



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

February 17, 2023

DIVISION MEMORANDUM
 NO. 034, s. 2023

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

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Public Schools District Supervisors/OIC-PSDSs
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. With reference to the attached memorandum on the subject jointly signed by the Undersecretary for School Infrastructure and Facilities and the Undersecretary for Operations, all School Heads are instructed to upload the requested photographs through the following link **on or before February 23, 2023**, for subsequent consolidation and submission to the Central Office:

bit.ly/2023WebsitePhotos



2. The required photos will be featured in the Education Facilities website currently being developed by the Central Office, hence, School Heads are expected to adhere to the photo specifications prescribed in **Annex A** of the said memorandum but are nonetheless reiterated hereunder:

Requirement	Specifications
5-10 photographs of schools in landscape orientation	Required shots: a. school façade showing school name, b. wide shot of the school with as many of the schools buildings as possible, c. close shot of school buildings (new and old),



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 421-5415
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



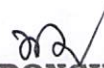
CIP 5461/21/05/1163



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

	Optional shots: d. Closeup of classrooms and hallways, and e. Shots of facilities (e.g., gym, covered court, etc.)
Naming convention	[School ID] – [series number] Example: 500404-1.jpg 500404-2.jpg 500404-3.jpg 500404-4.jpg 500404-5.jpg
File size	Maximum of 1mb (on mobile phones or other electronic gadgets, go to the file, click details to see file size)
Image dimensions	16:9 aspect ratio image
File type	JPG/JPEG

- The submissions will be monitored by both the Central Office and the Division Office. Non-compliance will be reported accordingly.
- For immediate dissemination and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph





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