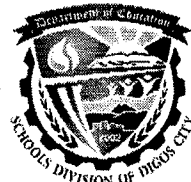




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



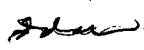
DIVISION MEMORANDUM  
No. 454, s. 2016

August 17, 2016

**URGENT REQUEST OF DATA FOR THE  
2018 REGIONAL BUDGET PROPOSAL**

To: Public Schools District Supervisors (PSDS)  
All Elementary and Secondary School Heads of Public Schools

1. DepEd Region XI has sent a communication through the Planning and Research Section last August 16, 2016, requesting all public elementary and secondary schools to provide them with the most recent data on school buildings and school furniture. The data collected last 2014 was deemed outdated and may not reflect the current needs of the schools.
2. The collected data shall be used for the 2018 Regional Budget Proposal which shall be submitted to the Central Office no later than August 22, 2016.
3. All School Heads of public elementary and secondary schools are hereby directed to fill-out the attached data collection forms and have the hard copies submitted to the Division Office on or before Friday, August 19, 2016 for consolidation and submission to the Regional Office.
4. For immediate compliance.

  
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent

Attachment: Data collection forms  
References:

To be indicated in the Perpetual Index under the following subjects:  
SCHOOL NEEDS      SCHOOL FURNITURE  
SCHOOL BUILDINGS

xsf: urgent request of data for the 2018 regional budget proposal  
17 August, 2016

**Table B1. EXISTING NUMBER OF INSTRUCTIONAL ROOMS IN THE SCHOOL BY STATUS,  
SY 2016-2017 (As of June 17, 2016)**

| Category        | Instructional Rooms         |                              |                    |                         |                        |                               |                       |                    | Total Instructional Rooms |
|-----------------|-----------------------------|------------------------------|--------------------|-------------------------|------------------------|-------------------------------|-----------------------|--------------------|---------------------------|
|                 | Used as academic classrooms | Used as Science Laboratories | Used as H.E. rooms | Used as I.A./ Workshops | Used as computer rooms | Used for Kindergarten classes | Used for SPED classes | Not currently used |                           |
| Standard        |                             |                              |                    |                         |                        |                               |                       |                    |                           |
| Complete        |                             |                              |                    |                         |                        |                               |                       |                    |                           |
| Incomplete      |                             |                              |                    |                         |                        |                               |                       |                    |                           |
| Non-Standard    |                             |                              |                    |                         |                        |                               |                       |                    |                           |
| Makeshift rooms |                             |                              |                    |                         |                        |                               |                       |                    |                           |
| Total           |                             |                              |                    |                         |                        |                               |                       |                    |                           |

**Table B2. EXISTING NUMBER OF NON- INSTRUCTIONAL ROOMS IN THE SCHOOL BY STATUS,  
SY 2016-2017 (As of June 17, 2016)**

| Status     | Non-Instructional Rooms |                |                 |                 |            |                    | Total Non-instructional Rooms |
|------------|-------------------------|----------------|-----------------|-----------------|------------|--------------------|-------------------------------|
|            | Used as libraries       | Used as clinic | Used as canteen | Used as offices | Other uses | Not currently used |                               |
| Complete   |                         |                |                 |                 |            |                    |                               |
| Incomplete |                         |                |                 |                 |            |                    |                               |
| Total      |                         |                |                 |                 |            |                    |                               |

**PHYSICAL FACILITIES DATA (Tables B1 and B2)**

**EXISTING NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS (Condemned/condemnable instructional and non-instructional rooms are not to be included.)**

Enter the number of rooms currently being used and not currently being used for *instructional and non-instructional purposes, regardless of funding source* , in the appropriate boxes.

The columns for Totals shall include those currently being used and not currently being used.

