



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

September 12, 2019

TRAVEL ORDER
NO. 1156, s. 2019

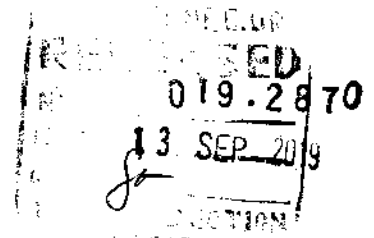
TO : **PHILIP C. TUBOG**
Engineer III

NORBERTO L. BANATANTO JR.
Administrative Assistant II, Planning & Research

PURPOSE : To attend the **NATIONAL INVENTORY OF DEPED PUBLIC SCHOOLS BUILDINGS FOR SY 2019-2020**

PLACE/VENUE : **TBA**

DATE OF TRAVEL : **September 30- October 2, 2019**



ALLOWED/CHARGED TO: (Division MODE funds subject to the usual accounting and auditing rules and regulations)

- _____ : Registration
- _____ : Meals and accommodation
- X : Transportation/per diem & other incidental expenses

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

9/12/19

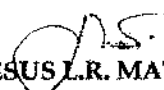


Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

TO : Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
All Other Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning, HROD and Field Operations

SUBJECT : NATIONAL INVENTORY OF DEPED PUBLIC SCHOOLS
BUILDINGS FOR SY 2019-2020

DATE : 03 September 2019

1. In line with the goal of Department of Education (DepEd) to establish accurate and comprehensive data on school buildings, all public elementary, junior and senior high schools are directed to participate in the National Inventory of DepEd Public School Buildings for SY 2019-2020.
2. As preparatory activity to the nationwide inventory, an **Orientation on National School Building Inventory Forms and System** will be conducted, which aims to:
 - a. Orient the DepEd personnel on the NSBI forms, system, policies and standards.
 - b. Capacitate the DepEd personnel in the conduct of National Inventory of DepEd Public School Buildings
 - c. Provide an updated and more accurate and comprehensive baseline data of school buildings in all DepEd public schools for use in planning, budgeting and decision making.
3. The schedule of orientations of the different regions are as follows

Clusters	Date	Region	Venue
Cluster 1	September 23-25, 2019	Regions I, II, III and CAR	Metro Manila
Cluster 2	September 25-27, 2019	Regions IV-A, IV-B, and NCR	Metro Manila
Cluster 3	September 30-Oct 02, 2019	Regions VI, VII, VIII	Cebu/Bacolod
Cluster 4	September 16-18, 2019	Regions X, XI and CARAGA	Davao City
Cluster 5	September 18-20, 2019	Regions IX, XII and ARMM	Davao City

Note: Exact venue will be announced through an advisory.

4. The participants for this orientation will be the One (1) Planning Officers and One (1) Engineers of each regions and divisions. All are required to bring laptops and extension cord.
5. School-level orientations for the School Heads and School Property Custodians or Physical Facilities Coordinators (PFCs) will be conducted by the Divisions Planning Officers and Engineers.
6. To confirm your attendance please sign up at bit.ly/NationalSchoolBuildingInventory2019 on or before September 13, 2019.
7. The earliest check-in of the participants is 2:00 PM and first meal to be served is dinner of the day before the orientation, while the latest check-out allowed is Day 2 after the workshop.
8. Travel expenses of all participants shall be charged against their local funds. All expenses are subject to the usual accounting and auditing rules and regulations.
9. For clarifications or inquiries, you may contact Mr. Ariel C. Tandingan of Education Management Information System Division at telephone numbers: (02) 635-3986, 635-3958 and email address: ps.emisd@deped.gov.ph.
10. Immediate dissemination of and strict compliance with this memorandum is directed.