



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



August 31, 2016

DIVISION MEMORANDUM
No. 111, s. 2016

CONDUCT OF SITE VALIDATION TO ALL SCHOOLS OF DIVISION OF CAVITE

TO :

- Assistant Schools Division Superintendent
- OIC- Assistant Schools Division Superintendent
- School Governance and Operations Division Personnel
- Public Schools District Supervisors
- Elementary and Secondary School Heads
- Elementary and Secondary School Teachers
- All Concerned

1. In preparation of List of Recipient Schools to be included in various school building programs of the Department for CY 2017 and succeeding years, the Division Office through the Division Engineer will conduct site validation of all schools in the Division starting **September 5, 2016 to October 31, 2016**.
2. This validation aims to:
 - a. assess actual needs of schools on Construction, Repair and Replacement of dilapidated classrooms
 - b. determine remaining buildable spaces of schools
 - c. assess the conditions of school buildings
 - d. provide technical assistance to schools on proper preparation of School Site Development Plan(SDP), identification of Types of School Buildings, Classification of buildings if it is in good condition, needs major repair and needs replacement and inventory of school buildings
3. During the validation, School Heads should prepare the following:
 - a. Updated School Site Development Plans
 - b. Proof of Site Ownership
4. The School Head and School Facilities Coordinator must be in the school during the validation.
5. Immediate dissemination of this memorandum is desired.

by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

Av: **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent