Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

17 February 2023

DIVISION MEMORANDUM
No. 2023 - _65_

SUBMISSION OF EDUCATION FACILITIES PHOTOGRAPHS

To: -All School Heads of Public Elementary and Secondary Schools
-Public Schools District Supervisors
-All Others Concerned

1. This is to request all schools to **submit immediately photographs of all existing school education facilities** as per the Unnumbered Memorandum dated February 13, 2023 from the Office of the Undersecretary for School Infrastructure and Facilities. A copy of said Memorandum and the technical specifications (Annex A) is attached for your reference.

2. The photographs shall be forwarded to the Central Office for inclusion in the Education Facilities website, which is undergoing development and to be rolled out later.

3. To give us time to evaluate all photos, we request that you submit them earlier until February 23, 2023 through this email address: paul.palliso@deped.gov.ph. Please follow the technical specifications as provided.

4. For the information and cimmediate ompliance of all concerned.

IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent

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February 17, 2023

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. DENSING 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**.

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