



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

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DEPED MALAYBALAY CITY DIVISION
RELEASED

DATE: _____ Time: 11:26
By: APR 05 2024

DIVISION MEMORANDUM

No. 154, s. 2024

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 LIMBACO-REYES
Schools Division Superintendent

SUBJECT: **DISSEMINATION OF GUIDELINES ON THE PROPER TURN-OVER OF SCHOOL SITE RECORDS/ DOCUMENTS ON PHYSICAL FACILITIES.**

DATE: 04 April 2024

1. Pursuant to the **2010 Educational Facilities Manual** (*Revised Edition of the 2007 Handbook on Educational Facilities- Integrating Disaster Risk Reduction in School Construction*) and **Educational Facilities Handbook** (*Revised Edition of the 1993 Handbook on Educational Facilities*), this Office hereby directs all elementary and secondary public schools on the proper turn-over of the Records/ Documents on School Site and Physical Facilities to the designated in charge.
2. Thus, in the said official school records and documents, a complete staff work is required and transmittal letter in compliance for the proper turn over.
3. Furthermore, Records/ Documents on School Site and Physical Facilities checklist is listed below for your reference and guidance.



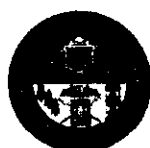
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RECORDS/DOCUMENTS ON PHYSICAL FACILITIES <i>(For safekeeping by all School Heads)</i>	
Educational Facilities Handbook <i>(Revised Edition of the 1993 Handbook on Educational Facilities)</i>	
Folder	Description/Content
School Site Documents	Documents pertaining to School Site Card(s)/Technical Description, Tax Declaration, Survey Plan, Notice of Assessment, etc.
School Site Plan (Actual and Future Development Plan)	Actual layout of the existing building, another sheet of layout plan with the future development of the school. Numbering of school building must be reflected in the layout plan represented with the legend.
Inventory of School Buildings/Similar Structures	Records of existing buildings, specifying the floor area, year constructed acquired, number of Classrooms/ Storeys, usage and other information (this shall tally with the entries in the Individual School Building Card and / or BPS form 52 and School Site's Layout Plan).
Inventory of School Buildings/Similar Structures	Records of existing buildings, specifying the floor area, year constructed acquired, number of Classrooms/ Storeys, usage and other information (this shall tally with the entries in the Individual School Building Card and / or BPS form 52 and School Site's Layout Plan). Stage, Common or detached, Comfort room, perimeter fence and ancillary buildings can be represented only with the legend separate int the numbering of school buildings.



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Inventory of School Buildings/Similar Structures	Records of existing buildings, specifying the floor area, year constructed acquired, number of Classrooms/ Storeys, usage and other information (this shall tally with the entries in the Individual School Building Card and / or BPS form 52 and School Site's Layout Plan).
Individual School Building Card (BPS Form 52)	Card intended for each building and similar structure in the school. This shall tally with the School Building Inventory (item No. 3) and the school site plan (item No. 2 as to building number). Each Building Card must be tallied with the file submitted to the district and division supply offices. Information on demolished buildings must also be provided for record and reference purposes.
Demolished School Buildings/ Similar Structure	Documents with pictures of the demolished building and similar structure in the school
School Building Records of Repairs/Improvements	Compilation of Program of Work. Cost Estimates, and other related documents for Repair of School Buildings in School. It shall be classified according to the sources of funding
School Building Records of New Construction	Compilation of Program of Work. Cost Estimates, Plans, and Drawings of the Constructed buildings and Similar Structure in the Schools. It shall be classified according to the sources of funding
Calamity/Fire Damage Report	Documents relative to the damaged building caused by fire/other calamities. It would be advantageous if the filing is according to the cause of damage.
School Furniture Records Furniture Records	Separate folder for each of the following- Desks, Armchairs, Tables, Cabinets, other furniture.





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Textbook Inventory	List of all received books and other references in the school specifying its allotment. There shall be a summary at front page of the file
School Equipment/Information Technology	Documents of the received computers, television sets, equipment, tools, appliances, teaching devices donated to the school, together with the PTA/Homeroom Projects. Here shall be a summary at front page of the file.
General Inventory Record of School Properties	Lists of all the facilities, sites, buildings, tools, equipment, instructional tools/devices, appliance and others. (This is to coordinate with the Division supply Section). General form shall be used.
Condemned School Properties	Records of the condemned properties with supporting documents
Prioritized Facilities Needed by the School	List of the proposed facilities needed by the school indicating the status under the remark's column either-accomplished, on-going, pending, etc.
Acquired/Purchase Needed Facilities	Record of facilities acquired by the school out of the school's-initiated income generating activities and other school funds.
Donated Property to the School	Folder of Documents of the, equipment, tools, appliances, teaching devices donated to the school, together with the PTA/Homeroom Projects using the donation Acknowledgment Receipts Form.
Submitted Reports Pertaining to School Facilities	File copy of submitted reports regarding facilities



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RECORDS/DOCUMENTS ON PHYSICAL FACILITIES
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2010 Educational Facilities Manual
*(Revised Edition of the 2007 Handbook on Educational Facilities-
Integrating Disaster Risk Reduction in School Construction)*

Maintaining School Records on Facilities:

- a. The school shall have a file on facilities for ready reference. This is beneficial on the part of the school principal/ head for monitoring purposes. The following documents shall be placed in separate folder under the Physical Facilities MIS:
- b. School Site Ownership Documents
- c. School Site Development Plan
- d. School Site/Building Cards
- e. Inventory of all Facilities (General Form No. 13, s. 1992)
- f. School Furniture Record
- g. Textbooks
- h. Instructional Tools, Apparatuses and Equipment
- i. Record of School Building Repair – Program of Works (POW)
- j. Record of School Building Construction – POW
- k. Receipts of Payments – Electrical, Water, Telephone
- l. Records of Fire Damage Reports (if any)
- m. Records of the Change of Name of the School
- n. Records of the Establishment of the School
- o. Records of Donated Properties
- p. File copy of DepED Orders, Memoranda regarding facilities

4. For strict compliance with this Order is directed.
5. Queries and updates related to Education Facilities please refer to Leslie T. Fontanilla-Division Engineer III.

TO BE POSTED IN THE WEBSITE



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