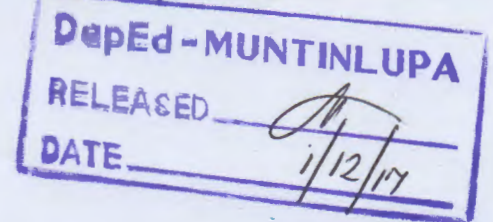




Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE **CITY OF MUNTINLUPA**

January 5, 2017




DIVISION MEMORANDUM

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary & Secondary School Principals / OICs

DIVISION COORDINATION MEETING ON NATIONAL SCHOOL BUILDING INVENTORY

1. This Office announces the conduct of the Division Coordination Meeting on National School Building Inventory on January 13, 2017, Friday, at SDO Conference Room on the following schedules:
 - a. District I – 8:30 A.M. – 11:00 P.M.
 - b. District II – 1:30 P.M. – 4:00 P. M.
2. All School Heads and School Engineering Facilities Coordinators/ School Property Custodians are enjoined to attend.
3. Participants are required to bring the following:
 - a. School Site Development Plan
 - b. Accomplished NSBI Template attached to Division Memorandum on the Submission of School Building Inventory Forms
4. Immediate dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent

