



MAR 02 2010

DepEd MEMORANDUM
 No. **89**, s. 2010

**GUIDELINES IN THE IMPLEMENTATION OF STANDARD AND UNIFORM
 SIGNAGES FOR PUBLIC ELEMENTARY AND SECONDARY
 SCHOOLS NATIONWIDE**

To: **Regional Directors**
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) through the Materials Production and Publication Division-Technical Service (MPPD-TS) hereby issues the guidelines for the implementation of standard and uniform school signage for all public elementary and secondary schools nationwide.
2. The DepEd, MPPD-TS will provide standard school signage to replace old, worn-out and/or dilapidated school signage. This project is also intended to give a singular look and a common organizational identity to all public schools nationwide.
3. Signage layout consists of the DepEd seal and logo, the official header with the name of the Department, school name, school address and school ID. The school ID which is included in the design, will make it easier for project managers and service providers to single out a particular campus among schools with similar names.
4. The signage size must be identified by the Division Physical Facilities Coordinator and School Head, and will be based on the following:
 - a. Size and type of school main building.

Type of Buildings	Recommended Size of School Signage
1. Single Storey Gabaldon or Heritage Building with at least 25 meters frontage	3 ft. height x 20 ft. width
2. Regular Design of School Buildings <ul style="list-style-type: none"> • One Storey-Three Classroom with 7 x 9 meters classroom dimension with approximate frontage of at least 27 meters • Two Storey-Four Classroom (7 x 9 meters classroom dimension) with approximate frontage of at least 18 meters 	



<p>2. Regular Design of School Buildings</p> <ul style="list-style-type: none"> • Three Storey-School Building Design (7 x 9 meters classroom dimension) with the following number of classrooms and approximate frontage of: <ul style="list-style-type: none"> ➤ 3 storey - 9 CL with at least 27 meters frontage ➤ 3 storey - 12 CL with at least 36 meters frontage ➤ 3 storey - 15 CL with at least 45 meters frontage 	<p>Tarp location: second floor level of the main building, on center</p> <p>3 ft. height x 20 ft. width</p>
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- b. Signage size for main school building not aforementioned or school frontage which is located far from the main access roads or at interior lots is subject to physical/ocular inspection.

5. All concerned are requested to submit/send the list of schools with the corresponding signage sizes thru e-mail address: mppd@deped.gov.ph or may fax thru telefax no.: (02) 633-7264. Submissions of exact measurement of signage appropriate to the actual location must be made on or before March 31, 2010 for special signage design/layout and production.

6. The following guidelines should be observed in the implementation of this project:

Delivery Procedures

- a. The MPPD-TS will send the tarpaulin signages directly to the Division Offices. The Schools Division/City Superintendents will manage the delivery of the signages to the schools. These may also be picked-up by the School Heads during their visit to the Division Offices; and
- b. All School Heads of elementary and secondary public schools will be the receiving officers, and are directed to facilitate the installation of the school signage ten (10) days upon receipt.

Signage Installation

- a. The signage must be located in school frontage of the main building. The School Head must define the strategic and visible location for the installation;
- b. The signage must be mounted in a steel/wooden frame and must fit its size and must have support braces to prevent signage damage;
- c. Installation of signage is required within ten (10) days upon receipt of the delivery; and
- d. A guide on the cost of materials and the step by step installation is enclosed.

Maintenance

- a. In case of accidental damage that may occur due to natural causes, this should be reported to the Schools Division/City Superintendent who in turn will request for replacement from MPPD-TS, DepEd Central Office.
7. Production, printing, freight up to the Division Offices and other related and incidental expenses will be charged against OSEC funds, subject to the usual accounting and auditing rules and regulations. Expenses for the materials on the installation of the signage in schools are chargeable against local funds/PTCA funds, School Board funds and or other available resources.
8. For more information, please coordinate with Ms. Bernadette L. Narvasa, Officer-in-Charge, MPPD/Chief, Educational and Audio-Visual Division (EAVD), Technical Service, DepEd Central Office at mobile phone no.: 0919-4204826, Ms. Sheila Marie M. Alcantara and/or Ms. Maridel T. Ignacio, MPPD-TS at tel. nos.: (02) 635-3765, (02) 633-9341 and (02) 633-7251.
9. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
PROJECTS
RULES & REGULATIONS
SCHOOLS

(Enclosure No. 1 to DepED Memorandum No. 89, s. 2010)

MGA KAGAMITAN AT MATERYALES NA DAPAT IHANDA SA PAGGAWA NG SCHOOL SIGNAGE FRAME

Mga Kagamitan:

1. Martilyo
2. Lagare
3. Panukat o Metro
4. Guntacker Staple

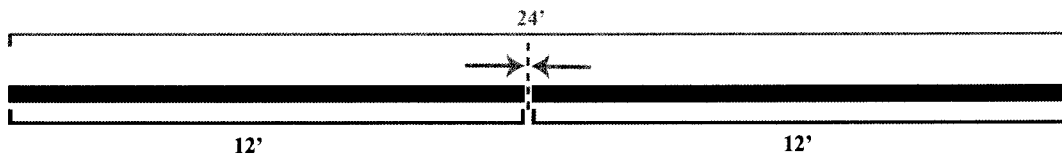
Mga Materyales:

1. Kahoy (Coco lumber o Good Lumber)
 - a. 4 piraso - 2" X 2" X 12' = P 84.00 / piraso
 - b. 6 piraso - 2" X 2" X 10' = P 70.00 / piraso
 - c. 3 piraso - 2" X 2" X 8' = P 56.00 / piraso
2. Manipis na Kahoy
 - a. 5 piraso - 1/2" X 2" X 10' = P 50.00 / piraso
3. Karton
4. Pako
 - a. 1 kilo - 3" pulgada = P 70.00 / kilo
 - b. 1/2 kilo - 2" pulgada = P 75.00 / kilo
 - c. 8 piraso - Concrete nail 3" = P 2.00 / piraso

PROSESO NG PAGGAWA NG FRAME PARA SA TARPAULIN SIGNAGE

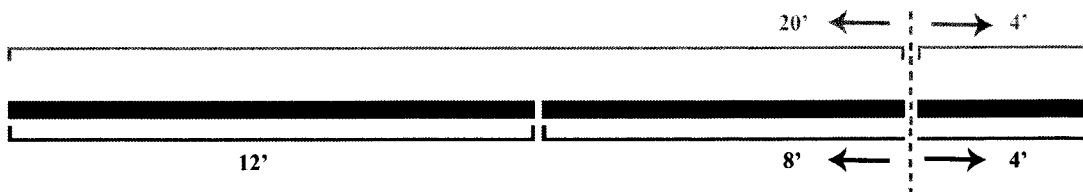
Unang Hakbang

- a. Ihanda ang apat ng piraso na kahoy na may sukat na 12 talampakan. Pagtapatin ang magkabilang dulo ng bawat isang magkapareha upang masukat ang ika-20 talampakan.

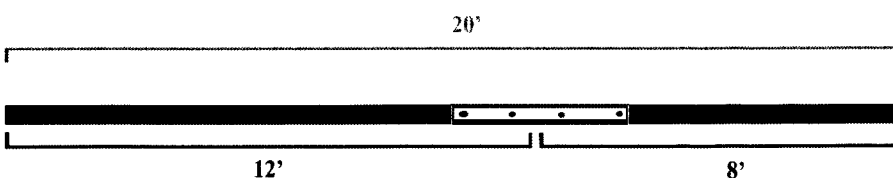


Ikalawang Hakbang

- a. Matapos masukat ang ika-20 talampakan, putulin ang labis na 4 na talampakan.

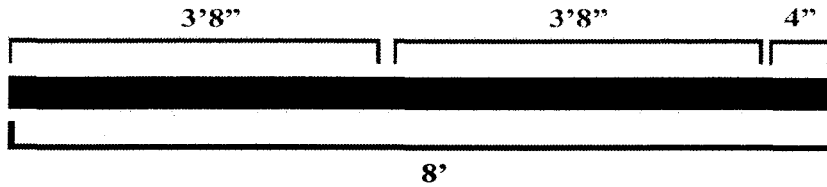


- b. Gamitin na pangduktong ang naputol na 4 na talampakan upang mabuo ang 20 talampakan.

