



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

February 17, 2023

DIVISION MEMORANDUM

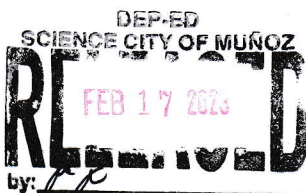
No. 40, s. 2023

To: All Public Elementary and Secondary School Heads
All Others Concerned

**DISSEMINATION OF UNNUMBERED MEMORANDUM FROM THE
UNDERSECRETARY FOR OPERATIONS AND SCHOOL INFRASTRUCTURE AND
FACILITIES RE: REQUEST FOR PHOTOGRAPHS FOR DEPED EDUCATION
FACILITIES WEBSITE**

1. Attached is DepEd Unnumbered Memorandum dated February 13, 2023, re: Request for photographs for DepEd Education Facilities Website for the information, guidance and compliance of all concerned.
2. School photographs must be submitted via email as stated below **on or before February 21, 2023.**
To: alvin.tangonan@deped.gov.ph, marlon.siminig@deped.gov.ph
Subject: School Name-School ID
3. For queries, please communicate with Engr. Alvin D. Tangonan, Senior Technical Assistant II and Engr. Marlon V. Siminig, Planning Officer III via their email address.
4. Widest dissemination of this memorandum is highly desired.

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



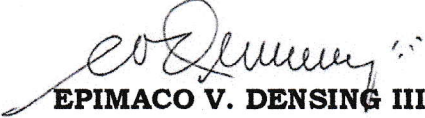


Republic of the Philippines
Department of Education
Office of the Undersecretary for School Infrastructure and Facilities

MEMORANDUM

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


FROM: 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

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.

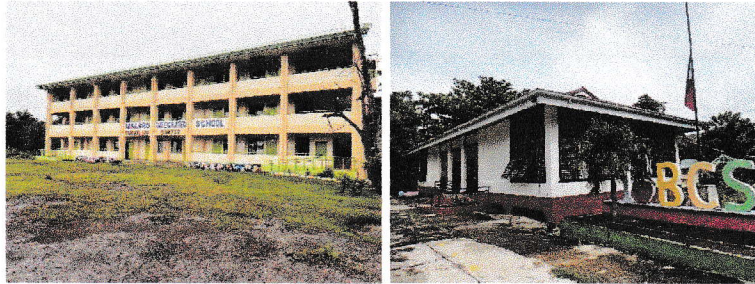
Should you have any concerns on this matter, you may contact the Education Facilities Division at telephone numbers **8633-7263/ 8638-7110/ 8636-4877** or via email at **simo@deped.gov.ph**.

Annex A:

I. Photo Specifications and samples

a. 5-10 photos of schools in landscape orientation

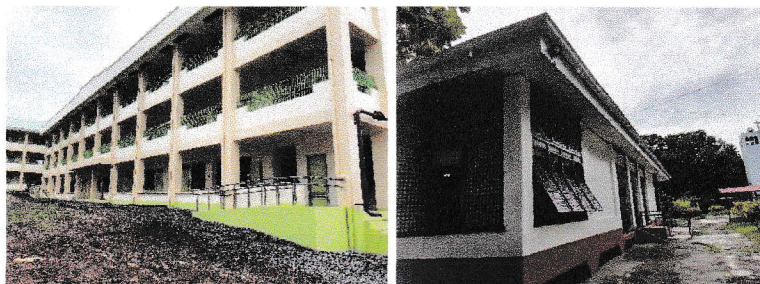
i. Required: school façade showing school name



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



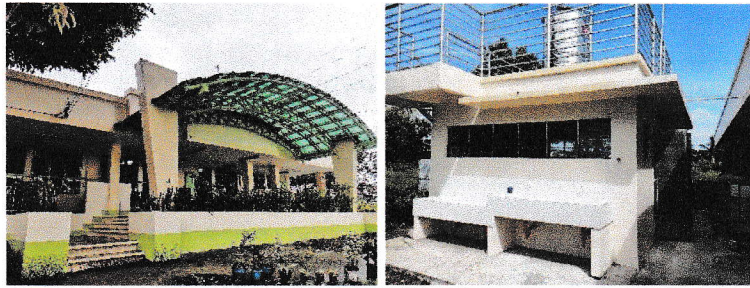
iii. Required: close shot of school buildings (new or old)



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