



DIVISION MEMORANDUM

No. 292, s.2018

**To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION CHIEF
DIVISION ENGINEER
DIVISION PHYSICAL FACILITIES COORDINATOR
DIVISION PLANNING OFFICER
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
SCHOOL PHYSICAL FACILITIES COORDINATOR**

From: AGUSTINES E. CEPE, Ph.D, CESO VI
Schools Division Superintendent 

Subject: COORDINATION MEETING AND UPDATES ON SCHOOL PHYSICAL FACILITIES

Date: September 17, 2018

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1. The Department of Education (DepEd) El Salvador City Division through the School Governance and Operations Division (SGOD) will conduct a coordination meeting and updates on School Physical Facilities on October 1, 2018, 8: 00 A.M- 5: 00 PM at Cogon National High School. Cogon, El Salvador City.
 2. The activity aims to:
 - A) finalize the lists of proposed new construction of school buildings CY 2019, repair of classrooms, medical and dental clinic for central schools, electrification of schools and restoration of gabaldon buildings.
 - B) update School Heads on the School Physical Facilities.
 3. School Heads are required to bring laptops and their updated hard copy on School Building Inventory Report. Kindly use the existing NSBI template in updating the School Building Report CY 2018
 4. Traveling and other incidental expenses is chargeable against local funds subject to the usual accounting and auditing rules and regulations.
 5. Immediate and wide dissemination of this Memorandum is desired.

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Record Section
sgod//planning