

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

April 1, 1985

DECS MEMORANDUM  
No. 27, s. 1985

NATIONAL SEMINAR-WORKSHOP ON THE ACQUISITION AND MAINTENANCE  
OF BASIC CLASSROOM FURNITURE/EQUIPMENT  
AND OTHER SCHOOL FACILITIES

To: Bureau Directors  
Regional Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents

1. In line with the DECS program to upgrade school facilities for quality elementary education, the Bureau of Elementary Education is conducting a seminar-workshop on the acquisition and maintenance of school furniture/equipment at the Development Academy of the Philippines Conference Center (DAPCC), Tagaytay City on April 20-26, 1985.

2. The expected output of the seminar-workshop is a Handbook which will contain, among other things, the following:

- a. Compilation of school laws, executive and administrative orders, etc. on the acquisition of school facilities/equipment
- b. Priorities and guidelines for the acquisition and maintenance of basic classroom facilities
- c. Precise development scheme for needed facilities
- d. Effective methods of acquiring and distributing school facilities/equipment
- e. Systematized maintenance program for school facilities
- f. Evaluating school facilities in terms of design, usefulness, durability, etc.

3. The participants of the workshop are the 13 Chiefs of the Regional Office Elementary Education Divisions, the 13 Regional Supply Officers and a staff of the Bureau of Elementary Education, Central Office.

4. The participants are requested to bring with them the following:

- a. Laws, executive/administrative orders, references, etc. affecting the acquisition and maintenance of school facilities







- b. School inventory of existing classroom furniture and equipment
- c. Regional/division/school program for upgrading school facilities (Inclosure to BECS Memorandum No. 144, s. 1934)
- d. Other action plans on physical facilities development.

5. A bus will be hired to transport the participants to D.A.P., Tagaytay City. Participants are requested to assemble at the Palacio del Gobernador at 2:30 p.m. on Saturday, April 20, 1935. The bus will leave at exactly 3:00 p.m.

6. Travel and other expenses of the participants to this seminar-workshop will be charged against the BEE funds, subject to the usual auditing and accounting regulations.

7. Immediate dissemination of this Memorandum to those concerned is desired.

(SGD.) JAMES C. LAYNE  
Minister

Incl.:  
As stated

Reference:  
BECS Memorandum: (No. 144, s. 1934)

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

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

Course of Study, ELEMENTARY  
EQUIPMENT  
FURNITURE  
SCHOOLS  
SEMINAR  
WORKSHOP















