


**REGIONAL MEMORANDUM No. 13, s. 2017**

To : **SCHOOLS DIVISION SUPERINTENDENTS**  
All Concerned

Attention : *Division Focal Persons*  
*All School Heads*

From :   
**ESTELA L. CARIÑO, Ed.D., CESO IV**  
Director III  
Officer-in-Charge  
Office of the Regional Director

Subject : **DATA AND REPORTS ON SCHOOL SITES**

Date : 24 February 2017

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1. This Office issues the herein guidelines to ensure the updating and completion of records on school sites for use in planning, budgeting, and decision-making.
2. For uniformity, the instructions, templates, and deadlines are herein provided for guidance.
3. In complying with the required submissions, Schools Division Offices (SDOs) shall submit data and reports to this Office on or before the deadline. SDOs are advised to submit a scanned copy of the duly signed and accomplished report to [legal.depedro2@gmail.com](mailto:legal.depedro2@gmail.com) indicating the title of the report on the subject line (e.g. *School Sites Inventory Form*).
4. The template for the reports shall be made available online through the following link: <http://deped.in/schoolsitesforms>
5. SDOs are encouraged to set deadlines for schools in their submission of data necessary for the accomplishment and completion of the forms taking into account factors affecting timelines for consolidation.
6. SDOs are also advised to keep and maintain a record of the reports they submit to the Regional Office.
7. All concerned are hereby enjoined to be more proactive in updating data and submitting reports.
8. For inquiries and other details, the Legal Unit, this Office, may be reached at (078) 396 0774.
9. All inconsistent prior Regional issuances are hereby revoked or amended as appropriate.
10. This takes effect immediately upon issuance.
11. For dissemination and compliance.