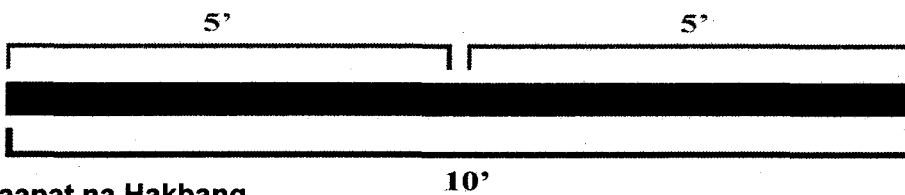


Ikatatlong Hakbang

- b. Kunin ng tatlong piraso ng 8 talampakan na kahoy, gumawa ng limang putol ng 3.8 talampakan.

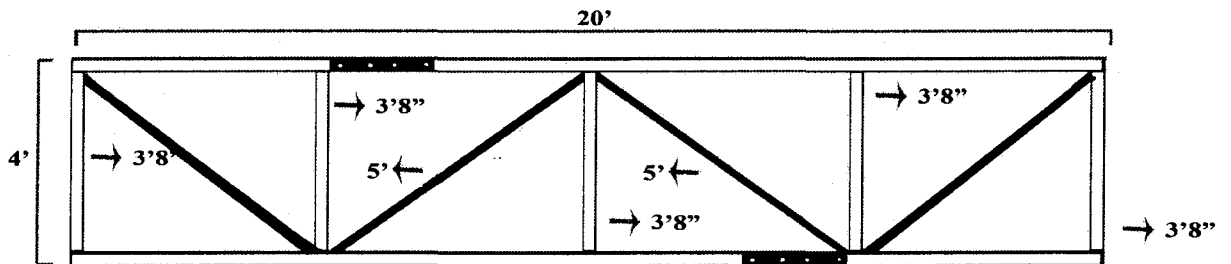


- c. Putulin din sa gitna ang apat 10 talampakan na kahoy, upang makagawa ng dalawang 5 talampakan na gagamitin bilang suporta sa frame.



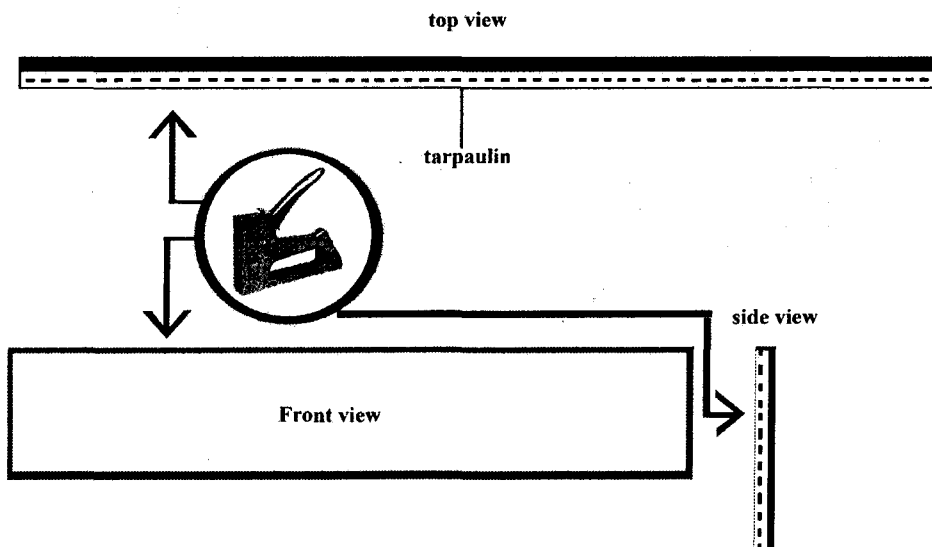
Ikaapat na Hakbang

- a. Buohin ang frame base sa ilustrasyon sa ibaba. Tiyaking maayos ang pagkakapako ng mga dugtungan upang maging matibay ang pagkakagawa nito.



