



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the School Governance and Operations Division

Capitol Area, Dumaguete City

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 negros.oriental@deped.gov.ph

 SGOD Office (035) 225 - 6180

December 10, 2016

DIVISION MEMORANDUM

No. 748 s. 2016

SUBMISSION OF DISTRICT EDUCATION FACILITIES COORDINATOR

TO: ASDSs
Chiefs, CID & SGOD
DEPSs/EPsS/Section Heads
District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. With the reason of facilitating the submission of accurate and apt reports pertaining to education facilities, all Public Schools District Supervisors are requested to submit to this office the name of their District Education Facilities Coordinator with position/designation and school where he/she is assigned, on or before **December 14, 2016 at rachelpicardal@yahoo.com or 09771710177**. This is necessary for the issuance of their designation by the Schools Division Superintendent.
2. In choosing the said coordinators, please be guided by the following:
 - a. Must be willing and able to travel to schools in the entire district
 - b. Must have knowledge on school building and facilities
 - c. Preferably an Item Head, not a school teacher
 - d. Must be computer literate
 - e. Must be of good health condition and can perform task beyond the call of duty
 - f. Preferably but not limited to male
3. For the information, guidance and compliance of all concerned.



SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent

12/9/16

12 DEC 2016