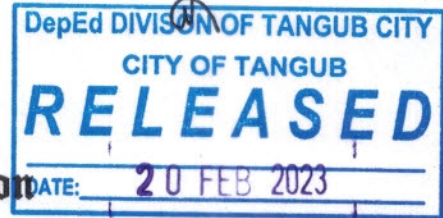




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



February 17, 2023

DIVISION MEMORANDUM

No. 54, s. 2023

DISSEMINATION OF OUSIF MEMORANDUM

(Re: Request for Photographs for DepEd Education Facilities Website)

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors-in-Charge
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. 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.
2. In line with this, the Office requests all school administrators to submit photographs of all school buildings following the photo specifications and samples stated under the enclosed OUSIF Memorandum and shall upload thru folder labeled with School Name via this link <https://bit.ly/SBPhotographs>.
3. For any queries and concerns on this matter, you may contact Engr. Wilson M. Ozaraga at mobile number 09171522788.
4. Immediate dissemination of and compliance with the memorandum is desired.

NIMFA R. LAGO, PhD, CESO VI

Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

p.p.


LORENA P. SERRANO, CESO VI

Assistant Schools Division Superintendent



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988



Republic of the Philippines
Department of Education
Office of the Undersecretary for School Infrastructure and Facilities

MEMORANDUM

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

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

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

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

DATE: February 13, 2023

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.

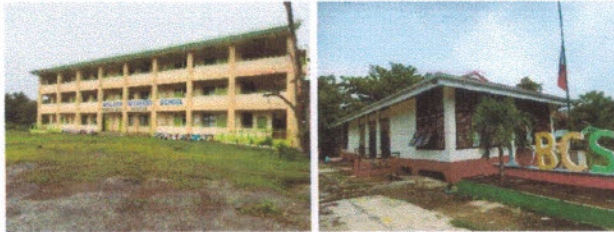
Should you have any concerns on this matter, you may contact the Education Facilities Division at telephone numbers **8633-7263/ 8638-7110/ 8636-4877** or via email at **simo@deped.gov.ph**.

Annex A:

I. Photo Specifications and samples

a. 5-10 photos of schools in landscape orientation

i. Required: school façade showing school name



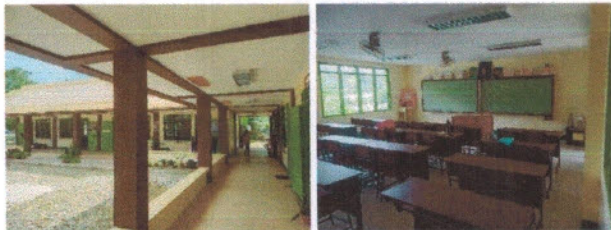
ii. Required: wide shot of the school, try to show as many of the school buildings as possible



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