



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



1. Data gathering must be conducted by the following officials:
 - School Head;
 - Either the School Property Custodian or the Physical Facilities Coordinator; and
 - Either PTA President or Kagawad in charge of education
2. Attached are Sample Site Development Plan (Annex A), Steps in Plotting the School Site (Annex B), School Building Inventory Form (Annex C to G) Answering Guide (Annex H), and Data Dictionary (Annex I) which are to be used as references in the conduct of inventory of DepEd public school buildings. All School Heads are requested to review and accomplish the attached forms to give prior knowledge before the orientation.
3. Data must reflect school building inventory, actual usage and condition as of **December 31, 2016**.

Immediate dissemination of and strict compliance with this Memorandum is directed:

Reference:

DepEd Order No. 1, s. 2017

Note: Bring your own laptop

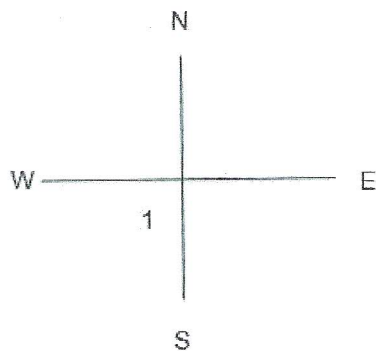


SAMPLE SITE DEVELOPMENT PLAN

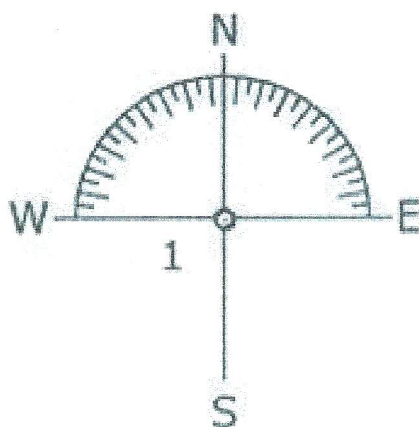
PREPARED BY:	OWNER:	PROJECT TITLE/LOCATION:	SHEET CONTENT:	SHEET NO.:
		SITE DEVELOPMENT PLAN		

Steps in Plotting the School Site

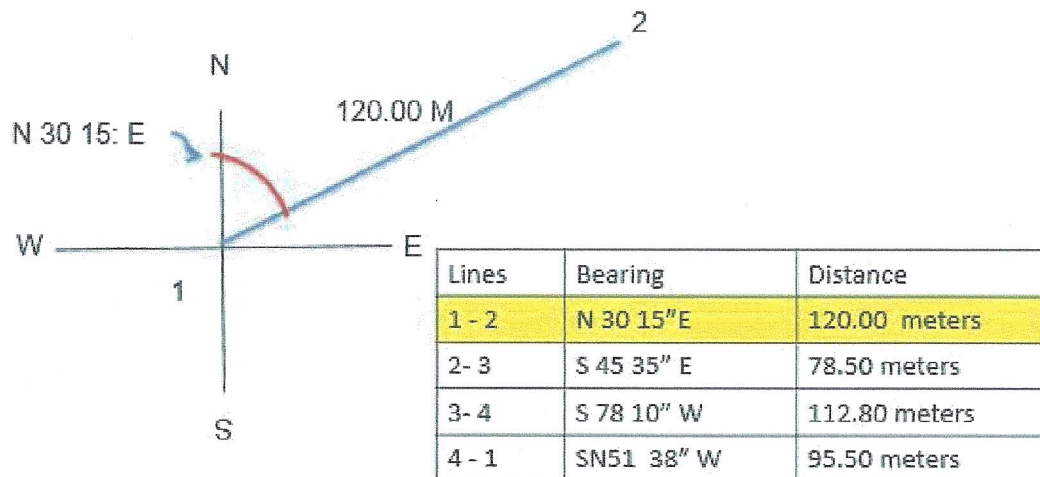
1. Draw a vertical and horizontal line and place the N-S-E-W directions. Marked its center with corner 1.



