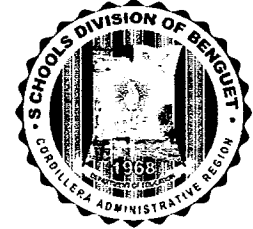




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet



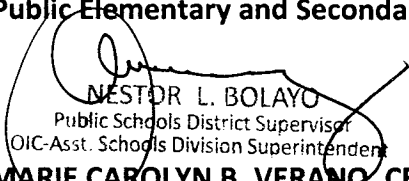
March 7, 2018

Division Memorandum

No. 055 s. 2018

MAR 07 2018

TO: PSDS, OIC PSDS
Public Elementary and Secondary School Heads


NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

FROM: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

SUBJECT: Accomplishment and Submission of Physical Facilities and Maintenance Needs Assessment Form

1. In order to come up with a well prepared 2018 school maintenance week, all elementary and secondary schools are required to submit plans of their activities/nature of work that they will be undertaking come Brigada Eskwela Maintenance Week.
2. Brigada Eskwela school coordinators shall take the lead in this planning stage with the supervision of the school heads to identify the areas of concern that needs to be improved/repaired/renovated and or constructed, and to come up with list of materials and man powers needed.
3. The identified needs shall be the basis for the resource committees/social mobilization and networking committees of the school in looking for partners who could provide it. (Please use attached template, BE Form 01).
4. PSDS's shall compile in separate folders, elementary and secondary schools by district and submit a copy each to the Schools Division Office **ASAP!**
5. Please be guided accordingly.



Republic of the Philippines
 Department of Education
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 Wangal, La Trinidad, Benguet
 Telefax: (074) 422-6570; (074) 422-7501



2018 Brigada Eskwela
PHYSICAL FACILITIES AND MAINTENANCE NEED ASSESSMENT FORM

Instruction: Conduct an ocular inspection of the school physical Facilities listed below. Provide the needed information to facilitate the improvement to be done on these identified facilities. (if needed, you may use separate forms for each classroom or school facility).

Facilities	Condition (Check One)		Remarks If unsatisfactory describe the problem	Nature of Improvement Needed (e.g. repair, repainting, replacement, etc)	Material Resources Needed (indicate kind and quantity)	Manpower Needed (indicate quantity and nature of labor services needed)
	Satisfactory	Unsatisfactory				
Ceilings						
Partition						
Blackboards						
Chairs						
Water facilities						
Signages						
School garden						
School Nursery						

Lighting Facilities						
Windows						
Doors						
Comfort Rooms						
School Grounds						
School Clinic						
Others						

Prepared by:

School Physical Facilities Coordinator

Date Prepared

Noted: _____

School Head