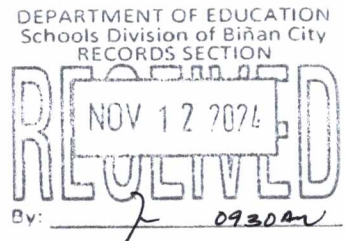




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY



11 Nov 2024

**DIVISION MEMORANDUM**

No. 413, s. 2024

**UPDATING OF SCHOOL FURNITURE INVENTORY**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. In reference to DM-OUHROD-2024-2222 re: Updating of School Furniture Inventory, this Office, through the Education Facilities Section of the School Governance and Operations Division, announces the submission of **Updated School Furniture Inventory** on or before **November 14, 2024**.
2. The template and its corresponding guide to be used for updating data can be accomplish through this link: <https://tinyurl.com/SFInventoryEFS>.
3. For questions and clarifications, please contact Engr. Precious Joy A. Coronado, Engineer III at (049) 547-0105 or via email at [sgod.sdobinancity@deped.gov.ph](mailto:sgod.sdobinancity@deped.gov.ph).
4. Immediate and widest dissemination of this Memorandum is desired.

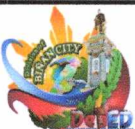
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

**ARLENE S. RICASATA, CESO VI**  
Assistant Schools Division Superintendent

Encl: As stated  
Reference:

SGOD/EF / PJAC / DM - Updating of School Furniture Inventory  
/ 11/11/2024



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
Email Address: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
Website: [depedbinan.com](http://depedbinan.com)






Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2024-2222**

**TO :** **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**REGIONAL AND DIVISION ENGINEERS**  
**All Others Concerned**

**FROM :**  **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** **UPDATING OF SCHOOL FURNITURE INVENTORY**

**DATE :** NOVEMBER 4, 2024

In order to establish data on school furniture requirements, this Office requests your assistance in updating the inventory of operational school furniture, regardless of design, as well as the updated enrolment data.

The template and its corresponding guide to be used for updating the aforementioned data can be downloaded through this link: [tinyurl.com/SFInventoryEFD](https://tinyurl.com/SFInventoryEFD). **The deadline for submission is on or before November 15, 2024 (Friday).**

Should you have any questions or clarifications, you may contact the **Education Facilities Division** at telephone number **8638-7110** or email at [ousif.efd@deped.gov.ph](mailto:ousif.efd@deped.gov.ph).

For strict compliance.