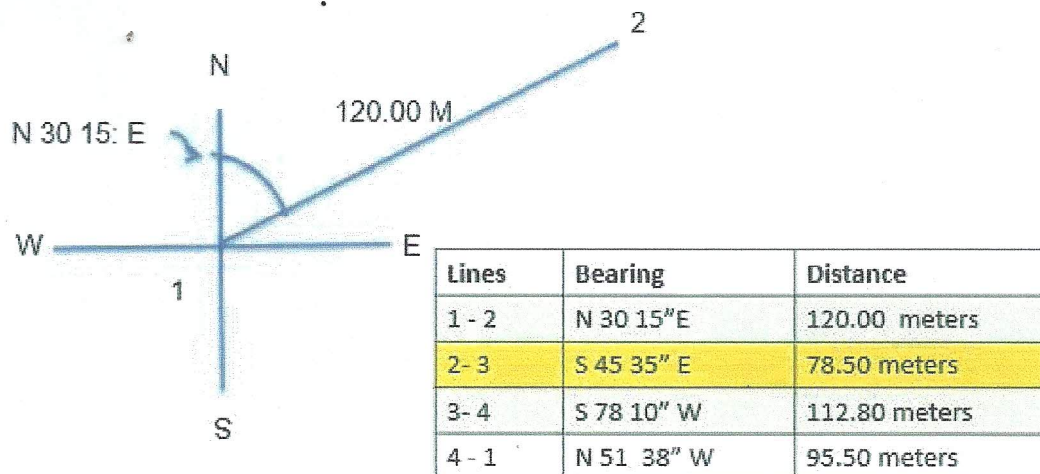
2. Position the midpoint of the protractor at the point of intersection of North-South axis and West-East axis.

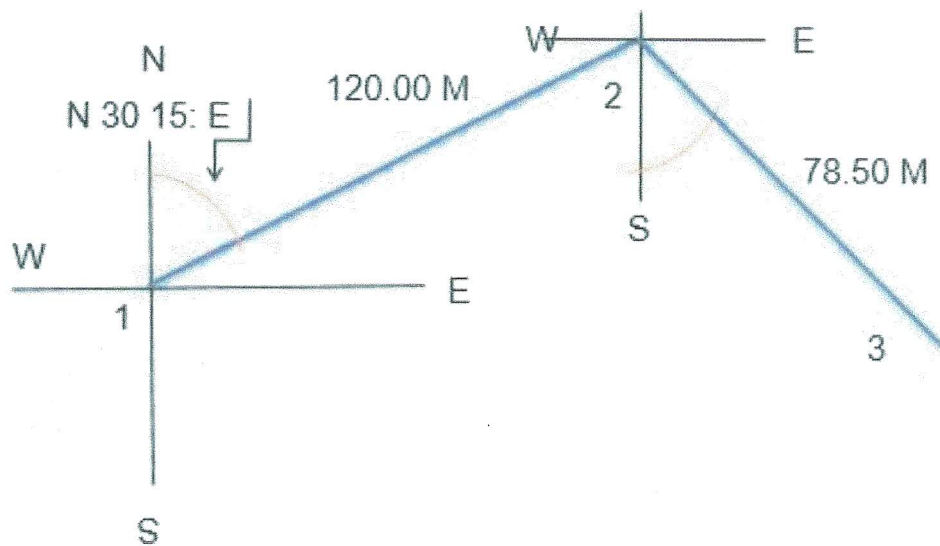


3. Plot the bearing and distance of Line 1-2 Position the midpoint of the protractor at the point of intersection of North-South axis and West-East axis.

