

Republic of the Philippines Department of Education Cordillera Administrative Region

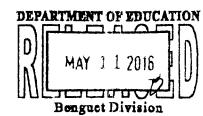
SCHOOLS DIVISION OFFICE OF BENGUET

Wangal, La Trinidad, Benguet 2601 Telefax: (074) 422-6570; (074) 422-7501; 422-3790; 422-2001



May 11, 2016

| | SCHOOLS DIVISION MEMORANDUM |
|---|-----------------------------|
| 1 | No. <u>085</u> s, 2016 |



Submission of the School Educational Facilities Inventory Template

To: School Heads of all Elementary and Secondary Schools

- 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.

For information, guidance and compliance.

FEDERICO P.MARTIN, Ed.D., CESO VI

Schools Division Superintendent

ENCLOSURE NO. 5 TO REGIONAL MEMORANDUM NO. 103, S. 2016

Attention: DIVISION EDUCATION FACILITIES SECTION

Submit Consolidated Copy to: 1. Alwinin Planning 2. PPRD - RO

DIVISION EDUCATIONAL FACILITIES INVENTORY TEMPLATE

Region:

School ID:

School Address:

Division:

School Name:

District:

IMPORTANT INSTRUCTIONS:

1. Please include all actual educational facilities of the school (eg. buildings, furniture in the classrooms, offices, laboratories, etc.)

2. Take note that all data are crucial in the generation of needs and other relative educational planning and support. If not applicable, input 0 not N/A.

3. Please refer to Enclosures of DepED Order No.44, s. 2014 for complete definition of entries.

. CLASSROOMS

CLASSROOM TEMPLATE 1 of 3

| | if used as | | Floor | | | | | ARMCHAIR | S | | | | | | | | CHAIR | 5 | | | |
|-----------------|----------------|-------------------|------------------------------|----------------|------------|-------------|-------------------|------------|-------------|----------------|------------|-------------|----------------|------------|-------------|-------------------|------------|-------------|-----------|------------|-------------|
| Actual Usage | | Room Condition | Dimensions (e.icalg. 7x9, | | Wooden | ·- I | | Monoblock | cs | | Mixed mate | | | Wooder | | | Plastics | | | Mixed mate | |
| | rear & section | | 7x8, etc.) | 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 | condition | For repair | Condemnable |
| | | | | | | | | | | | | | | | | | | | | | |

CLASSROOM TEMPLATE 2 of 3

| | J | | | TABLES | 5 | | | | | | | | DESKS | | | | |
|-------------------|---------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|
| | Woode | 1 | | Monoblo | cks | | Mixed mate | erials | | WOODE | N | . , | PLASTIC | S | Mi | ixed mater | |
| Good condition | For repair | Condemnable | Good condition | For repair | Condemnable |
| Condition | 1.5 | | | | • | | | | · . | | | 1 | | | | | |

CLASSROOM TEMPLATE 3 of 3

| | | | | | COMFORT ROOMS | 3 | | | | | | | OTHER F | ACILITIES/I | FURNITRRES | | | |
|----|------------------|--|-----|-------|---------------|-----------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|--------|-------------|
| | | MALE URIN | ALS | | | FEMALE UR | NALS | W | ASHING FAC | | | | | | | | | |
| co | Good ondition | For Condemnable Good For repair Condem | | | | | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | repair | Condemnable |
| | | | | M F T | M F T | M F T | | | | | | | | | | | | |

II. SCIENCE LABORATORIES SCIENCE LAB TEMPLATE 1 of 3

| Laboratory | | | Floor | | | | | ARMC | HAIRS | | | | . , | | | СН | AIRS | | | | |
|------------------------|-----------------|-------------------|--------------------------|----------------|------------|-------------|-------------------|---------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|
| number (e.g. Lab 1, | Actual Usage | Room Condition | Dimensions (e.g. 7x9, | | Wood | en | | Monoble | ocks | | Mixed mate | erials | | Wooden | | ija e | Plastic | :s | | Mixed mat | erials |
| Lab 2, etc.) | | | 7x8, etc.) | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good candition | For repair | Condemnable | Good condition | For repair | Condemnable |
| | | | | | | | | | | | | | | | | | | | | <u> </u> | |

SCIENCE LAB TEMPLATE 2 of 3

| | <u> </u> | TABLES | | | | | | | | | DESKS | | | | |
|---------------------------------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| Wooden | <u> </u> | Monobloc | ks | | Mixed mat | erials | | WOODE | N | | PLASTIC | CS . | N | lixed mater | |
| Good For Condemnable condition repair | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For rejair | Condemnable | Good condition | For repair | Condemnable |
| Condition | | | | | | | | | | | | | | <u> </u> | <u> </u> |

