



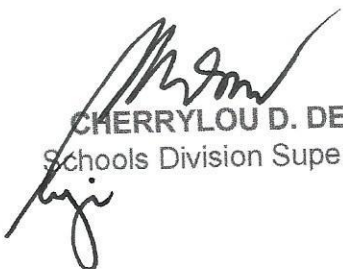
April 26, 2018

**DIVISION MEMORANDUM**  
NO. 108, s. 2018

## **SUBMISSION OF REPORT ON DATA GATHERING FOR INVENTORY**

To: Public Schools District Supervisors  
Senior High School Heads/ Principals  
Elementary & Secondary School Principals  
Supply Officers/ Property Custodians

1. DepEd Cavite Property and Supply Management hereby request all school heads thru School Property Custodian to conduct physical count and make inventory reports of supplies and equipment obtained on their respective schools.
2. Attached here are the standard Forms/Template that need to be filled up completely.
3. Submission of all necessary reports is on or before May 8, 2018 and send us thru email: [depedcavite.supply@deped.gov.ph](mailto:depedcavite.supply@deped.gov.ph).
4. The District Property Custodian will consolidate all Special Order (S.O) of School Property Custodian in their respective district, then submit to Deped Division Supply office on or before May 30, 2018
5. Immediate dissemination and strict compliance of this Memorandum is highly anticipated. Please be guided accordingly.

  
**CHERRYLOU D. DE MESA**  
Schools Division Superintendent




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**Republic of the Philippines**  
**Department of Education**  
 Region IV-A (CALABARZON)  
**Division of Cavite**  
 Trece Martires City, Cavite



Division	DEPED, DIVISION OF CAVITE	School ID				
		School Name				

**Table 1. Existing School Buildings**

Building Number	Building Type <sup>1</sup>	Year Completed (optional)	Building Condition <sup>2</sup>	Room Dimension (WxL) <sup>3</sup>	Total Number of Rooms by Floor						Funding Source <sup>4</sup>	Name of Contractor (optional)
					1st	2nd	3rd	4th	5th	6th		
1	Home Economics Building		GOOD	8x6	5						DepEd Budget	
2	Home Economics Building		GOOD	8x7	1	1					LGU	
3	Home Economics Building		GOOD	7x6	2						LGU	
4	Home Economics Building		GOOD	7x7	2						LGU	
5	Home Economics Building		GOOD	8x10	1						LGU	
6	Multi-Purpose Hall/ Canteen		GOOD	13x24	1	1					LGU	
7	(PSIP School Building)		GOOD	7x9	3	3					DepEd with counterpart funds	
8	FACULTY		GOOD	6x7	1						LGU	
9	BLSB II		CONDEMNED	8x6	3						DepEd Budget	
10	FACULTY		GOOD	6x6	1						PTA-Funded	
11	DepEd School Building (Standard)		GOOD	7x9	2	2					DepEd Budget	

<sup>1</sup> Building Type

refers to the design of a school building (e.g. Gabaldon, Marcos Pre-Fab, ESF, TEEP, SEDIP, etc.) Choices are to be found in Enclosure No. 2, Answering Guide, pages 1 and 2.

**<sup>2</sup> Building Condition** refers to the current physical state of a building.

- Good refers to a building which does not need repair.
- Needs Minor Repair refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard building unit such as repair of windows, doors, partitions and the like.
- Needs Major Repair refers to the repair or replacement of school building components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard building unit such as roof frames, posts and exterior walls.
- Condemned refers to a building officially declared by the Municipal Engineer to be dangerous to the life, health, property or safety of the public or its occupants.

**<sup>3</sup> Room Dimension** refers to the size of a room specifying the width and length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window. Choices are to be found in Enclosure No. 2, Answering Guide, pages 1 and 2.

**<sup>4</sup> Funding Source** refers to the source of budget for construction of buildings and rooms. Choices are to be found in Enclosure No. 2, Answering Guide, page 3.

Note: A comprehensive list of definitions is to be found in Enclosure No. 3, List of Definitions, page 1.



Republic of the Philippines  
**Department of Education**  
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Division	DEPED, DIVISION OF CAVITE	School ID	
		School Name	

**Table 2. Existing Rooms**

Building Number	Room Number	Room Condition <sup>1</sup>	Actual Usage <sup>2</sup>
01	01-001	GOOD	LIBRARY
	01-002	GOOD	LIBRARY
	01-003	GOOD	LIBRARY
	01-004	GOOD	FACULTY
	01-005	GOOD	CLASSROOM
02	02-001	GOOD	PRACTICE HOUSE
	03-001	GOOD	HOME ECONOMICS LAB.
	03-002	GOOD	HOME ECONOMICS LAB.
04	04-001	GOOD	HOME ECONOMICS LAB.
	04-002	GOOD	HOME ECONOMICS LAB.
	05-001	GOOD	PRACTICE HOUSE
05	06-001	GOOD	CANTEEN
	06-002	GOOD	SOCIAL HALL
	07-001	GOOD	CLASSROOM
07	07-002	GOOD	CLASSROOM
	07-003	GOOD	CLASSROOM

<sup>1</sup> **Condemned** refers to a room officially declared by the Municipal Engineer to be dangerous to the life, health, property or safety of the public or its occupants.

<sup>2</sup> **Actual Usage** refers to the manner by which a room is currently being utilized. Choices are to be found in Enclosure No. 2, Answering Guide, page 3.

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<b>Region</b>	<b>School ID</b>
<b>REGION IV-A CALABARZON</b>	
<b>DIVISION OF CAVITE</b>	<b>School Name</b>
<b>Division</b>	

### Table 3. Existing Makeshift Rooms

[illegible]

<sup>1</sup> Makeshift Room

refers to a temporary structure which is used either as a means of easing up classroom shortage or as a temporary learning space during emergencies.

<sup>2</sup> Actual Usage

refers to the manner by which a makeshift room is currently being utilized. Choices are to be found in Enclosure No. 2, Answering Guide, page 3.

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**Trece Martires City, Cavite**

Division	DEPED, DIVISION OF CAVITE	School ID	
		School Name	

Table 4. Other Building Structure and CR

[illegible]





**Table 5. Semi - Expendible**

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**Trece Martires City, Cavite**

<b>Division</b>	<b>DEPED, DIVISION OF CAVITE</b>	<b>School ID</b>	
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**Table 6. Furniture/Fixture, ex. Armcahir, Teachers Table, Teachers Chair, Electric fan etc.**

[illegible]



Table 7. Computer / Printer / ICT Equipment

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