



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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By: *J* 0930 AM

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.sdobinancy@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



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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. **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.fed@deped.gov.ph.

For strict compliance.