SCIENCE LAB TEMPLATE 3 of 3

| | | | | COMFORT ROOM | S | | | | | | | OTHER FA | OLITIES/FU | RNITRRES | | | |
|------|-------------|-------------|----------------|--------------|-------------|---------------------------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|
| | MALE URINAL | LS | | TOILET BOWLS | | | FEMALE URI | INALS | w | ASHING FAC | CILITIES | | | | | | |
| Good | 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 | , , , , , , , , , , , , , , , , , , , | | | | | | | | | | | · |

III. SCHOOL SHOPS SCHOOL SHOP TEMPLATE 1 of 3

| School Shop | Actual Usage | Room Condition | Floor Dimensions | | | | | ARMCHA | irs | | | | | | | | CHAIRS | | | | |
|----------------------|-----------------|-------------------|--------------------------|-------------------|---------------|-------------|-------------------|------------|---------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| number (e.g. Shop | | | (e.g. 7x9, 7x8, etc.) | | Woode | en | | Monoblo | ocks | N | lixed mat | erials | | Woode | n | | Plastic | S | Mi | xed mate | |
| 1, Shop 2, etc.) | | | | Good condition | For repair | Condemnable | Good condition | For repair | Unserviceable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable |
| | | | | | | | | | | | | | | | | | | | | | |

SCHOOL SHOP TEMPLATE 2 of 3

| | | | TABLE | Š | | | | | | | | DESKS | | | | |
|-------------|--------------|-----------------------|---------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| | Wooden | | Monoblo | cks | 1 | Mixed mate | erials | | WOODE | N | | PLASTIC | CS | | lixed mater | |
| Good | For Condemna | ole Good condition | For | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable |
| 20,.0101011 | | | | | | | | <u> </u> | | | <u> </u> | | <u> </u> | <u> </u> | | |

SCHOOL SHOP TEMPLATE 3 of 3.

| | | | | COMFORT ROOM | 5 | , w | 1 1 4 4 | | | | | OTHER FA | ACILITIES/FU | RNITRRES | | | |
|------|------------|-------------|----------------|--------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|--------------|-------------|-------------------|------------|-------------|
| | MALE URINA | ALS | | TOILET BOWLS | | | FEMALE UR | INALS | w | ASHING FAC | CILITIES | | | | | | - |
| Good | 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 |
| | | | MFT | MFT | MFT | | | | | | | | | | | | |

IV. COMPUTER LABORATORIES COMPUTER LAB TEMPLATE 1 of 3

| Comp Lab number | | | Floor | | | | | ARMCHA | IRS | | | | | | | | CHAIRS | | | | |
|---------------------|-----------------|-------------------|-----------------------|-------------------|------------|-------------|----------------|------------|-------------|-------------------|---------------|-------------|----------------|---------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|
| (e.g. Com Lab 1, | Actual Usage | Room Condition | Dimensions (e.g. 7x9, | | Woode | en | | Monoblo | cks | | lixed mat | erials | | Woode | en . | - | Plastic | s | | ixed mate | erials |
| com Lab 2, etc.) | | | 7x8, etc.) | 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 |
| | | | | | | | | | | | | | | | | | | | | | |

COMPUTER TEMPLATE 2 of 3

| | | | | TABLES | 5 | | | | | | | | DESKS | | | | |
|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| | Wooder | 1 | | Monoblo | cks | | Mixed mat | erials | | WOODE | N . | | PLASTK | CS . | N | lixed mater | als |
| 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 |
| | | | | | | | | | | | | | | | | | |

COMPUTER LAB TEMPLATE 3 of 3

| | | | | COMFORT ROOMS | | | | | | | | OTHER F | ACILITIES/I | FURNITRRES | | | | |
|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|-------------|-------------|-------------------|------------|-------------|----|
| | MALE URINA | LS | | TOILET BOWLS | | | FEMALE UR | INALS | w | ASHING FAC | CILITIES | - | | | | | | İ |
| 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 | |
| 55 | | | M F T | M F T | M F T | , , , , , , | | | | | | | | | | | | _] |

