	2011
Third Elementary Education Projecy(TEEP) School Building	1999-2006
JICA - Typhoon Resistant School Building Program (TRSBP)	1988
Others	

ANNEX H

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

Private Sector Funded Building Types	
Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building	
Little Red School House - Coca-Cola Philipiines	
ABS- CBN School Building	
GMA Kapuso School Building	
Private Foundation Building	
Security Bank School Building	
Petron School Building	
Plan International School Building	
AGAPSchool Building	
Aboitiz School Building	
PAMANA School Building	
RPN School Building	
Rotary School Building	
Lions Club School Building	
Jolibee School Building	
Mc Donald School House	
KABISIG School Building	
Gawad-Kalinga School Building	
PLDT Schoolm Building	
SM Foundation School Building	
TZU CHI Foundation School Building	
Ayala School Building	
JAYCEES School Building	
Philip Morris School Building	
RC Cola Building	
DMCI School Building	
KIWANIS School Building	
SteelTech School Building	
Others	

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

House of Representative/Senate Funded Building Types
Gonzales Type
Cojuangco Building
Umali
Maceda
Chipeco Type Building
Tanada Building
Villareal Building
Ferrer
Bayan Muna
Angara Building
Abaya Type
Fuentebella Building
Joson Type Building
Legarda Building
Drilon Building
Enverga Building
Andaya
Diaz Type
Recto Building
Enrile Building
Alvarez
Loren Legarda Building
Cibac
Lagman Type
Romulo
Serbisyong Suarez Building
Syjuco Building
Villareal Bldg.
Antonino
Arenas
Others

Other National Government Agency Funded Building Types
DOST Science Laboratory Building
PAGCOR School Building
KALAHI-CIDSS
PAG-IBIG
Others

STRUCTURE TYPES
Auditorium
Brgy. Health Center
Canteen
Comport Room
Covered Walk
Covered Court
Day Care Center
Guard House
Gymnasium
Gazebo
School Stage
Washing Facilities
Others

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

[3] **Fund Source/s**	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
LGU Fuded	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
Foreign Funded	Refers to the school building funded by foreign institution.
Private Sector Funded	Refers to the school building funded by private corporations, companies, individuals and associations.
House of Representative/Senate Funded	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF etc.)
Other National Government Agency Funded	Refers to the school building funded by other government agencies.
Note: If building has multiple fund source, specify in column 3.	
[4]**Specific Fund Source/s**	Refers to the specific source of budget for construction of buildings and rooms.
DepEd budget	
Alumini	
JICA	
Worldbank	
AusAid	
Coca-Cola Philippines	
Others	
Note: If building has multiple specific fund source, specify in column 4.	
In column 4 specify only for LGU funded, foreign funded and private sector funded	
[5]**Building/Structure Condition**	Refers to the current phyiscal state of a building/structure.
Good Condition	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 P10,000 or less per classroom such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of school building components which may include those subjected to critical structural loads and stresses and which are estimated to cost more than P10,000 per classroom such as replacement of roof frames, posts, beams and exterior walls.
On-going Construction	Refers to the school building/structure that are not yet completed and/or not yet turned over.
For Completion	Refers to a building/structure which was not completed according to the design (e.g. one storey building was completed using a two storey design building plan).
For Condemnation	Refers to the school building/structure that are not safe for occupancy and not currently used but without officail declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
[6]**Number of Storeys**	Refers to the number of levels/floors in a building/structure.
[7]**Number of Rooms by Design/Intent**	Refers to the number of rooms by its design/intent.
[8]**Year Completed**	Refers to the specific year when a building was completed and officially turned over to the school.
[9]**Classification of Building/Structure**	Refers to the classification of how the building is constructed.
Permanent	Made of strong and durable materials, 80% of which is concrete.
Semi-Permanent	Made of a combination of materials such as concrete and 80% lumber.
Makeshift	Refers to a temporary structure.

