



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region III
SCHOOLS DIVISION OF NUEVA ECJA



Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

November 5, 2015

DIVISION MEMORANDUM

No. 184, s. 2015

ORIENTATION ON CONDUCT OF NATIONAL INVENTORY OF DepEd PUBLIC SCHOOL BUILDINGS

**To: All Elementary and Secondary Principals
 Public School District Supervisors**

1. With the aim of complying to the government accounting standard of inventory system, we will be conducting a 1-day Orientation on National Inventory of DepEd Public School Buildings on **November 12, 2015, 9:00am** at **Nueva Ecija National High School Gymnasium, Cabanatuan City.**
2. All school heads are advised to bring with them a list of their school buildings with the following format:

Name of Building	No. of Storey	Year Built
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3. Infrastructure inventory will include:
 - Classrooms;
 - Water and sanitation facilities;
 - Furniture
4. The participants of the orientation will be **all school heads/principals (Elementary & Secondary) and public school district supervisors (PSDSs).**
5. Snacks and lunch will be served. Cost of travel and transportation shall be charged against local MMOE subject to the usual accounting and auditing rules and regulations.
6. For your information and strict compliance.


EDNA SANTOS-ZERRUDO, Ed.D., CESO V
Schools Division Superintendent