



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran
Email add: citydivision@yahoo.com



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March 4, 2016

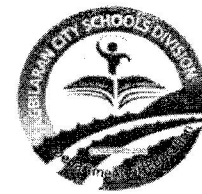
DIVISION MEMORANDUM
No. 104, 2016

INVENTORY OF SCHOOL BUILDINGS

To: ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

1. Attached is Inventory of School Buildings to be filled-up by concerned schools.
2. Please submit it on or before March 11, 2016 thru email add : junicel@gmail.com. For further details please contact Engr. Junicel Mancha, cellphone number 09297895319.
3. For compliance.

for: [Signature]
VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent *[Signature]*



INVENTORY OF SCHOOL BUILDINGS

Name of School: _____
 Address : _____
 Name of Principal: _____

SITE INFORMATION (Existing Facilities):

No. of Classrooms : _____
 No. of Classrooms with Comfort Rooms (CR) _____
 Does your school has an existing ?
 Principal's Office _____ Yes _____ No
 Library _____ Yes _____ No
 Science Lab _____ Yes _____ No
 TLE/HE Room _____ Yes _____ No
 PTA Office _____ Yes _____ No
 SPG/SSG Office _____ Yes _____ No
 School Paper Office _____ Yes _____ No
 School Canteen _____ Yes _____ No
 School Clinic _____ Yes _____ No
 Guidance Office _____ Yes _____ No
 Faculty Room _____ Yes _____ No
 Computer Room _____ Yes _____ No
 No. of functional computers _____
 Others (Please specify) _____

Classroom Ratio (number of pupils in every classroom) _____

Number of Chairs/Desk : _____

Number of Teacher's Table : _____

WATSAN Facilities :

Drinking Facilities : _____

Washing Facilities : _____

Comfort Rooms (outside classrooms) _____

Number of Lighting Facilities : _____

Does your school has an accessibility of Fire Trucks _____ Yes _____ No

ON-GOING CONSTRUCTION:

Type of Construction _____ New _____ Repair/Rehabilitation

Name of Contractor _____

Address _____

Project Cost _____

Funding Source _____

Date Started (on site) _____ Contract Completion Date _____

Date Awarded _____ Date of Notice to Proceed _____

Project Status (Percentage) _____

Implementing Agency _____

Note: Please use other sheet of paper for multiple constructions

Prepared by: _____

Noted : _____

Principal