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

[10]**Building/Structure Dimension (in Meters)**	Refers to the size of a building specifying the width and length (WxL).
Note: Measurement is wall to wall, and end to end of the building.	
Table 2. Existing Rooms per Building	
[11] **Room Number**	Refers to the number assigned to a room.
[12]**Room Condition**	Refers to the current physical state of a room.
Good Condition	Refers to a room which does not need repair.
Needs Minor Repair	Refers to the repair or replacement of room 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 room unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of room 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 room.
[13]**Have undergone major repair for the last 5 years**	Refers to the Building/Structure which underwent repair within the last 5 years.
[14]**Number of Concurrent Usage/s**	Refers to the number of ways a room is used at the same time (e.g If the room is shared by two SPED classes held at the same time, number of concurrent usage is 2).
[15]**Actual Usage/s**	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages (e.g If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom).
Classroom SPED, Classroom Elementary, Classrooom JHS, Classroom SHS, ALS Room, Audio Visual, Computer Room, Industrial Arts Room, Home Economic Room, Science Laboratory, Speech Laboratory, Research Laboratory, Not Currentiy Used	Refers to the Instructional Rooms by usage
Library/Learning Resource Center, Canteen, Clinic, Conference Room, Offices, Faculty Room, Museum, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others	Refers to the Non-Instructionalby usage
Combination	Combination of Instructional and Non-Instructional
[16]**Room Dimension (in Meters)**	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.
Table 3. Existing Number of Water and Sanitation Facilities	
[17]**Functional Toilet Bowls**	Refers to the serviceable toilet bowls.
[18]**Non-Functional Toilet Bowls**	Refers to the non-serviceable toilet bowls.
[19]**Sink/Washbasin**	Refers to a sink or washbasin.
[20]**Urinals**	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
[21]**Urinal Trough**	Refers to a long, narrow open container used for urinating.
[22]**Septic tank**	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single- or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
[23]**Faucets**	Refers to a device by which water flows.

Department of Education
School Building Inventory Form
(as of December 31, 2016)

ANSWERING GUIDE

Table 4. Existing Number of Usable Furnitures	
[24]Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
[25]Kinder Chair	Refers to the chair used by kindergarten learner.
[26]Arm Chair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
[27]School Desk	Refer to usable two-seater desks in the school.
[28]Science laboratory Table	Refers to the table used in science laboratoy activities.
[29]Science Laboratory Stool	Refers to a high seat used in science laboratory.
[30]Workshop Table	Refers to the table used in workshop.
[31]Monobloc Chair	Refers to the chair made of plastic.
[32]Monobloc Stool	Refers to the stool made of plastic.
[33]Classroom Table	Refers to the table used by learner in the classroom.
[34]Classroom Chair	Refers to the chair used by learner in the classroom.
[35]Behavioral Chair	Refers to the chair used by SPED learner.
[36]Teacher's Table	Refers to the table used by a teacher.
[37]Teacher's Chair	Refers to the chair used by a teacher.
Table 5. Other Facilities	
Concrete Quadrangle	Refers to a multi-purpose open space for school activities.
Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
Perimeter Fence	Refers to a barrier, railing or structure that surrounds the entire school property.
Playground	Refers to an outdoor area specifically provided for learners to play on.
School Garden	Refers to an area used for growing plants.

Annex I

Republic of the Philippines
DEPARTMENT OF EDUCATION
PLANNING SERVICE
Education Management Information System Division