V. LIBRARY/LEARNING RESOURCE CENTER/LIBRARY HUB

LIBRARY TEMPLATE 1 of 3

| Library number | 4.5 | | Floor | | | | | ARMCHA | IRS | | | | | | | | CHAIRS | | | | |
|-----------------------------------|-----------------|-------------------|-----------------------|-------------------|------------|---------------|----------------|---------------|---------------|-------------------|---------------|---------------|-------------------|------------|---------------|-------------------|------------|---------------|-------------------|---------------|---------------|
| (e.g. Library 1, Library 2, | Actual Usage | Room Condition | Dimensions (e.g. 7x9, | | Woode | en | | Monoblo | çks | N | ixed mat | erials | | Woode | en | | Plasti | ics · | | ced mate | rials. |
| etc.) | | ÷ | 7x8, etc.) | 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 | | i i | · | | | | | | DESKS | | | | |
|-------------------|-----------------------------------|-------------|-------------------|---------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| | Wooden Monoblocks Mixed materials | | | | | | | | | WOODE | N . | | PLASTI | CS | N | Aixed mater | |
| 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 |
| | | | | | | | | | | | | | | | <u> </u> | | |

LIBRARY TEMPLATE 3 of 3

| | | | | COMFORT ROOMS | • | | | | | | | OTHER F | ACILITIES/F | URNITRRES | | | |
|-----------|-----------|-------------|---------------|---------------|-------------|-------------------|-----------|-------------|-------------------|------------|-------------|-------------------|-------------|-------------|-------------------|---------------|-------------|
| | MALE URIN | NALS | | TOILET BOWLS | | ! | FEMALE UR | INALS | w | ASHING FAC | CILITIES | - | | | | | |
| Good | For | Condemnable | Good | For repair | Condemnable | Good condition | For | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable |
| condition | repair | | condition F T | M F T | M F T | Condition | repair | | CORDINOL | repair | | CONDICION | Герап | | 55510.071 | | |

VI. ADMINISTRATIVE OFFICES (e.g. Principal's Office, Administrative Office, Guidance Office, Medical Dental, etc.)

OFFICE TEMPLATE 1 of 3

| | | | Floor | | | | | ARMCHA | IRS | | | | | | | | CHAIRS | | | , | |
|----------------|-----------------|-------------------|--------------------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| Office Name | Actual Usage | Room Condition | Dimensions (e.g. 7x9, | | Woode | n | | Menoblo | cks | N | lixed mate | erials | | Woode | en . | | Plastic | is . | | lixed mat | erials |
| | | | 7x8, etc.) | 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 |
| | | | | | | | | | | · | | -, | | | | | | | | | |

OFFICE TEMPLATE 2 of 3

| | | | | TABLE | 5 | | | | | | | | DESKS | | | | |
|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|------------|-------------|----------------|------------|-------------|-------------------|------------|-------------|----------------|---------------|-------------|
| | Wooder | 1 | | Monoblo | cks | | Mixed mate | erials | | WOODE | N | | PLASTIC | CS | N | lixed mater | |
| 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 |
| Sometime | | | | | | | | | | | | | | | | | <u> </u> |

OFFICE TEMPLATE 3 of 3

| | | | | COMFORT ROOM | s | | | | | | | OTHER FA | CILITIES/FUF | NITRRES | | | |
|-------------------|------------|-------------|----------------|--------------|-------------|-------------------|------------|-------------|-------------------|------------|-------------|-------------------|--------------|-------------|-------------------|------------|-------------|
| | MALE URINA | ALS | | TOILET BOWLS | | | FEMALE UR | INALS | w | ASHING FAC | CILITIES | _ | | | | | |
| 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 | MFT | | | | | | | | | | | | · |

VII. OTHER STRUCTURES (Guard house, stock room, etc.) OTHER STRUCTURE TEMPLATE 1 of 3

| | | | Floor | | | | | ARMCHA | IRS | | | | | | | | CHAIRS | | | | |
|-------------------|-----------------|-------------------|--------------------------|----------------|------------|-------------|-------------------|---------------|-------------|-------------------|------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|-------------------|---------------|-------------|
| Structure Name | Actual Usage | Room Condition | Dimensions (e.g. 7x9, | | Woode | en | | Monoblo | cks | M | ixed mate | erials | | Woode | n | | Plastic | :5 | | ced mater | rials |
| | | | 7x8, etc.) | 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 |
| | | | | | | | | • | | | · | | | | | | | | | | |

