Division Memorandum No 023s. 2017

To: Public Schools District Supervisors
Public Elementary and Secondary School Principals/Administrators
OIC Elementary and Secondary Schools
School Physical Facilities Coordinators/School Property Custodians
Stephen R. Pascual
Marcelino E. Ranollo, Jr.

From: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: ORIENTATION OF THE GUIDELINES ON THE NATIONAL INVENTORY
OF DEPED PUBLIC SCHOOL BUILDINGS FOR SY 2016-2017

Date: January 16, 2017

1. In line with DepEd Order No. 1 s. 2017 re: "GUIDELINES ON THE
NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR
SY 2016-2017", the Division Planning Officer and Division Engineer will
conduct a whole-day orientation on January 20, 2017 at NAKAYAMA
Function Hall.

2. Participants to this activity are the public elementary and secondary school
heads/administrators and the school physical facilities coordinators or school
property custodians (2 pax per school).

3. For those school heads who are attending the School Heads Development
Program (SHDP) Workshop please send your Officer-In-Charge in your
behalf for the National School Building Inventory (NSBI) Orientation. Further,
Ranoa ES, Goma NHS, Dawis NHS, Aplaya HS Extension shall send only 1
participant.

4. Lunch and snacks shall be provided to the participants, chargeable to PMIS
Funds, while travel and other incidental expenses shall be charged to
local/school MOOE funds, all subject to the usual accounting and auditing
rules and regulations.

5. For information, guidance and compliance.