DATA DICTIONARY

School Building Inventory

Data Element	Description
Building/Structure Number	Refers to the number of the building /structure based on the site development plan.
Building/Structure Type	Refers to the different design of school buildings and structure within the school site.
Fund Source/s	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
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Number of Storeys	Refers to the number of levels/floors in a building/structure.
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Have undergo major repair in the last 5 years	Refers to the Building/Structure which underwent repair within the last 5 years.
Number of Concurrent Usages	Refers to the number of ways a room is used at the same time. (e.g If the room is shared by two SPED classes held at the same time, number of concurrent usage is 2)
Actual Usage/s	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages. (e.g If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom)
Instructional	Refers to rooms use for instructions.
Non-Instructional	Refers to rooms use for non-instructional purposes.
Combination	Refers to the combination of instructional and non-instructional purposes.
Room Dimension in meters	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.
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Urinal	Refers to a bowl or other receptacle, typically attached to a wall in a restroom, into which men may urinate.
Urinal Trough	Refers to a long, narrow open container used for urinating.
Septic Tank	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single-or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
Faucets	Refers to a device by which water flows.
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Kinder Chair	Refers to the chair used by kindergarten learner.
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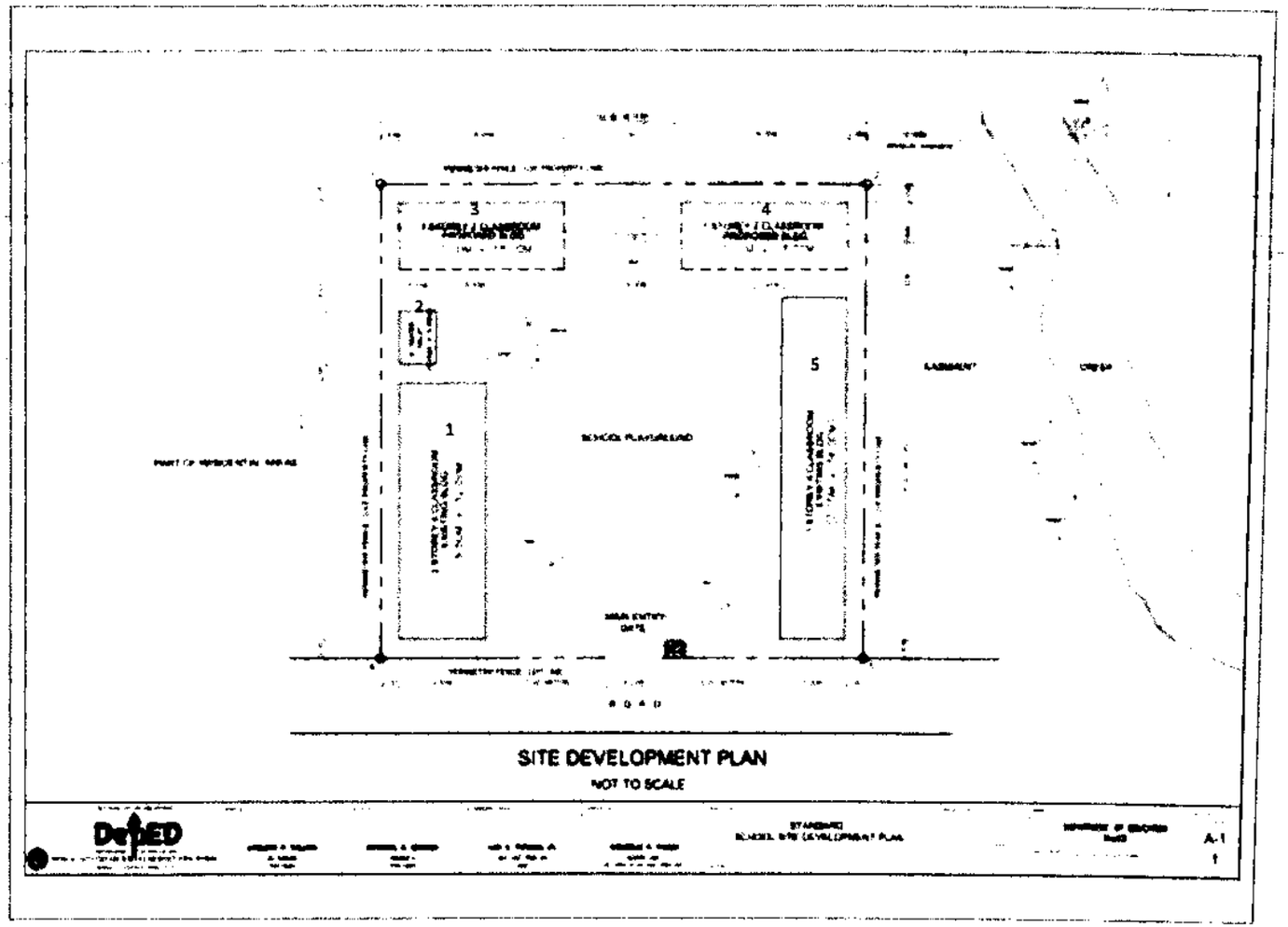
School Desk	Refer to usable two-seater desks in the school.
Science Laboratory Table	Refers to the table used in science laboratory activities.
Science Laboratory Stool	Refers to a high seat used in science laboratory.
Computer Lab Tables	Refers to the tables used in ICT/DCP Rooms.
Monobloc Chair	Refers to chairs made of plastic.
Monobloc Stool	Refers to stool made of plastic.
Classroom Table	Refers to table used by learners in the classroom.
Classroom Chair	Refers to chair used by learners in the classroom.
Behavioral Chair	Refers to chair used by SPED learner.
Teacher Table	Refers to the table used by a teacher.
Teachers Chair	Refers to the chair used by a teacher.
Concrete Quadrangle	Refers to a multi-purpose open space for school activities.
Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
Perimeter fence	Refers to a barrier, railing or structure that surrounds the entire school property.
Playground	Refers to an outdoor area specifically provided for learners to play on.
School Garden	Refers to an area used for growing plants.

