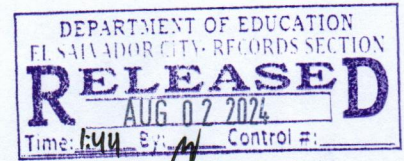




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

August 2, 2024

DIVISION MEMORANDUM

No. 294, s. 2024

INVENTORY AND ASSESSMENT OF ELECTRICAL DISTRIBUTION LINES

To: Assistant Schools Division Superintendent
Division Chiefs
Division Engineer
Heads of Public Elementary and Secondary Schools
School Physical Facilities Coordinators
School Property Custodian
All Others Concerned
This Division

1. This Division is aware that one of the urgent concerns with regard to school facilities is the copper wire theft on our school electrical distribution lines. This leads to a potential failure of electrical supply throughout the school, which hinders school operations and activities and could result in high voltage discharge, which can be harmful to schoolchildren, school computers, and school equipment.
2. In order to address this, the school physical facilities coordinators and property custodian are directed to conduct an inventory and assessment of existing electrical distribution wires and electrical poles on the school grounds. Enclosed is a copy of the assessment form for your guidance.
3. The assessment form shall be thoroughly completed and is subject to the validation and evaluation of the division engineer for appropriate action.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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4. The validated assessment form shall be submitted to the Physical Facilities Section, School Governance and Operations Division, through Engr. Tonnie Mae M. Gonzales on or before August 9, 2024.
5. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:
Facilities
SGOD: *EFS-TMG*



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INVENTORY AND ASSESSMENT OF ELECTRICAL DISTRIBUTION LINES

Name of School:

Date:

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	ACTUAL CONDITION	REMARKS
1	Electrical Poles				
2	Electrical Wires (Distribution Wires)				
3	Electrical Wires (Ground Wire)				
4					
5					
6					

Prepared by:

Checked by:

School PFC/Custodian

School Head

Validated by:

TONNIE MAE M. GONZALES

Engineer III