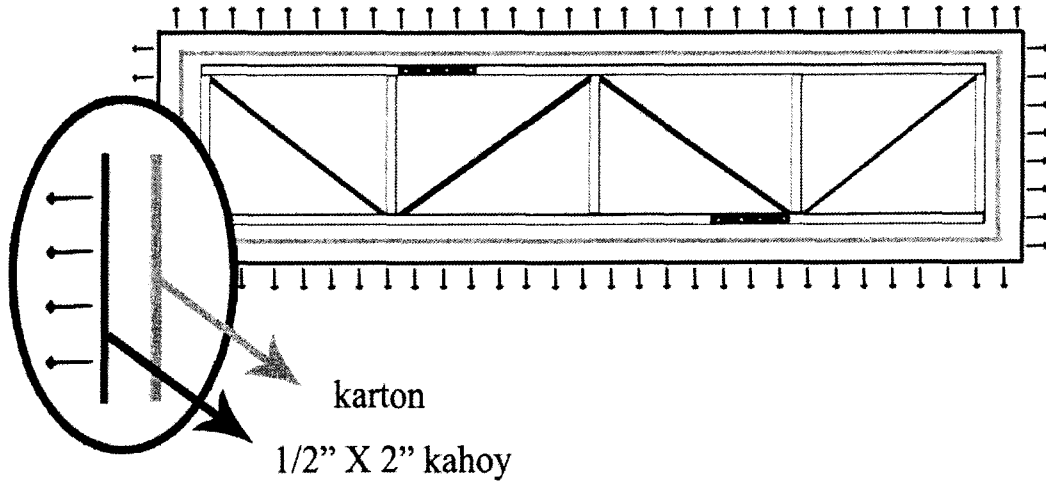
Ikalimang Hakbang

- a. Ang tarpaulin material ay may labis na 1 pulagada buong disenyo nito, eto ay upang maikabit sa paligid ng frame gamit ang *guntacker*.



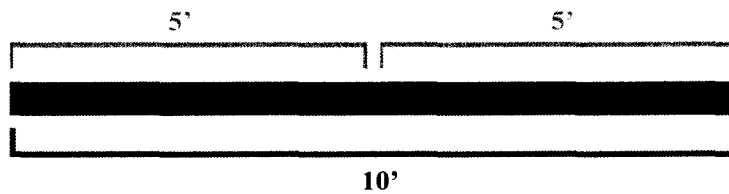
Ikaanim na Hakbang

a. Upang matiyak na matibay ang pagkakakalagay ng tarpaulin. Kumuha ng karton, sukatin ito base sa gilid ng frame. Ito ang magsisilbing proteksyon sa materyales ng tarpaulin. Ipatong ang karton sa tarpaulin bago ikabit ang $\frac{1}{2}$ " X 2" na kahoy sa gilid ng frame.

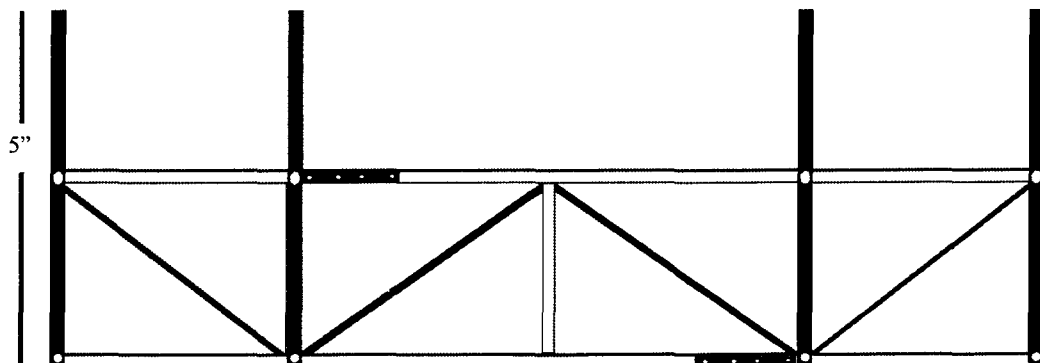


Ikapitong Hakbang

a. Kumuha ng dalawang 10 talampakan na kahoy at putulin ito sa kalahati, tiyaking 5 talampakan ang bawat piraso ng kahoy.