###nsbi2016mb

Annex A

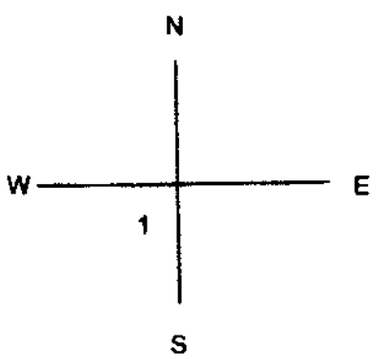
SAMPLE SITE DEVELOPMENT PLAN



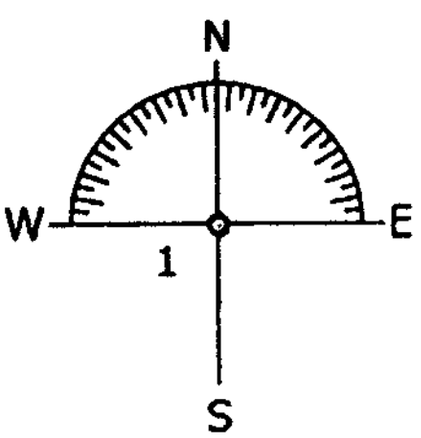
Annex B

Steps in Plotting the School Site

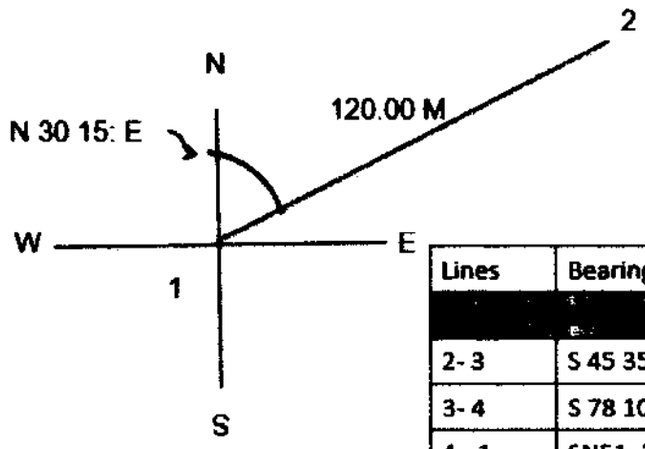
1. Draw a vertical and horizontal line and place the N-S-E-W directions. Marked its center with corner 1.



2. Position the midpoint of the protractor at the point of intersection of North-South axis and West-East axis.

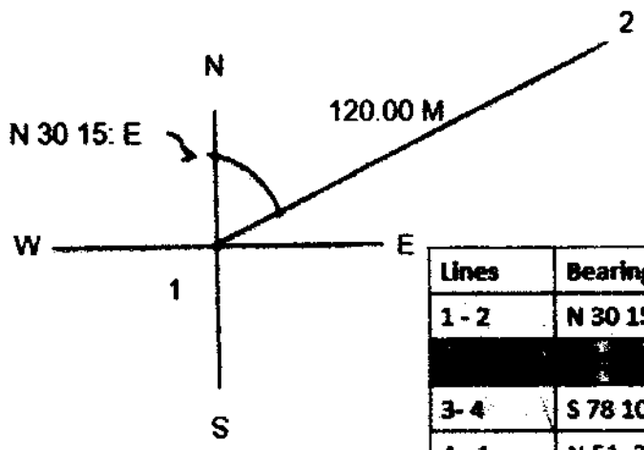


3. Plot the bearing and distance of Line 1-2 Position the midpoint of the protractor at the point of intersection of North-South axis and West-East axis.

