

Republic of the Philippines
Department of Education
Cordillera Administrative Region
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570



DIVISION MEMORANDUM

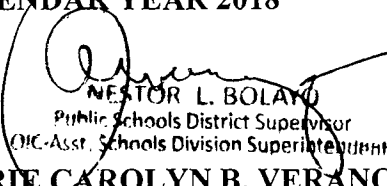
No. 5-2018 s. 2018

DEC 17 2018

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

SUBJECT : **SUBMISSION OF PHYSICAL FACILITIES INVENTORY REPORTS AND
TEXTBOOKS INVENTORY REPORTS BY SUBJECT AREA FOR
CALENDAR YEAR 2018**

OFFICER-IN-CHARGE


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

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

DATE : December 17, 2018

1. All public school heads are hereby required to submit the following reports:
 - A. **NUMBER OF INSTRUCTIONAL ROOMS, ROOMS NEEDING REPAIR AND NUMBER OF FUNCTIONAL TOILET SEATS AND MALE URINALS BY SCHOOL (Elementary, Junior High and Senior High Schools)**
 - B. **NUMBER OF NON-INSTRUCTIONAL ROOMS, ROOMS NEEDING REPAIR, OTHER STRUCTURES, NUMBER OF SEATS AND TABLES BY SCHOOL (Elementary, Junior High and Senior High Schools)**
 - C. **NUMBER OF USABLE K-12 TEXTBOOKS BY SUBJECT, BY GRADE LEVEL AND BY SCHOOL (Elementary, Junior High and Senior High Schools)**
2. Required forms are attached to be accomplished for uniformity of data collection and consolidation purposes.
3. It is requested that above-stated reports are to be submitted at the SDO-Record's Section on or before January 15, 2019.
4. Prompt compliance hereon is advised.