

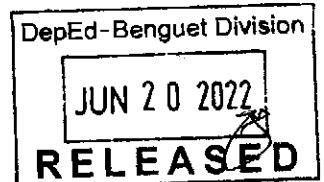


Republic of the Philippines
Department of Education
Schools Division of Benguet

June 17, 2022

DIVISION MEMORANDUM

No. 186 S. 2022



TO : All Public Schools District Supervisors
Coordinating Principals
Public Elementary and Secondary School Principals
All Others Concerned

SUBJECT: SUBMISSION OF SCHOOL BUILDING CARD

1. This is to reiterate the announcement made during the virtual school heads meeting conducted last June 15, 2022, that all schools are required to submit their accomplished school building card for the School Year 2021-2022. Submission of said report is on or before July 28, 2022.
2. Beginning School Year 2022-2023, School Building Card must be submitted annually.
3. Attached is the template of the school building card for your reference.
4. Immediate dissemination and compliance of this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

AMU/fcb



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AYAMAN
Integrity Meets Accomplishments Modifies Advancement Nurtures Excellence



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
BENGUET DIVISION**

School: _____
Address: _____
Building No. _____

Site No. _____
Surveyed _____
Registered _____
In Process of Registration _____
Area _____

SCHOOL - BUILDING CARD

Province _____ Municipality _____ Barrio _____ Owned by _____ (National, Provincial, Municipal Government) Used for _____ (Primary Intermediate, Secondary, H.E., Shop, Dormitory, Kitchen, etc.) Kind of Building: Plan No. _____ Permanent _____ Standard _____ Semipermanent _____ Special _____ Temporary _____ Non-Standard _____ Date started _____ Date accepted _____ Date occupied _____ Date insured _____ Amount of Insurance P _____ Date insurance expires _____	No. of stories _____ Floor area _____ Number of rooms _____ Standard classrooms _____ Non-standard classrooms _____ Industrial classrooms _____ Other rooms _____ Materials: Walls _____ Roofing _____ Floors _____ Partitions _____ Ceiling _____ Paint _____ Doors _____ { Structural Windows _____ { Members Date on Toilet: Building _____ (Permanent, semipermanent or temporary) Type of toilet: _____ (Flush, Antipolo or Pit) Date Completed _____ Cost P _____ Water Supply _____	Prepare below a sketch of the buildings (floor plan) indicating dimensions, class rooms, offices, storerooms, library, etc.
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DATA ON CONSTRUCTION

Statement of Work Completed	Date Authorized	Contract Price	Materials	Labor	Supervision	Surcharges	Miscellaneous	Obligations	TOTAL

Date Completed	NATIONAL AID		Provincial Fund	Municipal Fund 10%	Voluntary Contribution	Loans 75%	Bond Issue	Insurance Received	Reversion (Balance)	TOTAL
	Act Number	Amount 15%								

Signature over Printed Name _____

Date Card Submitted _____

Schools Division Superintendent _____

1. All data must check with the report of the District Engineer.
2. Must not include repairs. Give original cost and cost of any extension only.
3. State whether extension, additional room, original construction or repairs. Yearly depreciation must not be taken into account.
4. The total of all expenditures for each work undertaken must tally with the total of the corresponding funds appropriated for the work.
5. Copy Furnish 1- School Copy, 1- Division Office, 1-Regional Office, 1- Central Office.