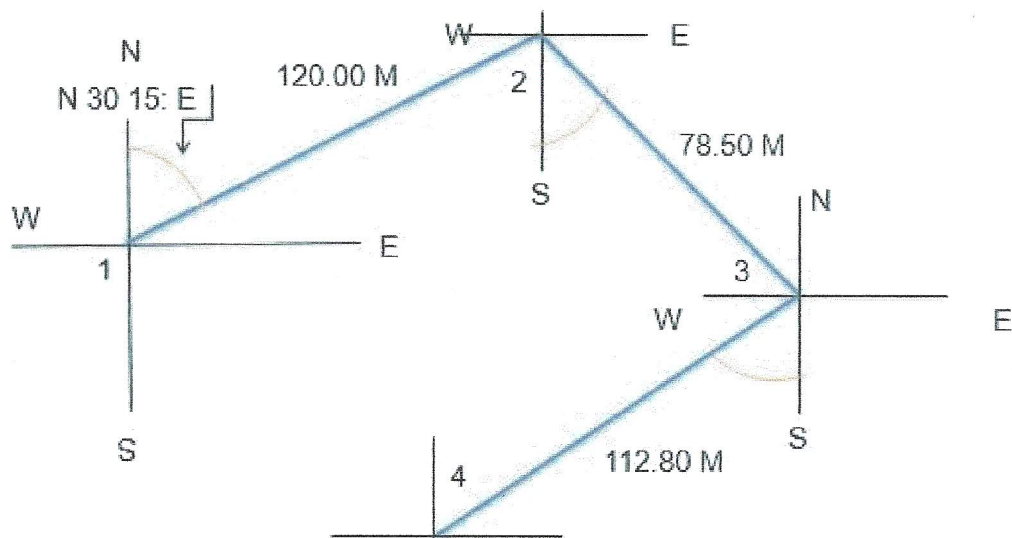


4. Plot the bearing and distance of Line 2-3. Repeat steps 1-3 until Line 4-1.

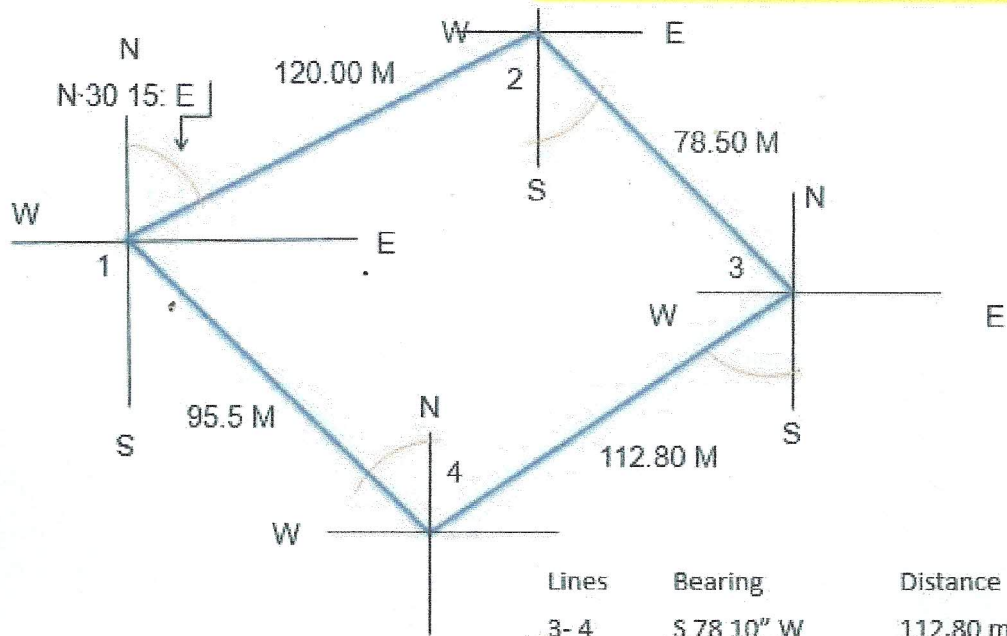




Lines	Bearing	Distance
1 - 2	N 30 15" E	120.00 meters
2 - 3	S 45 35" E	78.50 meters
3 - 4	S 78 10" W	112.80 meters
4 - 1	N 51 38" W	95.50 meters



Lines	Bearing	Distance
3-4	S 78 10" W	112.80 meters
4-1	N 51 38" W	95.50 meters



Lines	Bearing	Distance
3-4	S 78 10" W	112.80 meters
4-1	N 51 38" W	95.50 meters

5. Plot as scaled existing structures and important amenities using solid lines and proposed structures using broken lines.



