



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 22, 2023

DIVISION MEMORANDUM

No. 084, s. 2023

**ORIENTATION-WORKSHOP IN COMPLIANCE TO DEPED ORDER NO. 36, S. 2022
TITLED “PROTOCOLS AND GUIDELINES ON THE SUBMISSION, RECEIPT, AND
PROCESSING OF REQUESTS RELATED TO THE SCHOOL BUILDING PROGRAM”**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Heads of Public Elementary, Secondary and
Integrated Schools

1. In compliance with DepEd Order No. 36, s. 2022 titled **“Protocols and Guidelines on the Submission, Receipt, and Processing of Requests Related to the School Building Program (SBP)”**, this Office through the Education Facilities Section of the School Governance and Operations Division (SGOD) will conduct Orientation-Workshop in Compliance to DepEd Order No. 36, s. 2022 on February 27, 28, March 1, 6, and 7, 2023 to be held at the Capiz Division Multipurpose Hall, Banica, Roxas City.
2. This activity aims to capacitate school heads in encoding data on school building analysis in the prescribed template.
3. Participants to this activity are all elementary, secondary and integrated school heads. They are requested to bring hard copy of their accomplished school data analysis template, laptop, extension cord and WiFi router.
4. Attached are the schedule of orientation-workshop and the number of participants per district and the Data on School Building Analysis Template.
5. Food of the participants and Technical Working Group (TWG) relative to the conduct of this activity shall be charged against the Division MOOE funds, while the travel expenses of the participants shall be charged against the School MOOE funds, subject to usual accounting and auditing rules and regulations.



Address: Banica, Roxas City
Contact Number: (036) 620 2371
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6. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
7. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
8. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MA. LUNIE B. SAMPANI, CPA, MPA

OIC, Office of the Assistant Schools Division Superintendent
In-Charge of the Division



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Enclosure No. 1 to DM No. **084** s. 2023

**SCHEDULE OF ORIENTATION-WORKSHOP IN COMPLIANCE TO DEPED ORDER NO. 36,
S. 2022 TITLED “PROTOCOLS AND GUIDELINES ON THE SUBMISSION, RECEIPT, AND
PROCESSING OF REQUESTS RELATED TO THE SCHOOL BUILDING PROGRAM”**

Date/ Time	District	No. of Pax
February 27, 2023/ 8:00-11:30 AM	Cuartero	20
	Dao	19
February 27, 2023 / 1:00 – 4:30 PM	Dumalag	19
	Dumarao	31
February 28, 2023/ 8:00-11:30 AM	Ivisan	15
	Jamindan	29
February 28, 2023 / 1:00 – 4:30 PM	Maayon	28
	Panay	28
March 1, 2023/ 8:00-11:30 AM	Mambusao East	17
	Mambusao West	13
March 1, 2023 / 1:00 – 4:30 PM	Pilar	21
	Panitan	21
March 6, 2023/ 8:00-11:30 AM	Pontevedra	19
	President Roxas	18
March 6, 2023 / 1:00 – 4:30 PM	Sapian	21
	Sigma	20
March 7, 2023/ 8:00-11:30 AM	Tapaz East	21
	Tapaz West	33
March 7, 2023 / 1:00 – 4:30 PM	All Secondary School Heads	54
	All Integrated School Heads	24



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Data on School Building Analysis template

School Name :
District :
School Year :
School ID :
Level :

INSTRUCTIONAL

GRADE LEVEL	NAME OF SECTION	ENROLMENT (LIS-BASED)	Existing Usable Classroom	CLASSROOM CONDITION	REMARKS	Number of usable armchairs	Number of Usable Table and chair	NAME OF ADVISER	SIGNATURE
SAMPLE									
GRADE 10	ORCHID	48	1	Needs minor repair	-	40	-	MRS. D. MALIMUTAN	

IF MULTI-GRADE

GRADE LEVELS 2 Consecutive grade level	NAME OF SECTION	ENROLMENT (LIS-BASED)	Existing Usable Classroom	CLASSROOM CONDITION	REMARKS	Number of usable armchairs	Number of Usable Table and chair	NAME OF ADVISER	SIGNATURE
Kinder and grade 1	A	20	1	Needs major repair	Request for inspection	-	16		

NON-INSTRUCTIONAL

Department Office	existing usable classroom	CLASSROOM CONDITION	REMARKS
Principals Office	1	Good	-
H.E.	0	-	Request for additional classroom

PREPARED BY:

NAME AND SIGNATURE OF SCHOOL HEAD

Note:

- 1. This template must be accomplished and signed by grade level/section adviser
- 2. The data will be used during the workshop (online encoding)
- 3. Participant must provide a copy with signature of the school head as our basis during review of data encoded