b. Matapos makagawa ng apat ng putol ng 5 talampakang kahoy, ikabit ito sa likod na frame sa pamamagitan ng 3" na concrete nail. Ito ang magsisilbing kabitan ng frame patungo sa naayong haligi ng eskwelahan.

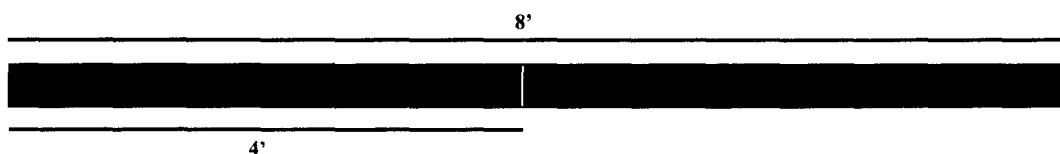


c. Sa pagkabit ng uniform school signage, tiyakin matibay at pantay ang pagkakabit ng frame. Narito ang imahe ng pagkakabit ng frame.



Iba't-ibang proseso ng pagkakabit uniform school signage.

Kumuha ng apat na 2x2 na kahoy na may sukat ng 8 ang talampakan. Putulin ito sa gitna na may sukat na 4 talampakan.



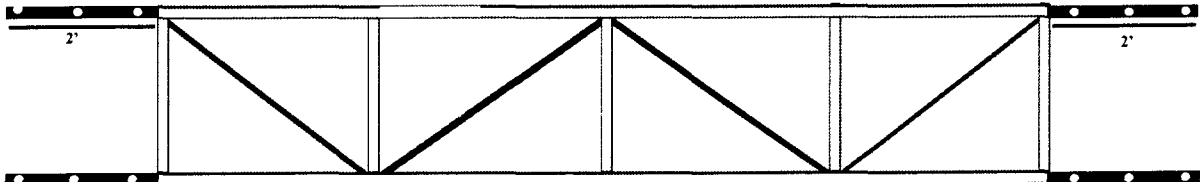
Pagkatapos putulin ang mga kahoy. ipako ang bawat kahoy sa likod ng frame. mula sa itaas hanggang baba ng frame gumamit ng pako 3" upang tumibay ang pag kakapako ng dalawang kahoy.

Top View

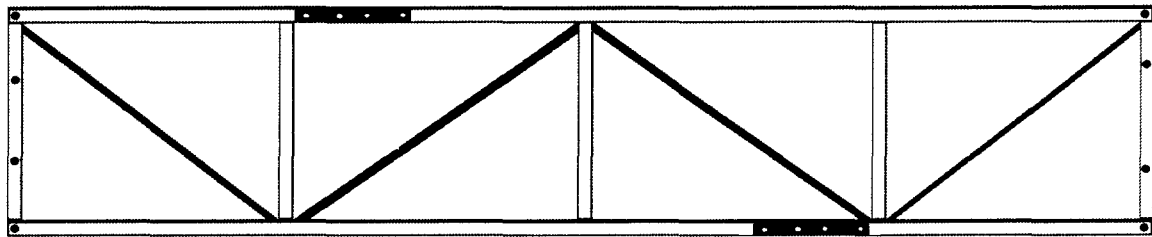


lagyan ang magkabilaang dulo ng frame.makikita sa imahe ang kabuan ng pag lagay ng mga 4' na kahoy.

Front view



Kumuha ng concrete nail at ipako ang uniform school signage sa bawat dulo. Lagyan ito ng apat na pako sa bawat gilid ng tarpaulin.kung maari gumamit ng barena sa pagbutas ng pader.



siguraduhing matibay ang pag kakabit ng uniform school signage sa pader.

