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Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

September 11, 2023

DIVISION MEMORANDUM
 No. 246, s. 2023

TECHNICAL WORKING GROUP ON INSPECTION AND INVENTORY OF SCHOOL BUILDINGS

To: Asst. Schools Division Superintendent
 Division Chiefs
 Elementary and Secondary School Heads

1. The Office of the Schools Division Superintendent hereby creates the Special Committee on Inspection and Inventory of School Buildings, to wit:

- Chairman : Marcial Y. Noguera, Chief, SGOD
 Members : Joel F. Camaya, Administrative Officer IV (Supply)
 Fred Gimenez, Project Development Officer II (DRRM)
 Oliver R. Cariaso, Planning Officer III
 Representative from the Accounting Unit/ADAS/AO of the School

2. The committee is expected to provide timely inspection of the status of school buildings including status or repairs and rehabilitations as well as provide accurate data on the inventory of the school buildings.

3. The designation will remain in effect until amended or rescinded.

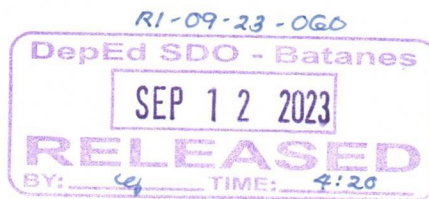
4. The duties and responsibilities of the chairman and members is found as enclosure.

5. Immediate and widest dissemination of this memorandum is enjoined.

ALFREDO B. GUMARU, JR, EdD, CESO V
 Schools Division Superintendent

To be indicated in the Perpetual Index
 Under the following subjects:
 COMMITTEES
 INVENTORY

SDS/ggc/agp



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Doc Code:	FM-ORD-005	Rev:	00
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TERMS OF REFERENCE

DESIGNATION	DUTIES AND RESPONSIBILITIES
<i>Chairman</i>	<ul style="list-style-type: none"> • Responsible for the over-all duties of the committee • Supervise the conduct of inspection and inventory activities including reporting of findings
<i>Members</i>	<ul style="list-style-type: none"> • Provide support to the chairman in conducting the responsibilities of the committee



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