



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



January 31, 2017

DIVISION MEMORANDUM

No. 72 s. 2017

DIVISION ORIENTATION ON NATIONAL SCHOOL BUILDING INVENTORY

To : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of the Division Orientation on the filling up and encoding of the National School Building Inventory Forms from 8:00 A.M. to 5:00 P.M. on the different dates and venues stated below.
2. Participants to this activity are the school heads of all public elementary and secondary schools, school property custodians and school EBEIS/LIS system administrators.
3. Participants are required to bring their data on school buildings & classrooms, existing school site development plan, lot technical description, pencil, ruler and protractor.
4. Schedule of orientation will be as follows:

Date	Participants	Host	Venue
Feb. 3, 2017	All schools of Consolacion and Cordova	Consolacion District	New Gov't Center
Feb. 6, 2017	All schools of Minglanilla, San Fernando and Sibonga	San Fernando District	
Feb. 8, 2017	All schools of Barili, Dumanjug, Ronda and Alcantara	Barili I District	
Feb. 9, 2017	All schools of Moalboal, Badian, Alegria, Malabuyoc and Ginatilan	Moalboal District	
Feb. 13, 2017	All schools of Argao and Dalaguete	Argao I District	
Feb. 14, 2017	All schools of Alcoy, Boljoon, Oslob, Samboan & Santander	Alcoy District	
Feb. 15, 2017	All schools of Tabogon, Tabuelan, Borbon & Sogod	Sogod District	

Feb. 16, 2017	All schools of Catmon, Carmen, Compostela and Liloan	Carmen District	
Feb. 17, 2017	All schools of Poro, Pilar, San Francisco and Tudela	San Francisco District	
Feb. 20, 2017	All schools of Bantayan Madrdejos and Santa Fe	Bantayan I District	
Feb. 21, 2017	All schools of San Remigio, Medellin & Daanbantayan	San Remigio II District	
Feb. 22, 2017	All schools of Balamban, Aloguinsan, Pinamungajan	Balamban I District	
Feb. 23, 2017	All schools of Asturias and Tuburan	Tuburan I District	

5. Travelling expenses of participants shall be chargeable against school MOOE/SEF and other funds while transportation and incidental expenses of division personnel shall be chargeable against the Division funds. Food shall be chargeable against EBEIS funds, subject to the usual accounting and auditing rules and regulations.

6. This Memorandum will serve as your Authority to Travel.

7. Immediate dissemination and compliance of this Memorandum is desired.


 RHEA MAR A. ANGTUD, Ed. D., CESO VI
 Schools Division Superintendent

REFERENCES:

DepEd Order No. 1, s. 2017

Regional Memo No. 0046, s. 2017

RMAA /NOM/ARA