



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

DM 2023-11-479
 DEPED MALAYBALAY C
 RELEASED
 DATE: 11/20/23 TIME: 10:10
 BY: [Signature]

DIVISION MEMORANDUM

No. 479, s. 2023

TO: Assistant Schools Division Superintendent
 Division Chief and Unit Heads
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Teacher and Non- Teaching Personnel
 All Others Concerned

FROM: **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

SUBJECT: **CONDUCT OF SEMINAR WORKSHOP ON DEPARTMENT OF EDUCATION'S GUIDELINES ON EDUCATIONAL FACILITIES CUM FORUM ON PROBLEM AREAS IN SCHOOL SITES IN THE DIVISION OF MALAYBALAY CITY.**

DATE: November 09, 2023

1. All Elementary and Secondary School Heads, Administrative Officer II and other support staff from the Division Office are hereby mandated to participate in the *Conduct of Seminar Workshop on Department of Education's Guidelines on Educational Facilities Forum on Problem Areas in School Sites in the Division of Malaybalay City* on November 13, 2023, 7:00am- 5:00pm at Veranda, Barangay Casisang, Malaybalay City.
2. The conduct of this activity will be in compliance of the **DEPED EDUCATIONAL FACILITIES MANUAL** – School Site Acquisition & Titling, National School Building Inventory, **DepED National Asset Registry**, and **DepED ORDER No. 036, s. 2022** – Protocols and Guidelines on the Submission, Receipt, and Processing of Requests Related to the School Building Projects.
3. Participants are to bring the school site documents; photocopy of available school site ownership, latest National School Building Inventory Form and other related documents on school site property issues and concerns.
4. Queries and concerns related to Education Facilities please refer to Leslie T. Fontanilla-Division Engineer III.

TO BE POSTED IN THE WEBSITE