



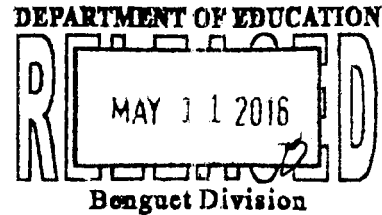
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
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May 11, 2016

SCHOOLS DIVISION MEMORANDUM

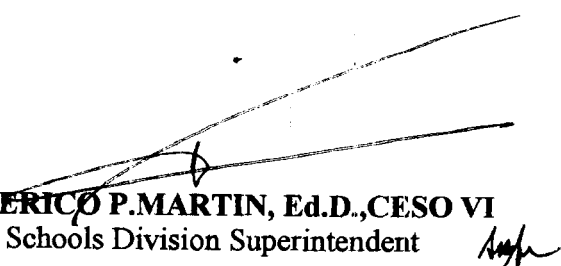
No. 085 s. 2016



Submission of the School Educational Facilities Inventory Template

To: School Heads of all Elementary and Secondary Schools

1. Relative to the Regional Memo 103, s. 2016 entitled Adoption of the Templates and Timelines for the Submission of Educational Planning and Research Reports, inventory of educational facilities is required to every school using the attached template.
2. This template shall be used on educational planning and educational research purposes.
3. A hard copy using legal size bond paper will be submitted with a soft copy in E-Excel format saved in a RW CD.
4. This report will be due **October 31, 2016** to the Division Office. This is to give time for the division consolidation for submission at the PPRD-R.O. on November 30, 2016.
5. For information, guidance and compliance.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

COMPUTER LAB TEMPLATE 3 of 3

COMFORT ROOMS									OTHER FACILITIES/FURNITURES								
MALE URINALS			TOILET BOWLS			FEMALE URINALS			WASHING FACILITIES								
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable
			M	F	T	M	F	T	M	F	T						

V. LIBRARY/LEARNING RESOURCE CENTER/LIBRARY HUB

LIBRARY TEMPLATE 1 of 3

Library number (e.g. Library 1, Library 2, etc.)	Actual Usage	Room Condition	Floor Dimensions (e.g. 7x9, 7x8, etc.)	ARMCHAIRS									CHAIRS								
				Wooden			Monoblocks			Mixed materials			Wooden			Plastics			Mixed materials		
				Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable	Good condition	For repair	Unserviceable

LIBRARY TEMPLATE 2 of 3

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

LIBRARY TEMPLATE 3 of 3

COMFORT ROOMS									OTHER FACILITIES/FURNITURES								
MALE URINALS			TOILET BOWLS			FEMALE URINALS			WASHING FACILITIES								
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable
			M	F	T	M	F	T	M	F	T						

SUMMARY TEMPLATE 4 of 5

Condemnable

TABLES									DESKS								
Wooden			Monoblocks			Mixed materials			WOODEN			PLASTICS			Mixed materials		
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable

SUMMARY TEMPLATE 5 of 5

COMFORT ROOMS									OTHER FACILITIES/FURNITURES											
MALE URINALS			TOILET BOWLS			FEMALE URINALS			WASHING FACILITIES			WATER TANKS			(other facilities)					
Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable	Structure (e.g. concrete, metal, plastic, etc)	Good condition	For repair	Condemnable	Good condition	For repair	Condemnable		
			M	F	T	M	F	T	M	F	T									

Prepared by:

Designation

Date:

Certified correct:

School Head

Date:

Verified correct:

Division Engineer

Date: