



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
7. 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)]*

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