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

Region :	School ID :
Division :	School Name :

Table 1. Summary of Existing Building/Structure

[illegible]

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, 2016)**

Region :	School ID :
Division :	School Name :

Table 2. Existing Rooms per Building

[illegible]

Prepared by:

Certified True and Correct by:

Validated by:

**School Property Custodian/
School Engineering Facilities Coordinator**

School Head

Schools Division Office

Region :	School ID :
Division :	School Name :

[illegible]

Validated by:

Schools Division Office

Region :	School ID :
Division :	School Name :

[illegible]

Validated by:

Schools Division Office



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

Region:	School ID:
Division:	School Name:

Table 5. Other Facilities

Other Facilities	Present in Campus? (Yes/No)	
<i>Col. 1</i>	<i>Col. 2</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

Prepared by:

Certified True and Correct by:

School Property Custodian/
School Engineering Facilities Coordinator

School Head

Validated by:

Schools Division Office



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

Table 1. Summary of Existing Building/Structure

¹ Building/Structure Number	Refers to the number of the building /structure based on the site development plan.
² Building/Structure Type	Refers to the different design of school buildings and structure within the school site.

DepEd National Funded Building Types	Start of Implementation
<i>Academic Classroom Buildings</i>	
Army Type School Building	1957
Bagong Lipunan School Building (BLSB) Type I	1975
Bagong Lipunan School Building (BLSB) Type II	
Bagong Lipunan School Building (BKSb) Type III	1975
DepED Modified School Building (7 x 7)	2006
DepED Standard School Building	2005
DPWH-BOD School Building	
FVR 2000 Building	2000
Gabaldon School Building	1920
Home Economics Building	2005
Imelda Type school Building	1983
Industrial Arts Building	2005
Learning and Public Use School (LAPUS) Building	2007
Magsaysay Type	1950
Marcos Pre-Fabricated School Building (Marcos Type)	1970
Multi-Purpose Workshop Building	2006
Pre-School/Kindergarten Building	2011
Public-Private School Infrastructure Project (PSIP School Building)	2013
Readily Assembled Multi-Option Shelter* (RAMOS) Type	
Science Laboratory Building	2006
Public-Private Partnership (PPP)	
Ramos Demountable School Building	
Pre-FAB	
<i>Technical Vocational School Buildings</i>	
Aqua-Culture NC II Building	2013
Automotive Servicing NCII Building	2013
Beauty Care NC II Building	2013
Carpentry NC II Building	2013
Commercial Cooking NC II Building	2013
Consumer Electronic Technician NC II Building	2013
Dress Making NC II Building	2013
Electrical Installation Maintenance NC II Building	2013
Food Processing NC II Building	2013
Shielded Metal Arc Welding NC II Building	2013
State of the Art Tech Voc Bldg	



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

LGU Funded Building Types	
Joson Type	
Ynares Type	
Provincial School Board	
Municipal Building	
Espino Building	
UMALI Building	
Tulagan Building	
Violago Type	
Gonzales Type	
Joey Lina Building	
Lazaro Building	
Agbayani Bldg.	
Celeste Building	
Rodriguez Building	
Alfelor Type	
Estrella	
Mandanas Building	
Montelibano Type	
San Luis Building	
Deloso Type Building	
Maliksi Building	
Lajara Type Building	
Gatuslao Building	
Luna Building	
Dy Building	
Espino	
Gwen Bldg.	
Mathay Building	
Agbayani Type	
Duque Building	
Gustilo Type	
Others	
Foreign Funded Building Types	
Start of Implementation	
Economic Support Fund (ESF) School Building	1985
JICA - Educational Facilities Improvement Program (EFIP)	1994
Government of Spain-Spanish Grant School Building	
SBP4BE Building-AusAid	2013
Secondary Education Development Improvement Program (SEDIP)	
Secondary Education Development Program (SEDP)	2002
SPHERE Building - Ausaid	2011
Third Elementary Education Projecy(TEEP) School Building	1999-2006
JICA - Typhoon Resistant School Building Program (TRSBP)	1988
Others	