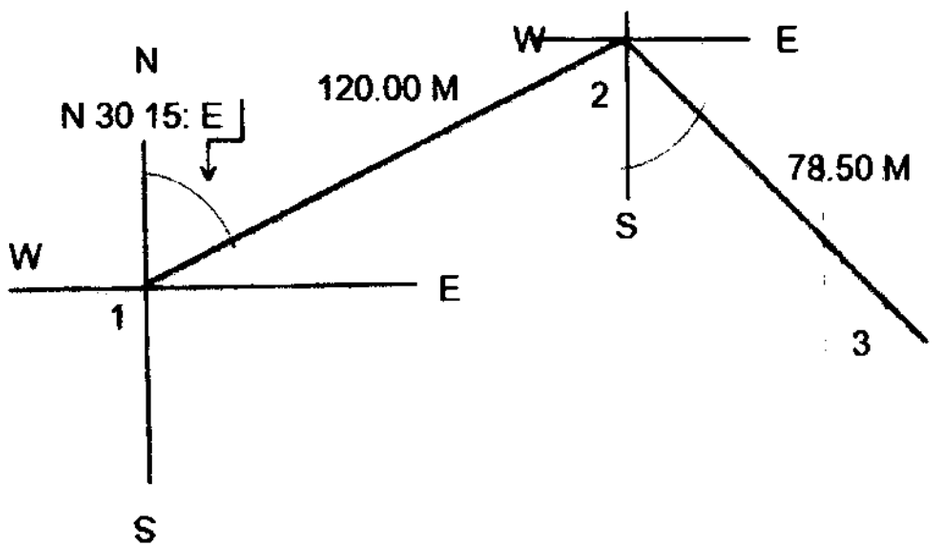


Lines	Bearing	Distance
[redacted]		
2-3	S 45 35" E	78.50 meters
3-4	S 78 10" W	112.80 meters
4-1	SN51 38" W	95.50 meters

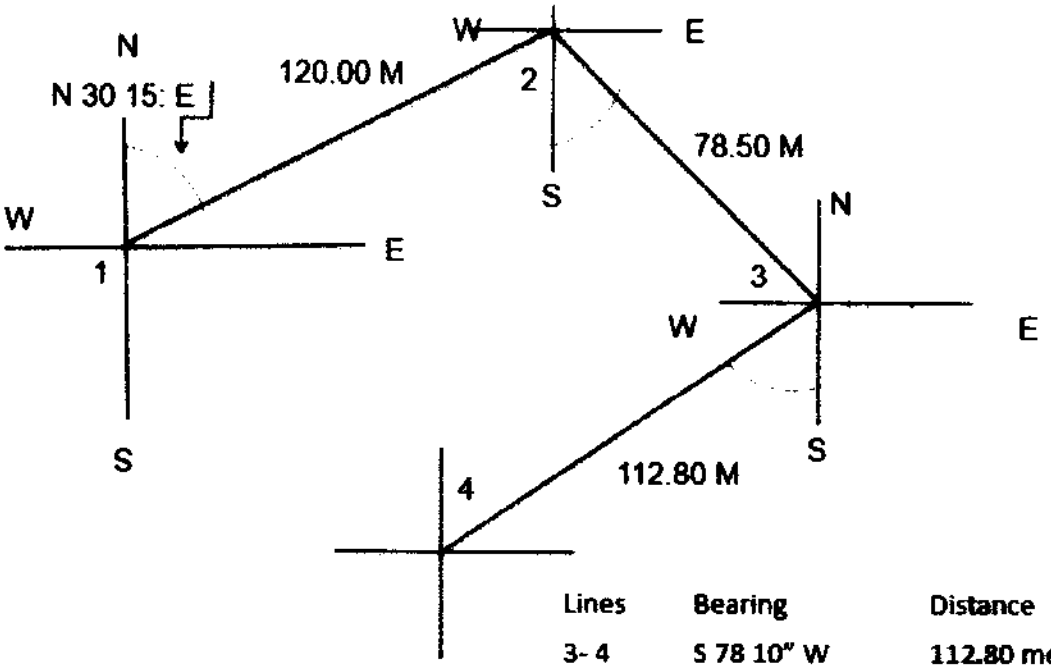
4. Plot the bearing and distance of Line 2-3. Repeat steps 1-3 until Line 4-1.



