





Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0622-0123 MEMORANDUM

23 June 2022

For:

All Regional Directors

All Schools Division Superintendents

All ESSD and SGOD Chiefs

All Regional and Division Engineers

Subject:

INVENTORY AND INSPECTION OF DEPED STAND ALONE

PHYSICAL FACILITIES/BUILDINGS USED AS EXECUTIVE

HOUSES AND TRAINING CENTERS

The Office of the Undersecretary for Administration (OUA) is planning to program the construction and/or rehabilitation of Executive Houses and Regional/Division Education Learning Centers, and the like. Kindly note that this is separate from the programming of repairs, rehabilitation, expansion and/or construction of Regional and Division Offices

As such, the inventory of Executive Houses for residence of Regional Directors/Assistant Regional Directors in the Regional Offices and Schools Division Superintendents/Assistant Schools Division Superintendents in the Division Offices, as well as Regional and Division Education Learning Centers shall be undertaken by Regional and Division Engineers.

The following details are needed for the ocular inspection of buildings managed by Regional Offices, Division Offices, and National Educators' Academy of the Philippines (NEAP):

- 1. Land Footprint of building
- 2. Number of Floors
- 3. Total Floor Area
- 4. Number of Beds, Toilets, and Showers
- 5. Number of Seats/Participants that can be accommodated
- 6. Existing Equipment and Amenities
- Number of Occupants and Training Participants in 2017, 2018 and 2019
- 8. Annual Income covering 2017-2019







Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

9. Land Area of Entire Premises (including building footprint)

10. Other important details/information

Reports must be submitted by Regional and Division Engineers on or before 5:00 PM of July 08, 2022.

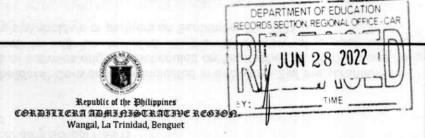
For questions and concerns on the abovementioned subject, please contact Ms. Czarina Suzette D. Santiago, Administrative Assistant II of the EFD, through +63 917 706 7519 or email at czarina.santiago@deped.gov.ph .

Thank you.

ALAIN DEL B. PASCUA
Undersecretary







June 27, 2022

To : Schools Division Superintendents
Division Engineers

For information and immediate compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III REGIONAL DIRECTOR

For the Regional Director

FLORANTE E. VERGARA Assistant Regional Director

ESSD/EHM/cbh