



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 877 s. 2021

**IMMEDIATE SUBMISSION OF PHOTOS, STORIES, AND RELEVANT INFORMATION ON  
GABALDON AND OTHER PUBLIC SCHOOL HERITAGE STRUCTURES**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
All Others Concerned

1. Attached is DepEd Regional Memorandum No. 0984, s. 2021 disseminating QUA Memo 00-1021-0122, dated October 18, 2021 from Allain Del B. Pascua, Undersecretary for Administration on the ***Immediate Submission of Photos, Stories, and Relevant Information on Gabaldon and other Relevant Public School Heritage Structures (before and after restoration).***
2. Public Schools District Supervisors are hereby advised to remind concerned school heads to submit the said reports ***on or before October 30, 2021 via Microsoft Teams.*** You are also requested further to submit another soft copy of your report to this Office to this at [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph).
3. For details, see attached memorandum.
4. For the information, guidance and strict compliance of all concerned.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/MKP-JMA-NLR/SGOD/RBP  
October 28, 2021



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-0667 / 422-7644  
**Email Address:** [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

OCT 27 2021

REGIONAL MEMORANDUM

No. 0984, s. 2021

**IMMEDIATE SUBMISSION OF PHOTOS, STORIES, AND RELEVANT INFORMATION ON  
GABALDON AND OTHER PUBLIC SCHOOL HERITAGE STRUCTURES**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Principals/School Heads  
Division Engineers/DepEd Project Engineers  
All Others Concerned

1. For the information and guidance of all concerned, attached is the OUA Memo 00-1021-0122 issued by Undersecretary for Administration, Alain Del B. Pascua, dated October 18, 2021 on the **Immediate Submission of photos, stories, and relevant information on Gabaldon and other Relevant Public School Heritage Structures (before and after restorations)**. This activity is in support of the Republic Act No. 11194 or the Gabaldon School Buildings Conservation Act.
2. Kindly submit the requested Gabaldon photos, historical markers, artifacts (if any), stories, reports via **Microsoft Teams on or before October 30, 2021**.
3. Instructions on how to submit photos and other materials may be found in **OUA Memo 00-0421-0084** titled **Submission of Photo Documentation of PPAs Thru Microsoft Teams released last April 20, 2021**, a copy of which is attached.
4. For more details, refer to the attached Memorandum.
5. Immediate dissemination and strict compliance with this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/ESSD/TTP/ncg



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1021-0122**

**MEMORANDUM**

18 October 2021

**For: Regional Directors  
Schools Division Superintendents  
Principals/School Heads  
DepEd Field Engineers and Architects  
All Others Concerned**

**Subject: IMMEDIATE SUBMISSION OF PHOTOS, STORIES, AND  
RELEVANT INFORMATION ON GABALDON AND OTHER  
PUBLIC SCHOOL HERITAGE STRUCTURES**

The Department of Education, through the Office of the Undersecretary for Administration (OUA) is at the moment collecting and collating information on all Gabaldon and other public school heritage structures.

In this regard, we request all concerned to submit photos (before and after restoration) and stories of Gabaldon and heritage structures within your schools. Also please report cases of Gabaldon and similar structures that used to stand in your areas but had since been demolished, destroyed by fire, earthquake, or other calamity.

We welcome all information on these historical and architectural legacies and hope to include them in a book and conservation manual. Kindly submit requested Gabaldon photos, historical markers, artifacts (if any), stories, reports via Microsoft Teams **on or before 30 October 2021**.

Instructions on how to submit photos and other materials may be found in **OUA Memo 00-0421-0084** titled *Submission of Photo Documentation of PPAs Through Microsoft Teams* released last 20 April 2021, a copy of which is attached. Please also refer to attached **Shot List Guidelines**.

For questions/clarifications, please contact Arch. Jet Raymond Alabaso, Technical Assistant III of Education Facilities Division (EFD) at [jet.alabaso@deped.gov.ph](mailto:jet.alabaso@deped.gov.ph).

We thank you for your immediate cooperation and support to this major project.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

*Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



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## SHOT LIST GUIDELINES

### Gabaldon School Building and Other Heritage Structures

#### A. Exterior Shots

1. *Façade – full shot/wide*
2. *Perspective angle – full, left and right side*
3. *Rear side – full shot*
4. *School name tag*

#### B. Interior Shots

1. *Hallways*
2. *Balcony*
3. *Room – at least 2*
4. *Floorings*
5. *Room dividers*
6. *Ceiling*

#### C. Selected Details

1. *Historical and significant markers, symbols, if available*
2. *Windows, doors, calado, baluster, end of top chord*

#### Note:

**Photo quality requirement - clear and of good quality, viewable.  
At least 300 dots per inch (dpi).**



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0421-0084**  
**MEMORANDUM**  
20 April 2021

For: **OUA Strand Offices**

Subject: **SUBMISSION OF PHOTO DOCUMENTATION OF PPAS  
THROUGH MICROSOFT TEAMS**

The Office of the Undersecretary for Administration (OUA) enjoins all personnel involved in the different projects, programs, and activities (PPAs) under the Administration Strand to submit photo documentation of their respective PPAs through Microsoft Teams. Also included in these submissions are real-time reporting of physical status of school structures in the event of disasters and calamities such as typhoons, flooding, earthquakes, etc.

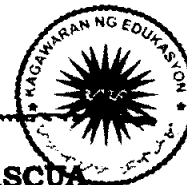
The photos to be submitted will be used as part of the monitoring of the various PPAs and current status of schools and other facilities. Uploading to Microsoft Teams will enable the fast and up to date submission of photo documentation that may assist in the prompt response of the OUA.

