



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 15, 2023

DIVISIONAL MEMORANDUM
No. *059* s. 2023

UPLOADING OF PHOTOGRAPHS FOR DEPED EDUCATION FACILITIES WEBSITE

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Elementary and Secondary School Heads
This Division

1. Pursuant to the memorandum issued by the Office of the Undersecretary for School Infrastructure and Facilities entitled Request for Photographs for DepEd Education Facilities Website dated February 13, 2023, this Office hereby directs School Heads to upload 5-10 photographs of various school facilities per school.
2. The photographs shall be uploaded to this link: bit.ly/OzamizSchoolPhotos on or before February 22, 2023. Attached is the Annex A of the memorandum for the photo specifications and samples.
3. For further clarifications, coordinate with Eric Paul M. Catulong, Division Engineer, through mobile number at 0939-903-7680.
4. Immediate and wide dissemination of this Memorandum is desired.


JEAN G. VELOSO
Schools Division Superintendent

Encl: As stated



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Our LEARNERS: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!



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.