




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 390, s. 2014

TO : ALL SCHOOL HEADS (ELEMENTARY AND SECONDARY)
PUBLIC SCHOOLS

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR
SY 2014-2015

DATE : November 4, 2014

1. Pursuant to DepEd Order No. 44, s. 2014, entitled National Inventory of DepEd Public Schools Buildings for SY 2014-2015, this office is providing a template to be accomplished by all schools.
2. To facilitate the gathering of accurate and comprehensive data on school buildings, the following activities and corresponding timelines must be strictly observed.

DAY	ACTIVITY	RESPONSIBLE
Nov. 12-28, 2014	School Level Orientation of School Head / Property Custodian	DPOs / PFC
On or before December 5, 2014	ENCODING in the EBEIS and SUBMISSION of printed copies to the SDS (duly signed by School Property Custodian, School Head & PTA President or Barangay Kagawad in charge of Education)	All schools
On or before December 8, 2014	SUBMISSION of ORIGINAL COPIES of all SIGNED Printed Forms to DepEd Central Office	Division Office (DPOs / PFC)

3. All school heads will provide a picture with name and type of each building to support the actual status/condition in preparation for online encoding on EBEIS (attachment on EBEIS).
4. All personnel involved in the conduct of the inventory are allowed to render overtime services during weekdays, weekends and holidays when necessary to meet the target schedules. These overtime services can be converted to service credits.
5. Please email your soft copy to depedsaranganiplanningoffice@yahoo.com.ph or jabid_0103@yahoo.com and submit your hard copy to Division Planning Office before the indicated deadline of submission.
6. To ensure a 100% EBEIS Encoding & Submission, MOOE will be put on hold for those schools/district who failed to comply on December 10, 2014.
7. Enclosed is the school building inventory forms.
8. Immediate dissemination of this memorandum is desired.