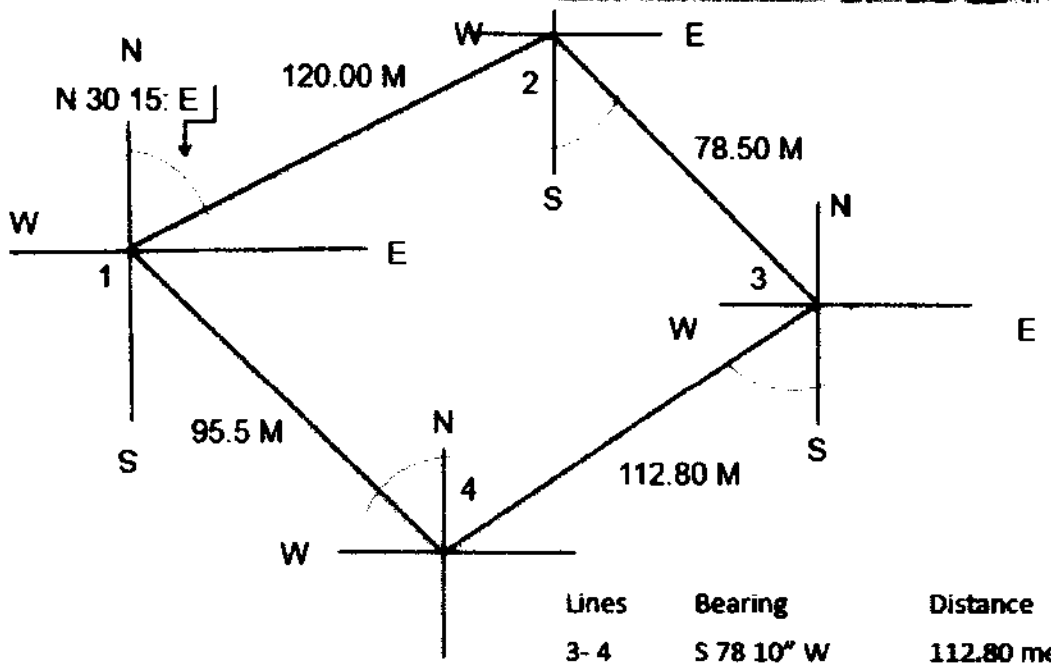
Lines	Bearing	Distance
1-2	N 30 15"E	120.00 meters
[redacted]		
3-4	S 78 10" W	112.80 meters
4-1	N 51 38" W	95.50 meters



Lines	Bearing	Distance
1 - 2	N 30 15"E	120.00 meters
3- 4	S 78 10" W	112.80 meters
4 - 1	N 51 38" W	95.50 meters