- **Instructional rooms** - refer to rooms use for instructions with the following dimensions regardless of the number of doors (either 1 door or 2 doors) and regardless of funding source and year constructed:
  - 7m x 9m
  - 7m x 7m
  - 6m x 8m (Bagong Lipunan type)
  - 7m x 18m (multi-purpose, workshop, science lab., computer lab.)
  - 7m x 8m
  - 7m x 6m
  - 7.5m x 6m
- **Standard** - refer to rooms which are safe and usable, (whether complete or partially incomplete classroom construction) and having the standard dimensions as defined in the instructional rooms.
  - **Complete classrooms construction** - refer to school building projects which were completed within the contract duration period and have the following features: cemented floor; smooth finished walls; painted walls, ceiling and roofing; full cathedral type ceiling; complete set of windows; entrances with doors; complete electrical wires and fixtures (for areas with electricity); roofing or weather protection; blackboard and toilet (optional).
  - **Incomplete classrooms construction** - refer to school building projects which were not completed within the contract duration period but follow the correct dimensions and materials.
- **Makeshift rooms** - refer to safe and usable rooms which are considered temporary structures as a means of easing up classrooms shortage and/or temporary shelter during emergencies.
- **Non-Standard** - These also refer to rooms which do not meet the prescribed standard dimensions and may basically made of bamboo, nipa, cogon, lumber and other light materials.
- **Condemnable rooms** - refer to rooms deemed to be dangerous to the extent that life, health, property or safety of the public or its occupants are endangered, based on joint evaluation of PFSED, Municipal Engineer & COA official.
- **Condemned rooms** - refer to rooms deemed to be dangerous to the extent that life, health, property or safety of the public or its occupants are endangered, with approval of PFSED, Municipal Engineer and COA for condemnation.



*Note: Non-instructional rooms used for two or more purposes such as library, office or clinic, shall be counted separately.*

*Tables B1 and B2 must be greater than or equal to the totals of instructional and non-instructional rooms needing repair of Table B5.*

*Tables B1 and B2 must be equal to the totals of instructional and non-instructional rooms by funding source of Table B3.*

Certified True and Correct by :

School Head : \_\_\_\_\_

(Signature Over Printed Name)

Position Title : \_\_\_\_\_ Date : \_\_\_\_\_

**NAME OF SCHOOL:** \_\_\_\_\_

**Table B4. NUMBER OF ON-GOING CONSTRUCTION BY FUNDING SOURCE, SY 2016-2017 (As of June 17, 2016)**

| Type of Room            | DepEd budget | DepEd with counterpart funds | LGU/SEF | PTA-funded | Congress | Foreign funds/donors | Private sector | Others | Total |
|-------------------------|--------------|------------------------------|---------|------------|----------|----------------------|----------------|--------|-------|
| Instructional Rooms     |              |                              |         |            |          |                      |                |        |       |
| Non-Instructional Rooms |              |                              |         |            |          |                      |                |        |       |
| <b>TOTAL</b>            |              |                              |         |            |          |                      |                |        |       |

**NUMBER OF ROOMS IN THE SCHOOL WITH ON-GOING CONSTRUCTION BY FUNDING SOURCE (Table B4)**

- *On-going construction* - are school building projects in the process of implementation or projects with actual works being undertaken in the project site and considered not yet completed.

**Table B8. EXISTING CLASSROOM FURNITURE, SY 2016-2017 (As of June 17, 2016)**

| Level of Education | Desks | Chairs/ Armchairs |
|--------------------|-------|-------------------|
| Kindergarten       |       |                   |
| Elementary         |       |                   |
| Junior High School |       |                   |
| Senior High School |       |                   |

**EXISTING CLASSROOM FURNITURE (Table B8)**

Count serviceable classroom furniture regardless of funding source

- *Number of Desks* - refers to the total number of serviceable two-seater desks in the school.
- *Number of Chairs/Armchairs* - refers to the total number of serviceable chairs/armchairs in the school.

**In case of sets of tables and chairs, count the number of chairs.**

*Certified True and Correct by :*

*School Head* : \_\_\_\_\_

(Signature Over Printed Name)

*Position Title* : \_\_\_\_\_ *Date* : \_\_\_\_\_

**NAME OF SCHOOL:** \_\_\_\_\_