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

Private Sector Funded Building Types	
Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building	
Little Red School House - Coca-Cola Philippines	
ABS- CBN School Building	
GMA Kapuso School Building	
Private Foundation Building	
Security Bank School Building	
Petron School Building	
Plan International School Building	
AGAP School Building	
Aboitiz School Building	
PAMANA School Building	
RPN School Building	
Rotary School Building	
Lions Club School Building	
Jollibee School Building	
Mc Donald School House	
KABISIG School Building	
Gawad-Kalinga School Building	
PLDT Schoolm Building	
SM Foundation School Building	
TZU CHI Foundation School Building	
Ayala School Building	
JAYCEES School Building	
Philip Morris School Building	
RC Cola Building	
DMCI School Building	
KIWANIS School Building	
SteelTech School Building	
Others	



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

House of Representative/Senate Funded Building Types

Gonzales Type
Cojuangco Building
Umali
Maceda
Chipeco Type Building
Tanada Building
Villareal Building
Ferrer
Bayan Muna
Angara Building
Abaya Type
Fuentebella Building
Joson Type Building
Legarda Building
Drilon Building
Enverga Building
Andaya
Diaz Type
Recto Building
Enrile Building
Alvarez
Loren Legarda Building
Cibac
Lagman Type
Romulo
Serbisyong Suarez Building
Syjuco Building
Villareal Bldg.
Antonino
Arenas
Others

**Other National Government Agency Funded
Building Types**

DOST Science Laboratory Building
PAGCOR School Building
KALAHI-CIDSS
PAG-IBIG
Others

STRUCTURE TYPES

Auditorium
Brgy. Health Center
Canteen
Comport Room
Covered Walk
Covered Court
Day Care Center
Guard House
Gymnasium
Gazebo
School Stage
Washing Facilities
Others



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

³ Fund Source/s	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
LGU Funded	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
Foreign Funded	Refers to the school building funded by foreign institution.
Private Sector Funded	Refers to the school building funded by private corporations, companies, individuals and associations.
House of Representative/Senate Funded	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF etc.)
Other National Government Agency Funded	Refers to the school building funded by other government agencies.
Note: If building has multiple fund source, specify in column 3.	
⁴ Specific Fund Source/s	Refers to the specific source of budget for construction of buildings and rooms.
DepEd budget	
Alumni	
JICA	
Worldbank	
AusAid	
Coca-Cola Philippines	
Others	
Note: If building has multiple specific fund source, specify in column 4.	
In column 4 specify only for LGU funded, foreign funded and private sector funded	
⁵ Building/Structure Condition	Refers to the current physical state of a building/structure.
Good Condition	Refers to a building which does not need repair.
Needs Minor Repair	Refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost P10,000 or less per classroom such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of school building components which may include those subjected to critical structural loads and stresses and which are estimated to cost more than P10,000 per classroom such as replacement of roof frames, posts, beams and exterior walls.
On-going Construction	Refers to the school building/structure that are not yet completed and/or not yet turned over.
For Completion	Refers to a building/structure which was not completed according to the design (e.g. one storey building was completed using a two storey design building plan).
For Condemnation	Refers to the school building/structure that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
⁶ Number of Storeys	Refers to the number of levels/floors in a building/structure.
⁷ Number of Rooms by Design/Intent	Refers to the number of rooms by its design/intent.
⁸ Year Completed	Refers to the specific year when a building was completed and officially turned over to the school.
⁹ Classification of Building/Structure	Refers to the classification of how the building is constructed.
Permanent	Made of strong and durable materials, 80% of which is concrete.
Semi-Permanent	Made of a combination of materials such as concrete and 80% lumber.
Makeshift	Refers to a temporary structure.



