

Records



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

March 4, 2022

DIVISION MEMORANDUM

No. 116, s. 2022

CONDUCT OF ORIENTATION ON THE NATIONAL SCHOOL BUILDING INVENTORY FOR SCHOOL YEAR 2021-2022 ON MARCH 14, 2022

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

1. This Office through the Planning and Research Section of SGOD, announces the Conduct of a Half-Day In-Person Orientation relative to the National School Building Inventory on March 16, 2022. Venue shall be at Tacloban City National High School Gymnasium, Bagacay, Tacloban City.
2. The objective is to conduct an orientation to school personnel on the school building inventory using the updated inventory forms.
3. The participants are the School LIS Coordinators, Administrative Officers II assigned to our 48 Elementary & Integrated Schools, Designated Property Custodians from Secondary Schools, School Physical Facilities Focal, & 10 Members of the Management Team & Secretariat from Division Office.
4. Attached herewith is the List of Participants by Batch as enclosure No. 1 and Activity Matrix as enclosure No. 2.
5. All LIS Coordinators are directed to bring their laptops, Wi-Fi, extension wire, and the 2021 NSBI School Data for encoding & demonstration reference.
6. All participants are encouraged to bring their own refreshment since this activity has no provision for the snacks.
7. Expenses incurred by the by the Management Team relative to the conduct of this activity such as (Snacks, Lunch and other Orientation materials) shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

MARIZA S. MAGAN, EdD, CESO-V
Schools Division Superintendent

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Date: 3/10/22
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