



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



November 15, 2019

DIVISION MEMORANDUM
No. 716 s. 2019

ORIENTATION ON THE 2019 NATIONAL SCHOOL BUILDING INVENTORY

To: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators, SEPS
Public School District Supervisors/OICs District Caretakers
Public Elementary and Secondary School Heads
Others Concerned

1. This Office announces the conduct of the Orientation on the 2019 National School Inventory of public school buildings on December 5-6, 2019 from 8:00 A.M to 5:00 P.M. at the Applied Nutrition Center, Banilad, Cebu City.
2. Schedule of the orientation is as follows:

December 5, 2019	Northern Districts (from Cordova to Balamban including the islands of Camotes and Bantayan)
December 6, 2019	Southern Districts (from Minglanilla to Pinamungajan)
3. Participants to this activity are the Central School Principals, District Property Custodians and the District ICT/EBEIS system administrator. There will be three (3) participants per district. Every district is required to bring laptop, extension cord, school data on physical facilities, and the approved School Site Development Plan.
4. Transportation expenses of participants shall be charged against local/school MOOE funds, while travelling, per diem and other incidental expenses of the Division secretariat including food of participants shall be charged against the Division EBEIS/LIS funds subject to the usual accounting and auditing rules and regulations.
5. This serves as an Authority to Travel.
6. For immediate dissemination and strict compliance.

MARILYN S. ANDALES, Ed. D. CESO V
Schools Division Superintendent