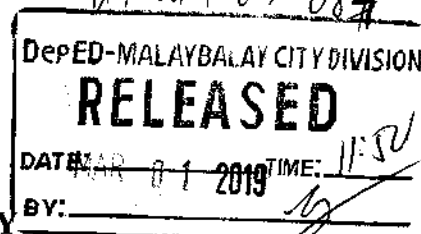




Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 084, s. 2019

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, (SGOD and CID)  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

FROM:  **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE: February 26, 2019

SUBJECT: **SUBMISSION OF NEEDED DOCUMENTS FOR CY 2020 BASIC EDUCATIONAL FACILITIES - FUND (BEFF) PROGRAM AND PROJECTS**

1. In line with the Budget Proposal for CY 2020 Basic Educational Facilities Fund (BEFF) Programs and Projects, Public Elementary and Secondary School Heads shall submit the following data:

- a. Updated Five Year School Site Development Plan
- b. Number of unserviceable armchairs with pictures
- c. Copy of NEILSEN's validated inventory report
- d. Report on the conducted soil testing on site
- e. Inventory of classrooms/workshops and number of learner's in Senior High School per offered tracks and year level for Secondary Schools.

2. The report must be submitted on or before March 8, 2019, using the enclosed template in one copy only.

3. Queries relative to this can be relayed to Leslie T. Fontanilla, Engineer III through 0917 712 5393 or 0908 919 8867.

TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

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

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

**Report on Unserviceable Armchairs**

Type of Furniture <i>(All Wood, Plastic and Steel, Wood and Steel and All Plastic)</i>	Inventory		State Sealed off of Color print, Logo, Calendar Year, and the Supplier	Remarks <i>(Incomplete delivery, furniture transferred to other school, received from other school and date of delivery )</i>
	No. of Armchairs with defects upon delivery	No. of Unserviceable Armchairs		

Prepared by:

Noted by:

\_\_\_\_\_  
School Property Custodian

\_\_\_\_\_  
School Head



Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

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

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

**Report on Conducted Soil Testing**

<b>Number of Soil Testing Conducted</b>	<b>Date Conducted</b>	<b>Location</b> <i>(please attach site development plan)</i>	<b>Implementing Office</b> <i>(DepED Region X Office or DPWH 1<sup>st</sup> District)</i>	<b>Remarks</b>

Prepared by:

Noted by:

\_\_\_\_\_  
Schools Physical Facilities Coordinator

\_\_\_\_\_  
School Head



Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

---

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

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

**Inventory of Classrooms/Workshops and Number of Learner's in Senior High School  
per offered Tracks and Year Level of Secondary Schools.**

<b>Strand/ Tracks and Year Level</b>	<b>Number of Students</b>	<b>Number of Existing Classroom/ Workshop</b>	<b>Facility Needed (Academic Classroom/ Laboratory/ Unique Workshop/ TechVoc)</b>	<b>Remarks (Equipment Needed)</b>

Prepared by:

\_\_\_\_\_  
School Head