OTHER STRUCTURE TEMPLATE 2 of 3

| | | | | TABLES | | | | | | | | <u> </u> | DESKS | | | | |
|-----------|---------|-------------|-----------|--|-------------|-----------|-----------|-------------|-------------|--------|-------------|-----------|---------|-------------|-----------|---|-------------|
| | Wooder | ñ | l | Monobloc | ks | | Mixed mat | erials | | WOODE | N | l | PLASTIC | S | M | hixeo mater | iais |
| ł | 7700001 | | | | <u>-</u> | | , | | | | | | | | <u> </u> | | 1.6-1 |
| Good | For | Condemnable | Good | For | Condemnable | Good | For . | Condemnable | Good | For . | Condemnable | Good | For | Condemnable | Good | For | Condemnable |
| condition | repair | | condition | repair | | condition | repair | | condition | repair | | condition | repair | | condition | repair | |
| | | | | | | | | | | 1 | | | | | | 1. | |
| | | | 1 | ــــــــــــــــــــــــــــــــــــــ | | L | <u> </u> | · | | | L, | L | | | | " | <u> </u> |

OTHER STRUCTURE TEMPLATE 3 of 3

| | | | | COMFORT ROOM | 5 . | | | | | | | OTHER F | ACILITIES/FU | RNITRRES | | | |
|------|------------|-------------|----------------|--------------|-------------|-------------------|------------|-------------|----------------|------------|-------------|-------------------|--------------|-------------|----------------|------------|-------------|
| | MALE URIN | ALS | | TOILET BOWLS | | | FEMALE UR | INALS | . W | ASHING FAC | ILITIES | | | | | | |
| Good | 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 | MFT | | | | | | | · | | | | | 11. |

VI. SUMMARY SUMMARY TEMPLATE 1 of 5

| BUILDING NUMBER | NAME/TYPE OF BUILDINGS/ STRUCTURES | | | O. OF ROOM R FLOOR | MS | | | | CONDITION ck only) | | FUNDING SOURCE | CONTRACTOR |
|-----------------|---------------------------------------|---|---|-----------------------|----|---|------|--------------------|-----------------------|-------------|----------------|------------|
| | | 1 | 2 | 3 | 4 | 5 | Good | Needs minor repair | Needs major repair | Condemnable | | |
| | | | | | | | | | | | | |

SUMMARY TEMPLATE 2 of 5

| NME OF BUILDINGS/ STRUCTURES | OTAL NO. OF Please indicat | | | | | SUMMARY OF USAGE | | | |
|---------------------------------|-------------------------------|------|------------|--------------|--------------|------------------|--|---------|--------|
| | | | Classrooms | Science labs | School shops | Computer labs | Library/learning centers | Offices | Others |
| | | | | | | | | | |
| | L | | | | · | | ······································ | | |

SUMMARY TEMPLATE 3 of 5

| | ARMCHAIRS | | | | | | | | | CHAIRS | | | | | | | | | |
|-----------|------------|-------------|-------------------|------------|---------------------------------------|-------------------|-----------------|-------------|------|------------|-------------|-------------------|------------|-------------|-------------------|-----------------|-------------|--|--|
| | Wooden | | | Monoblocks | | | Mixed materials | | | Wooden | | | Plastics | | | Mixed materials | | | |
| Good | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | | |
| Condition | | | | | | | | | | | | | | | | | | | |
| | | | | | · · · · · · · · · · · · · · · · · · · | | | | | | | | | | | | | | |

SUMMARY TEMPLATE 4 of 5

| Condemnable | | | | | | | | | | | | | | | | | |
|-------------------|-----------------------------------|-------------|-------------------|---------------|-------------|--------------------------|------------|-------------|-------------------|---------------|-------------|-------------|---------------|-------------|----------------|------------|-------------|
| | | | | TABLE | | | | | T | | | | | | | | |
| | | | | | | | | | | | | | DESKS | | | | |
| | Wooden Monoblocks Mixed materials | | | | | WOODEN PLASTICS Mixed or | | | | | | Nixed mater | iale | | | | |
| Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good condition | For repair | Condemnable | Good | For repair | Condemnable | Good condition | For repair | Condemnable |
| L | 1 | | <u> </u> | <u> </u> | | | | | | | | | • | | condition | теран | |

SUMMARY TEMPLATE 5 of 5

| - | COMFORT ROOMS | | | | | | | | OTHER FACILITIES/FURNITRRES | | | | | | | | | |
|--------------------|---------------|-------------|-------------------|------------|----------------|-------------------|----------------------|-------------|-----------------------------|-------------|-------------|--|-------------------|--------------------|-------------|-------------------|------------|-------------|
| MALE URINALS TOILE | | | 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 |
| | 6.5 | | MFT | MFT | MFT | | | | | | | prastic, etc) | | | | | | |

| Prepared by: | Certified correct: | | Verified correct: | | | | |
|-------------------|--------------------|----------------------|-------------------|-------------------------|--|--|--|
| Designation Date: | | School Head Date: | | Division Engineer Date: | | | |