



Republic of the Philippines
Department of Education
Office of the Undersecretary for School Infrastructure and Facilities

MEMORANDUM

TO: Regional Directors
 Schools Division Superintendents
 Division Engineers/DepEd Project Engineers
 Planning Officers

FROM: 
 ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations


 EPIMACO V. DENING III
 Undersecretary for School Infrastructure and Facilities

SUBJECT: REQUEST FOR PHOTOGRAPHS FOR DEPED EDUCATION FACILITIES WEBSITE

DATE: February 13, 2023

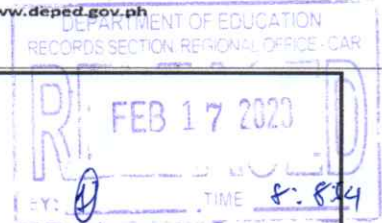
Upon the instructions of the Secretary, the School Infrastructure Strand is developing an Education Facilities website which includes education facilities profiles of individual schools. These profiles consist of basic data such as repair status, number of buildings and furniture, water and sanitation facilities, access to schools and photographs of schools and shall be reflected via a School Level Dashboard.

In line with this, region and division engineers or architects are instructed to facilitate the upload of 5-10 photographs per school, following technical specifications herein attached as Annex A. These photographs are to be uploaded to a dedicated drive per region or division and can only be accessed by the assigned focal.

The uploading period shall be from February 15 – 25, 2023.

Should you have any concerns on this matter, you may contact the Education Facilities Division at telephone numbers 8633-7263/ 8638-7110/ 8636-4877 or via email at simo@deped.gov.ph.

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
 Telephone No.: (02) 8687-2922; 8637-2407 Fax No.: (02) 8636-4876; 8637-6209; Website: www.deped.gov.ph



Republic of the Philippines
Department of Education
 CORDILERA ADMINISTRATIVE REGION

February 16, 2023

To : Schools Division Superintendents
 Division Engineers/DepEd Project Engineers
 Planning Officers

For information and compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/Regional Director

ESSDI/JPE



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Annex A:

I. Photo Specifications and samples

a. 5-10 photos of schools in landscape orientation

- i. Required: school façade showing school name



- ii. Required: wide shot of the school, try to show as many of the school buildings as possible



- iii. Required: close shot of school buildings (new or old)



- iv. Optional: Closeup of classrooms, hallways



v. Optional: Shots of facilities (gym, auditorium, etc.)



- b. File Size: 1mb max (on mobile phones, go to the file, click details to see file size)
- c. Image dimensions: 16:9 aspect ratio image
- d. File Type: JPEG
- e. Naming Convention: [school id]-[series number] eg. 500404-1.jpg

II. Uploading

- a. Each Region and Division engineers or architects will receive an email with a link to a folder that only they will have access to, through their Microsoft o365 account.
- b. Region and Division engineers or architects shall ensure that submissions from schools meet the technical specifications recommended and are renamed according to file naming conventions.
- c. Every Friday, ICTS will harvest photos uploaded by the field for integration to the Education Facilities School Level Dashboard