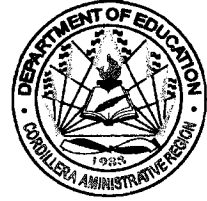




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**

No. 044-2017

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS**

  
**FROM: SORAYA T. FACULO, Ph.D.**  
OIC- Office of the Assistant Regional Director

**DATE: February 10, 2017**

**SUBJECT: SUBMISSION OF SY 2016-2017 CLASSROOM AND SEATS INVENTORY**

1. Relative to 2018 budgeting preparation, this Office thru the Policy, Planning and Research Division requires all Schools Division Offices to submit reports on the SY 2016-2017 Classroom and Seats Inventory using Enclosure 1 for both Elementary and Secondary Schools in hard and soft copies duly approved and signed by the Schools Division Superintendent **on or before February 22, 2017**. The soft copy shall be emailed to [pprd.depedcar@gmail.com](mailto:pprd.depedcar@gmail.com) while the hard copy shall be submitted thru the Records Section.
2. Please be reminded that the accuracy and completeness of your data is very crucial in the said endeavor.
3. For any related inquiries and further clarifications, please contact the PPRD at 074-422-9590.
4. Wide dissemination of and compliance to this Memorandum is desired.

Enclosure: As Stated

FEB 13 2017  
BC  
2:10

Enclosure 1 to Regional Memorandum Number \_\_\_\_\_

Schools Division: \_\_\_\_\_

**No. of Instructional/Academic Rooms**

Elementary		Secondary Junior High School		Secondary Senior High School	
Name of School	Total	Name of School	Total	Name of School	Total
<b>Grand Total</b>					

NOTE: Not included:

- Non-standard/ makeshift classrooms
- Any room used as non-instructional rooms

**No. of Seats**

**Elementary**

Name of School	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Total	
	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks	Armchair (Wooden, Plastic, Mixed Material, etc)	Desks
<b>Total</b>																

**Secondary**

**No. of Seats : Armchair (Wooden, Plastic, Mixed Material, etc..)**

Name of School	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
<b>Total</b>							

Prepared by:

Approved: