



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

17 February 2023

DIVISION MEMORANDUM
No. **53**, s. 2023

**REITERATION ON THE REQUEST FOR PHOTOGRAPHS FOR DEPED
EDUCATION FACILITIES WEBSITE**

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division - Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In compliance with the Unnumbered DepEd Memorandum, re: *Request for Photographs for DepEd Education Facilities Website*, the Schools Division of Nueva Vizcaya hereby issues this reminder.
2. All School Heads of all levels must submit 5-10 photographs of your school to the Education Facilities Unit (EFU) of this Office, following the prescribed technical specifications as stated in Annex A of said DepEd Memo.
3. District Supervisors/District-In-Charge are advised to disseminate this information to all school heads in their respective jurisdiction and make sure that all schools comply accordingly.
4. Attached is a copy of DepEd Memorandum dated February 13, 2023 for ready reference.
5. Upload the photographs to this link <https://tinyurl.com/DepEdFac2023> from **February 17-24, 2023**. Create your own folder per school.
6. For any inquiries, please contact 09274406596 or coordinate with the Education Facilities Unit of SDO Nueva Vizcaya.
7. Wide dissemination of and immediate compliance to this memorandum is directed.




RACHEL R. LLANA, PhD, CESO V
Schools Division Superintendent

2/17/2023

Encl.:
As stated



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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. DENSING 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