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Republic of the Philippines

## Department of Education

REGION VII – CENTRAL VISAYAS

SCHOOL DIVISION OF NEGROS ORIENTAL

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

17 FEB 2023

DIVISION MEMORANDUM

No. III s. 2023**DISSEMINATION OF OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES MEMORANDUM TITLED “REQUEST FOR PHOTOGRAPHS FOR DEPED EDUCATION FACILITIES WEBSITE”**

TO: Assistant Schools Division Superintendents  
Chiefs, CID & SGOD  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
School Heads  
All Others Concerned

1. This office disseminates the Memorandum issued by the Office of the Undersecretary for School Infrastructure and Facilities (OUSIF) jointly signed by the Undersecretary for School Infrastructure and Facilities and the Undersecretary for Operations with instructions and specifications to follow in the compliance of the said memorandum.
2. The pictures for each school - complying the photo specifications set by the Central Office must be placed in a folder labeled as: **School name/ School ID** and must be submitted to this office thru the **NSBI NegOr Group** chat room on **Facebook** before February 23, 2023. *(Please see the attached OUSIF Memorandum for your reference.)*
3. For widest dissemination and strict compliance.

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS, EdD JD**  
OIC- Assistant Schools Division Superintendent  
Office-In-Charge

2/16/23

SPP/JMA-MKP-NLR/SGOD/RBP/PCT/pct  
February 16, 2023

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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Republic of the Philippines  
**Department of Education**  
Office of the Undersecretary for School Infrastructure and Facilities

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**MEMORANDUM**

**TO: Regional Directors**  
**Schools Division Superintendents**  
**Division Engineers/DepEd Project Engineers**  
**Planning Officers**

**FROM:  ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

  
**EPIMACO V. DENING III**  
Undersecretary for School Infrastructure and Facilities

**SUBJECT: REQUEST FOR PHOTOGRAPHS FOR DEPED EDUCATION FACILITIES WEBSITE**

**DATE: February 13, 2023**

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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