



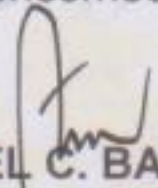
Republic of the Philippines
Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC-Chief Curriculum Implementation Division
OIC-Chief Schools Governance and Operations Division
Public Schools District Supervisors
Public Elementary, Junior HS and Senior HS School Heads
LIS/EBEIS Coordinators
All Others Concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF UPDATED LIST OF TEACHERS AND NATIONAL
SCHOOL BUILDING INVENTORY (NSBI) FORMS AS OF DEC, 31, 2017

DATE : February 13, 2018

In preparation for the 2019 Budget Preparation, ALL public elementary, Junior HS and Senior HS school heads are hereby directed to submit the updated list of teachers by teaching positions (TI, TII, TIII, SPET I, MTI, MTII) in duplicate copies and National School Building Inventory (NSBI) Forms in soft copy (Excel File) and in triplicate hard copies on or before **February 15, 2018**, Attention: **Planning Officer III**.

Refer to the attached template to be accomplished for your reference. To expedite the consolidation of the report, soft copy may be sent in advance at our Facebook group: DepEd Antipolo LIS/EBEIS Coordinators or through our email at depedantipoloplanning@yahoo.com

For your information and strict compliance.



Department of Education
School Building Inventory Form
(as of December 31, 2017)

Region :	School ID :
Division :	School Name :

Table 1. Summary of Existing Building/Structure

Building/ Structure Number ¹	Building/Structure Type ²	Fund Source/s ³	Specific Fund Source/s ⁴	Building/Structure Condition ⁵	Number of Storeys ⁶	Number of Rooms by Design/Intent ⁷	Year Completed ⁸ (if not provided, refer to building type)	Classification of Building/Structure ⁹	Building/Structure Dimension (in Meters) ¹⁰	
									Width Col. 10	Length Col. 11
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11
1										
2										
3										
4										
5										
6										

Prepared by: _____ Certified True and Correct by: _____ Validated by: _____

School Property Custodian/
 School Engineering Facilities Coordinator

School Head

Schools Division Office



Department of Education
School Building Inventory Form
(as of December 31, 2017)

Region :

School ID :

Division :

School Name :

Table 2. Existing Rooms per Building

Building/ Structure Number ¹	Room Number ¹¹	Room Condition ¹²	Have undergone major repair for the last 5 years ¹³ (Yes/No)	Number of Concurrent Usages ¹⁴	Actual Usage/s ¹⁵	Room Dimension (in Meters) ¹⁶	
						Width Col. 7	Length Col. 8
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
1							
2							
3							
4							
5							

Prepared by:

Certified True and Correct by:

Validated by:

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Table 3. Existing Number of Water and Sanitation Facilities

Building/ Structure Number ¹	Number of Functional Toilet Bowls ¹⁷					Number of Non-Functional Toilet Bowls ¹⁸	Number of Sink/ Washbasin ¹⁹	Number of Urinals ²⁰	Number of Urinal Trough ²¹	With Septic Tank ²² (Yes/No)	Number of Faucets ²³	
	Male <i>Col. 2</i>	Female <i>Col. 3</i>	PWD <i>Col. 4</i>	Shared <i>Col. 5</i>	With Water Supply <i>Col. 11</i>						Without Water Supply <i>Col. 12</i>	
1												
2												
3												
4												
5												

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Table 4. Existing Number of Usable Furnitures

Building/ Structure Number ¹	Room Number ¹¹	Kinder Modular Table ²⁴	Kinder Chair ²⁵	Arm Chair ²⁶	School Desk ²⁷	Science Laboratory Table ²⁸	Science Laboratory Stool ²⁹	Workshop Table ¹⁰	Monobloc Chair ³¹	Monobloc Stool ³²	Classroom Table ³³	Classroom Chair ³⁴	Behavioral Chair ³⁵	Teacher's Table ³⁶	Teacher's Chair ³⁷
Col. 1	Col. 2	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15
1															
2															
3															
4															
5															

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Table 5. Other Facilities/Amenities

Other Facilities/Amenities	Present in Campus? (Yes/No)	
	<i>Col. 1</i>	
Concrete Quadrangle	<input type="radio"/> Yes	<input type="radio"/> No
Entrance Gate	<input type="radio"/> Yes	<input type="radio"/> No
Perimeter Fence	<input type="radio"/> Yes	<input type="radio"/> No
Playground	<input type="radio"/> Yes	<input type="radio"/> No
School Garden	<input type="radio"/> Yes	<input type="radio"/> No

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