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

¹⁰ Building/Structure Dimension (in Meters)	Refers to the size of a building specifying the width and length (WxL).
<i>Note: Measurement is wall to wall, and end to end of the building.</i>	
Table 2. Existing Rooms per Building	
¹¹ Room Number	Refers to the number assigned to a room.
¹² Room Condition	Refers to the current physical state of a room.
Good Condition	Refers to a room which does not need repair.
Needs Minor Repair	Refers to the repair or replacement of room components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard room unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of room components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard room.
¹³ Have undergone major repair for the last 5 years	Refers to the Building/Structure which underwent repair within the last 5 years.
¹⁴ Number of Concurrent Usage/s	Refers to the number of ways a room is used at the same time (e.g. If the room is shared by two SPED classes held at the same time, number of concurrent usage is 2).
¹⁵ Actual Usage/s	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages (e.g. If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom). Refers to the Instructional Rooms by usage
Classroom SPED, Classroom Elementary, Classroom JHS, Classroom SHS, ALS Room, Audio Visual, Computer Room, Industrial Arts Room, Home Economic Room, Science Laboratory, Speech Laboratory, Research Laboratory, Not Currently Used	
Library/Learning Resource Center, Canteen, Clinic, Conference Room, Offices, Faculty Room, Museum, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others	Refers to the Non-Instructional by usage
Combination	Combination of Instructional and Non-Instructional
¹⁶ Room Dimension (in Meters)	Refers to the size of a room specifying the width and length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window.
Table 3. Existing Number of Water and Sanitation Facilities	
¹⁷ Functional Toilet Bowls	Refers to the serviceable toilet bowls.
¹⁸ Non-Functional Toilet Bowls	Refers to the non-serviceable toilet bowls.
¹⁹ Sink/Washbasin	Refers to a sink or washbasin.
²⁰ Urinals	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
²¹ Urinal Trough	Refers to a long, narrow open container used for urinating.
²² Septic tank	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single- or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
²³ Faucets	Refers to a device by which water flows.



**Department of Education
School Building Inventory Form
(as of December 31, 2016)**

ANSWERING GUIDE

Table 4. Existing Number of Usable Furnitures

²⁴ Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
²⁵ Kinder Chair	Refers to the chair used by kindergarten learner.
²⁶ Arm Chair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
²⁷ School Desk	Refer to usable two-seater desks in the school.
²⁸ Science laboratory Table	Refers to the table used in science laboratory activities.
²⁹ Science Laboratory Stool	Refers to a high seat used in science laboratory.
³⁰ Workshop Table	Refers to the table used in workshop.
³¹ Monobloc Chair	Refers to the chair made of plastic.
³² Monobloc Stool	Refers to the stool made of plastic.
³³ Classroom Table	Refers to the table used by learner in the classroom.
³⁴ Classroom Chair	Refers to the chair used by learner in the classroom.
³⁵ Behavioral Chair	Refers to the chair used by SPED learner.
³⁶ Teacher's Table	Refers to the table used by a teacher.
³⁷ Teacher's Chair	Refers to the chair used by a teacher.

Table 5. Other Facilities

Concrete Quadrangle	Refers to a multi-purpose open space for school activities.
Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
Perimeter Fence	Refers to a barrier, railing or structure that surrounds the entire school property.
Playground	Refers to an outdoor area specifically provided for learners to play on.
School Garden	Refers to an area used for growing plants.



Republic of the Philippines
DEPARTMENT OF EDUCATION
 PLANNING SERVICE
 Education Management Information System Division