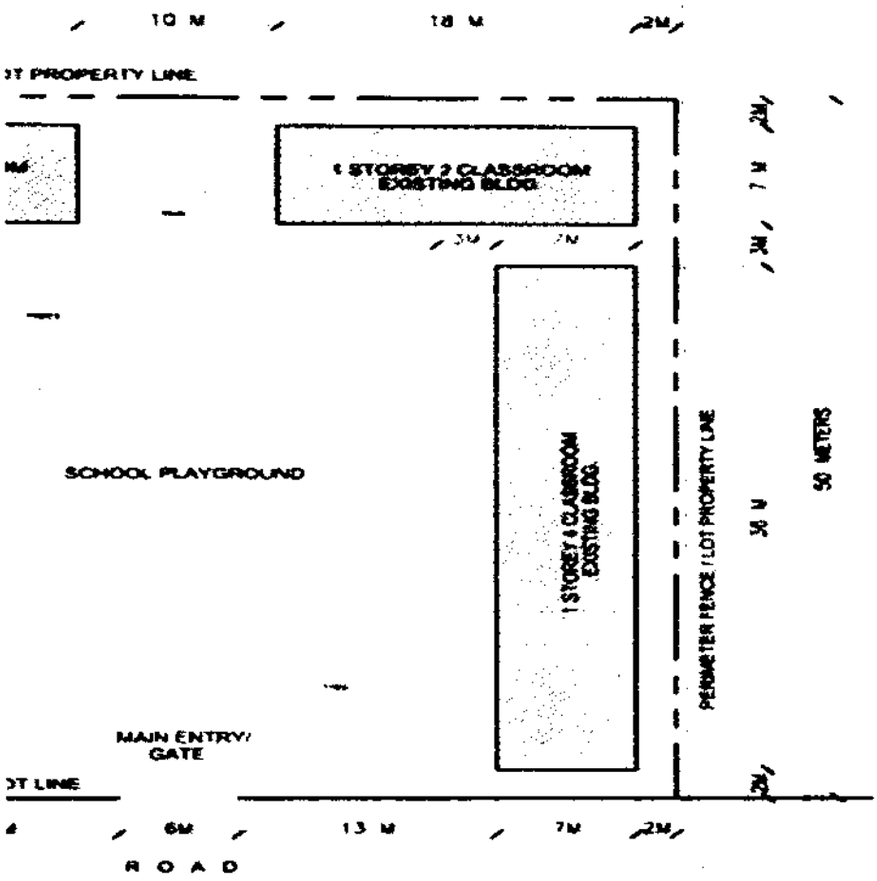


Lines	Bearing	Distance
3- 4	S 78 10" W	112.80 meters



Lines	Bearing	Distance
3- 4	S 78 10" W	112.80 meters

5. Plot as scaled existing structures and important amenities using solid lines and proposed structures using broken lines.



DEVELOPMENT PLAN

NOT TO SCALE

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 1. Summary of Existing Building/Structure

Building/ Structure Number[1]	Building/Structure Type[2]	Fund Source/s[3]	Specific Fund Source/s[4]	Building/Structure Condition[5]	Number of Storeys[6]	Number of Rooms by Design/Intent[7]	Year Completed[8] (If not provided, refer to building type)	Classification of Building/Structure[9]	Building/Structure Dimension (in Meters)[10]	
									Width	Length
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX D

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 2. Existing Rooms per Building

Building/ Structure Number[1]	Room Number[11]	Room Condition[12]	Have undergone major repair for the last 5 years[13] (Yes/No)	Number of Concurrent Usage/s[14]	Actual Usage/s[15]	Room Dimension (in Meters)[16]	
						Width	Length
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX E

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region :	**School ID :**
Division :	**School Name :**

Table 3. Existing Number of Water and Sanitation Facilities

Building/ Structure Number[1]	Number of Functional Toilet Bowls[17]				Number of Non-Functional Toilet Bowls[18]	Number of Sink/ Washbasin[19]	Number of Urinals[20]	Number of Urinal Trough[21]	With Septic Tank[22] (Yes/No)	Number of Faucets[23]	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*	*Col. 12*

Prepared by:

School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

School Head

Validated by:

Schools Division Office

ANNEX F

Department of Education
School Building Inventory Form
(as of December 31, 2016)

on :	School ID :
ion :	School Name :

4. Existing Number of Usable Furnitures

ilng/ cture ber[1]	Kinder Modular Table[24]	Kinder Chair[25]	Arm Chair[26]	School Desk[27]	Science Laboratory Table[28]	Science Laboratory Stool[29]	Workshop Table[30]	Monobloc Chair[31]	Monobloc Stool[32]	Classroom Table[33]	Classroom Chair[34]	Behavioral Chair[35]	Teacher's Table[36]	Teacher's Chair[37]
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*	*Col. 12*	*Col. 13*	*Col. 14*	*Col. 15*

ed by:

Certified True and Correct by:

Validated by:

School Property Custodian/
School Engineering Facilities Coordinator

School Head

Schools Division Office

ANNEX G

Department of Education
School Building Inventory Form
(as of December 31, 2016)

Region:	**School ID:**
Division:	**School Name:**

Table 5. Other Facilities

Other Facilities	**Present in Campus? (Yes/No)**	
Col. 1	*Col. 2*	
Concrete Quadrangle	○ Yes	○ No
Entrance Gate	○ Yes	○ No
Perimeter Fence	○ Yes	○ No
Playground	○ Yes	○ No
School Garden	○ Yes	○ No

Prepared by:

_____
School Property Custodian/
School Engineering Facilities Coordinator

Certified True and Correct by:

_____
School Head

Validated by:

_____
Schools Division Office