

(Republic of the Philippines)
KAGABAHAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

December 5, 1977

DEPARTMENT MEMORANDUM
No. 263, s. 1977

SURVEY OF ELEMENTARY SCHOOL HEALTH FACILITIES,
EQUIPMENT AND MATERIALS

To: Regional Directors
Coordinator, State Colleges and Universities
Schools Superintendents

1. The Bureau of Elementary Education, DEO, Manila, is conducting a survey on the school health facilities, equipment and materials by subject areas in the elementary schools of the entire country. The purpose of the survey is to determine the present physical facilities, status and needs and to update the records of all elementary schools, public and private, in each region.
2. Inclosed are the forms to be accomplished for the survey: Report on School Health Facilities (Inclosure No. 1), Report on Equipment (Inclosure No. 2), and Report on Materials and Equipment by subject areas (Inclosure No. 3). Instructions for the proper accomplishment of the forms, which are self-explanatory, are found at the reverse side of each form.
3. These reports are due in the Department of Education and Culture (Attention: The Director, Bureau of Elementary Education) on or before April 30, 1978.
4. Preferential attention on this matter is desired.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incls.:

As stated

Reference:

None

Allotment: 1-2-(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
EQUIPMENT
DATA
FORMS

REPORTS
SCHOOLS
SURVEY

REPORT ON MATERIALS AND EQUIPMENT
 (By School Head)
 For the School Year _____

NAME OF SCHOOL _____

ADDRESS _____

SCHOOL YEAR _____

SYMBOLIC CODE	NAME	AMOUNT	UNIT/QUANTITY	REMARKS	COMMENTS	TOTAL
A. MATHEMATICS						
	Materials					
	Equipment					
B. SCIENCE/TECHNICAL ARTS						
	Materials					
	Equipment					
C. SOCIAL SCIENCES						
	Materials					
	Equipment					
D. SCIENCE/TECHNICAL						
	Materials					
	Equipment					
E. MUSIC & ARTS EDUCATION						
	Materials					
	Equipment					
F. PHYSICAL EDUCATION						
	Materials					
	Equipment					
G. HOME ECONOMICS						
	Materials					
	Equipment					
H. INDIVIDUAL USE						

REPORT OF FOUR FORM

GENERAL INSTRUCTIONS

- I. This form should be accomplished in four copies by the Property Custodian of the pre-school, elementary school, elementary classes of college/university, government or private. The accomplished copies should be allocated to the following: 1) the District Office, 2) the Division Office, 3) the Regional Office, 4) the Physical Facilities Division, Bureau of Elementary Education, DEED, Manila. The copy for the Physical Facilities Division, Bureau of Elementary Education, Manila, should reach the said Office on or before April 30.
- II. Before the School Head certifies to the proper accomplishment of the form he/she should check carefully to see that:
 - A. The figures are accurate.
 - B. All the data called for in the form are indicated, i.e. that the data are complete and that no item is omitted.

SPECIFIC INSTRUCTIONS

1. Data on equipment should as of March 31.
2. In the column Useful put a check (✓) opposite each equipment if said equipment is not found in the classroom, administrative office, etc.
3. In the column Useful indicate the number of equipment, which are actually being used.
4. In the column Condemnable indicate the number of equipment which are not serviceable.
5. In the column for Total indicate the number which is the sum total of Useful and Condemnable.

Republic of the Philippines
Department of Education and Culture

SCHOOL OR EQUIPMENT
For the School Year _____

Name of School _____

School Division _____

Section _____

Address No. Street Barrio Town/City

PROPERTY LIST

DESCRIPTION	Units	Specs	Condition	Total	CLASS	Room	Section	Grade
Tables					41			
Chairs					160			
Reception/Storage Shelf units					1			
Initiation Boxes					1			
ADMINISTRATIVE CENTER								
Reception Table					1			
Shelf Unit					1			
Chair					1			
Administrative Machines								
Electronic Race								
Table								
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REPORT ON SCHOOL HEALTH FACILITIES

GENERAL INSTRUCTIONS

- I. This form should be accomplished in four copies by the School Head and allocated to the following: 1) the District Office, 2) the Division Office, 3) the ~~Regional Office~~, 4) the Physical Facilities Division, Bureau of Elementary Education, DEED, Manila. The copy for the Physical Facilities Division, Bureau of Elementary Education, DEED, Manila, should reach the said Office on or before April 30.
- II. Before the School Head certifies to the proper accomplishment of the form he/she should check carefully to see that:
 - A. The figures are accurate.
 - B. All the data called for in the form are indicated, i.e., that the data are complete and that no item pertinent to school facilities is omitted.

SPECIFIC INSTRUCTIONS

1. Data on school health facilities should be as of March 31.
2. Indicate the number of seats for boys and girls opposite the type of toilet (as shown to be found in the school) in the column No. of Seats.
3. Place a check mark in the column Adequate/Inadequate, whichever the case may be. The adequacy could be determined by dividing the total enrollment for boys by 50 and total enrollment for girls by 35 (e.g., if the enrollment for boys is 100, then seats must be provided for 20).
4. Indicate the location of the toilets by placing a check in the column Inside Building/Outside Building, whichever the case may be.
5. In providing data below for the items Water Supply, Drinking Facilities, Handwashing Facilities, Pathways, Fencing, and Drainage bear in mind that each of these items may have more than one check (e.g., water supply may have several sources, hence the instruction is to check the column from which the water supply comes).

DATE OF WORK

PROJECT

DESCRIPTION

NO. OF WORK

DATE OF WORK

PROJECT

DESCRIPTION

NO. OF WORK

DATE OF WORK

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