



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: MAR 29 2023

By: CM/KA 4:02 PM

Ref. no. DM 2023-03-29

28 March 2023

**DIVISION MEMORANDUM**

**DM No. 23, s. 2023**

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

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Units Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education - Schools Division of Quezon (SDO Quezon) expresses its full support to the Vice President and Secretary of Education Sara Z. Duterte and her Agenda "*MATATAG: Bansang Makabata, Batang Makabansa*".
2. Relative to the aforementioned Agenda, the Office of the Undersecretary for Infrastructure and Facilities requires all public elementary and secondary schools to comply with the attached Memorandum.
3. Upload the photos until April in your respective folder per municipality thru this link: [tinyurl.com/EFDWebsitePhoto](https://tinyurl.com/EFDWebsitePhoto).
4. Please, use your official DepEd email to access the link above.
5. Upload your photos until April 15, 2023
6. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

efsgcop03/28/2023  
DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines  
**Department of Education**  
Office of the Undersecretary for School Infrastructure and Facilities

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**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**

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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@depd.gov.ph**.

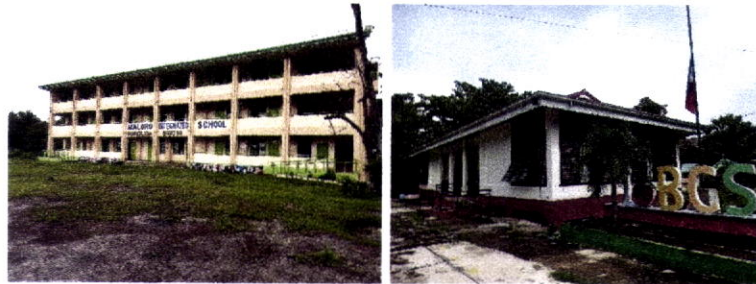


**Annex A:**

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