



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2023-68213

DM - 2023-02-053
DEPED MALAYBALAY CITY DIVISION
RELEASED
FEB 16 2023 Time: 4:09
By: _____

DIVISION MEMORANDUM

No. 053, s. 2023

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

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

SUBJECT: **DISSEMINATION OF UNNUMBERED DEPED MEMORANDUM RE:
REQUEST FOR PHOTOGRAPHS FOR DEPED EDUCATION
FACILITIES WEBSITE**

DATE: February 15, 2023

1. This Office hereby informs the field on **Unnumbered DepED Memorandum** dated February 13, 2023: **Request for Photographs for DepED Education Facilities Website**. All Elementary and Secondary Public Schools are directed to submit the said school site photos as prescribed in the *Annex A* of the attached memorandum for the photo specification and samples. Thus, to fast track submission to DepED official Website, please send via email leslie.fontanilla@deped.gov.ph on or before February 20, 2023. Validation of photos submitted will be done in a 1st come 1st serve basis this is in compliance to the requirements set by DepED Education Facilities Division (EFD).
2. Queries relative to this, contact the *Division Education Facilities* at 0917 712 5393.
3. Widest dissemination and compliance to this memorandum is desired.

TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



Republic of the Philippines
Department of Education
Office of the Undersecretary for School Infrastructure and Facilities

MEMORANDUM

**TO: Regional Directors
Schools Division Superintendents
Division Engineers/DepEd Project Engineers
Planning Officers**

FROM: 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


EPIMACO V. DENING III
Undersecretary for School Infrastructure and Facilities

**SUBJECT: REQUEST FOR PHOTOGRAPHS FOR DEPED EDUCATION
FACILITIES WEBSITE**

DATE: February 13, 2023

Upon the instructions of the Secretary, the School Infrastructure Strand is developing an Education Facilities website which includes education facilities profiles of individual schools. These profiles consist of basic data such as repair status, number of buildings and furniture, water and sanitation facilities, access to schools and photographs of schools and shall be reflected via a School Level Dashboard.

In line with this, region and division engineers or architects are instructed to facilitate the upload of 5-10 photographs per school, following technical specifications herein attached as Annex A. These photographs are to be uploaded to a dedicated drive per region or division and can only be accessed by the assigned focal.

The uploading period shall be from February 15 – 25, 2023.

Should you have any concerns on this matter, you may contact the Education Facilities Division at telephone numbers **8633-7263/ 8638-7110/ 8636-4877** or via email at **simo@deped.gov.ph**.

Annex A:

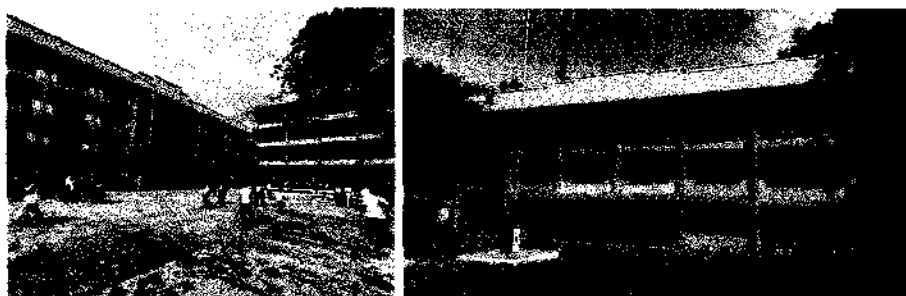
I. Photo Specifications and samples

a. 5-10 photos of schools in landscape orientation

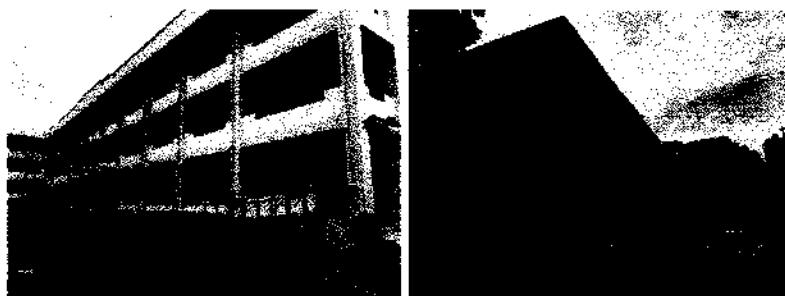
i. Required: school façade showing school name



ii. Required: wide shot of the school, try to show as many of the school buildings as possible



iii. Required: close shot of school buildings (new or old)



iv. Optional: Closeup of classrooms, hallways



v. **Optional: Shots of facilities (gym, auditorium, etc.)**



- b. **File Size: 1mb max (on mobile phones, go to the file, click details to see file size)**
- c. **Image dimensions: 16:9 aspect ratio image**
- d. **File Type: JPEG**
- e. **Naming Convention: [school id]-[series number] eg. 500404-1.jpg**

II. Uploading

- a. **Each Region and Division engineers or architects will receive an email with a link to a folder that only they will have access to, through their Microsoft o365 account.**
- b. **Region and Division engineers or architects shall ensure that submissions from schools meet the technical specifications recommended and are renamed according to file naming conventions.**
- c. **Every Friday, ICTS will harvest photos uploaded by the field for integration to the Education Facilities School Level Dashboard**