



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-28150



DEPED CITY OF SAN JOSE DEL MONTE

RELEASED

BY: Betty

DATE: NOV 18 2014

RECORDS


November 13, 2014

Division Memorandum
No. 216 s. 2014

**ORIENTATION ON PHYSICAL INVENTORY OF SCHOOL BUILDINGS AND
ONLINE ENCODING/REPORTING AT THE EBEIS**

To: PSDS, EPSs in Charge on Physical Facilities
Public Elem. & Sec. School Heads
School EBEIS Coordinators
Division/School Property Custodians

1. In compliance to DepED Order No. 44, s. 2014 re: National Inventory of DepED Public School Buildings for SY 2014-2015, a Cluster Orientation on Physical Inventory of School Buildings and On-line Encoding at the EBEIS will be held on November 21, 2014 at San Jose del Monte Central School Conference Room, Poblacion, City of San Jose del Monte, Bulacan.
2. This activity aims to:
 - 2.1 Orient the schools on the rationale, process and mechanics of the Nat'l Inventory of Public School Buildings for SY 2014-'15;
 - 2.2 Discuss definition of terms to build a common understanding among all levels;
 - 2.3 Familiarize participants with the School Building Inventory Forms and online encoding facility;
 - 2.4 Discuss guidelines on the conduct of physical inventory;
 - 2.5 Provide technical assistance on reformulation of School Site Development Plan
3. The schedule of activity is as follows:
Nov. 21, 2014 (8:00-11:45 a.m.) -All West District Schools, BBA, BBB, BBE, BBF, BBG, BBI ES.
Nov. 21, 2014 (1:15 - 5:00 p.m.) - All Secondary Schools and the rest of East District Schools
4. Participants shall be the School Head, Property Custodian and the EBEIS Coordinator of each school. They shall bring with them:
 - a) Laptop with WIFI/Broadband internet access;
 - b) Duly accomplished School Bldg.Inventory Forms (Tables 1-5);
 - c) Copy of School Site Development Plan;
 - d) Photos of all School Buildings; and
 - e) Extension wire with multiple socket.
5. Participation of all concerned is earnestly enjoined.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

/rli