



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



Certificate Number: AJA17-0083

December 04, 2018


## DIVISION MEMORANDUM

No. 363, s. 2018

### QUARTERLY SUBMISSION OF AN UPDATED INVENTORY REPORT OF SCHOOL BUILDINGS

To: OIC, Assistant Schools Division Superintendent  
 Chief, CID and OIC Chief SGOD  
 All Schools Division Office Personnel  
 All Public Schools District Supervisors  
 All Elementary and Secondary Public Schools Heads  
 All Concerned

1. To ensure an accurate and comprehensive data of school buildings and structure, specifically with regards to our education facilities, all DepEd public school heads are instructed to undertake and submit an updated inventory report of school building a week every end of each quarter of the year using the standard template from Central Office together with an updated Site Development Plan. (See *attached*).
2. This applies to all public schools which are required to comply for monitoring of all school facilities.
3. Submit the accomplished template through e-mail: [depedcavite.educfacilities@deped.gov.ph](mailto:depedcavite.educfacilities@deped.gov.ph)
4. Failure to submit every quarter of the year shall be relegated to non-priority category.
5. Inquiries pertinent to education facilities services may be addressed through the Education Facilities section of the School Governance and Operations Division office through (046) 419-2024.
6. For widest dissemination and information.

  
**CHERRYLOU D. REPIA**  
 Schools Division Superintendent