Attached to this memorandum are the guidelines and steps to be followed when uploading high resolution photos.

For questions regarding this initiative, please contact Ms. Maia Tanedo of the OUA at email [maia.tanedo@deped.gov.ph](mailto:maia.tanedo@deped.gov.ph).

For compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support  
Services (BLS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

Attachment 1

**STEPS ON UPLOADING PHOTO DOCUMENTATION  
IN MICROSOFT TEAMS**



1. The Teams and Channels that will serve as repository for documentation photos are accessible by anyone within the Department of Education with an active DepEd email address and active Microsoft 365 account.
2. All photos to be uploaded should strictly follow the naming convention below (CODE is given in the tables below):

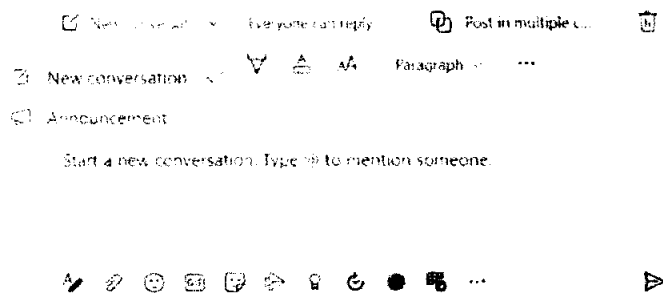
[CODE\_School Name\_Photo number]

- CODE can be found in the tables below
- Abbreviate NHS, IS, ES, HS, etc.
- Place an underscore (\_) before the photo number

Examples:

EFDGabaldon\_PalawanNS\_01.jpg  
BASKETBALL\_SanJuanNHS\_02.jpg

3. Photos should be uploaded in the correct Channel (listed in the table below) as an ANNOUNCEMENT:
  - a. Enter the Team and click on the Channel you will be posting photos in.
  - b. Click  New conversation then the Format icon .
  - c. At the top of the box that appears, click the New Conversation button and select Announcement:



- d. Input the required information as shown below:





BLSS-SHD - Dental Services	SHDDental
BLSS-SHD - School Clinics	SHDClinics
BLSS-SHD - Academe Partners	SHDPartnersAcad
BLSS-SHD - Hospital and Clinic Partners	SHDPartnersHospital
BLSS-SHD - Water Sanitation Hygiene	SHDWASH
BLSS-SHD - School Mental Health	SHDMentalHealth
BLSS-SHD - Adolescent Reproductive Health	SHDRepHealth
BLSS-SHD - Drug Education and Tobacco Control	SHDDrugTobacco
BLSS-YFD - Student Governments	YFDSSG
BLSS-YFD - Pupil Governments	YFDSPG
BLSS-YFD - Teacher Advisers	YFDAdvisers
BLSS-YFD - Gulayan sa Paaralan	YFDGulayan
BLSS-YFD - School in a Garden	YFDSIGA
BLSS-YFD - Tree Planting	YFDTreePlanting
BLSS-YFD - Kabataan Kontra Droga	YFDKontraDroga
BLSS-YFD - Culture and Arts	YFDCulture
BLSS-YFD - National Greening Program	YFDNGP
BLSS-YFD - ROTC	YFDROTC
BLSS-YFD - SPES	YFDSPES
BLSS-YFD - Nation of Heroes	YFDHeroes
BLSS-YFD - Gawad Siklab	YFDSiklab
ICTS - OERs	ICTSOER
ICTS - DepEd Commons	ICTSCommons
ICTS - DepEd TV	ICTSTV
ICTS - DepEd Radio	ICTSRadio
ICTS - DepEd Computerization Program	ICTSDCP
ICTS - Virtual INSET	ICTSVINSET
ICTS - DepEd Learning Management System	ICTSDLMS
ICTS - Public Education Network	ICTSPEN

<b>Team: OUA School Sports BLSS-SSD</b>	
<b>CHANNELS</b>	<b>CODE</b>
SSD - Archery	ARCHERY
SSD - Arnis	ARNIS
SSD - Athletics	ATHLETICS
SSD - Badminton	BADMINTON
SSD - Baseball	BASEBALL
SSD - Basketball	BASKETBALL
SSD - Billiards	BILLIARDS
SSD - Bocce	BOCCE
SSD - Boxing	BOXING
SSD - Chess	CHESS
SSD - Dancesport	DANCESPORT
SSD - Football	FOOTBALL
SSD - Futsal	FUTSAL
SSD - Goal Ball	GOALBALL
SSD - Aerobic Gymnastics	AEROBICGYM





SSD - Rhythmic Gymnastics	RHYTHMICGYM
SSD - Artistic Gymnastics	ARTGYM
SSD - Pencak Silat	PENCAKSILAT
SSD - Sepak Takraw	SEPAKTAKRAW
SSD - Softball	SOFTBALL
SSD - Swimming	SWIMMING
SSD - Table Tennis	TABLETENNIS
SSD - Taekwondo	TAEKWONDO
SSD - Tennis	TENNIS
SSD - Volleyball	VOLLEYBALL
SSD - Wrestling	WRESTLING
SSD - Wushu	WUSHU

5. The link to access the Teams are:

- a. OUA School Photos - [bit.ly/OUASPh](http://bit.ly/OUASPh)
- b. OUA School Sports BLSS-SSD - [bit.ly/OUABLSS-SSD](http://bit.ly/OUABLSS-SSD)



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