DATA DICTIONARY

School Building Inventory

Data Element	Description
Building/Structure Number	Refers to the number of the building /structure based on the site development plan.
Building/Structure Type	Refers to the different design of school buildings and structure within the school site.
Fund Source/s	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
LGU Funded	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
Foreign Funded	Refers to the school building funded by foreign institution.
Private Sector Funded	Refers to the school building funded by private corporations, companies, individuals and associations.
House of Representative/ Senate Fund	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF etc.)
Other National Government Agency Funded	Refers to the school building funded by other government agencies.
Building/Structure Condition	Refers to the current physical state of a building/structure.
Good Condition	Refers to a building which does not need repair.
Need Minor Repair	Refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost P10,000 or less per classroom such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of school building components which may include those subjected to critical structural loads and stresses and which are estimated to cost more than P10,000 per classroom such as replacement of roof frames, posts, beams and exterior walls.
On-going construction	Refers to the school building/structure that are not yet completed and/or not yet turned over.
For completion	Refers to a building/structure which was not completed according to the design. (e.g one storey building was

	completed using a two storey design building plan)
For condemnation	Refers to the school building/structure that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
Number of Storeys	Refers to the number of levels/floors in a building/structure.
Number of Rooms by Design/Intent	Refers to the number of rooms by its design/intent.
Year Completed	Refers to the specific year when a building was completed and officially turned over to the school.
Classification of Building/Structure	Refers to the classification of how the building is constructed.
Permanent	Made of strong and durable materials, 80% of which is concrete.
Semi-Permanent	Made of a combination of materials such as concrete and 80% lumber.
Makeshift Room	Refers to a temporary structure.
Building/Structure Dimension (in meters)	Refers to the size of a building specifying the width and length (WxL). Note: Measurement is wall to wall, and end to end of the building.
Room Number	Refers to the number assigned to a room.
Room Condition	Refers to the current physical state of a room.
Good Condition	Refers to a room which does not need repair.
Need Minor Repair	Refers to the repair or replacement of room components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard room unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of room components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard room.
Have undergo major repair in the last 5 years	Refers to the Building/Structure which underwent repair within the last 5 years.
Number of Concurrent Usages	Refers to the number of ways a room is used at the same time. (e.g If the room is shared by two SPED classes held at the same time, number of concurrent usage is 2)
Actual Usage/s	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages. (e.g If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom)
Instructional	Refers to rooms use for instructions.
Non-Instructional	Refers to rooms use for non-instructional purposes.
Combination	Refers to the combination of instructional and non-instructional purposes.
Room Dimension in meters	Refers to the size of a room specifying the width and

	length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window.
Functional Toilet Bowls	Refers to the serviceable toilet bowls.
Non-Functional Toilet Bowls	Refers to the non-serviceable toilet bowls.
Sink/Washbasin	Refers to a sink or washbasin.
Urinal	Refers to a bowl or other receptacle, typically attached to a wall in a restroom, into which men may urinate.
Urinal Trough	Refers to a long, narrow open container used for urinating.
Septic Tank	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single-or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
Faucets	Refers to a device by which water flows.
Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
Kinder Chair	Refers to the chair used by kindergarten learner.
Arm Chair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
School Desk	Refer to usable two-seater desks in the school.
Science Laboratory Table	Refers to the table used in science laboratory activities.
Science Laboratory Stool	Refers to a high seat used in science laboratory.
Computer Lab Tables	Refers to the tables used in ICT/DCP Rooms.
Monobloc Chair	Refers to chairs made of plastic.
Monobloc Stool	Refers to stool made of plastic.
Classroom Table	Refers to table used by learners in the classroom.
Classroom Chair	Refers to chair used by learners in the classroom.
Behavioral Chair	Refers to chair used by SPED learner.
Teacher Table	Refers to the table used by a teacher.
Teachers Chair	Refers to the chair used by a teacher.
Concrete Quadrangle	Refers to a multi-purpose open space for school activities.
Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
Perimeter fence	Refers to a barrier, railing or structure that surrounds the entire school property.
Playground	Refers to an outdoor area specifically provided for learners to play on.
School Garden	Refers to an area used for growing plants.

National School Building Inventory

16 January 2017



All DepEd public schools are directed to participate in the National School Building Inventory (NSBI) activities from January 16 to February 27, 2017 to ensure an accurate and comprehensive data on educational facilities



For more details, refer to DepEd Order No. 1, s. 2017 "Guidelines on the National Inventory of DepEd Public School Buildings for School Year 2016-2017"

