**1 Day Orientation for the National Inventory of DepEd Public School Buildings for SY 2014 -2015**

Objectives

1. District Orientation
   1. 2nd Cong – November 12, 2014 (Wednesday)
   2. 1st Cong – November 13, 2014 (Thursday)
   3. 3rd Cong – November 17, 2014 (Monday)
   4. Buffer Day – November 14, 2014
      1. School Head
      2. School Statistician
      3. Physical Coordinator
2. School Level Inventory (November 17 – 21, 2014)
   1. School Head
   2. School Statistician
   3. Physical Coordinator
   4. Kagawad
   5. PTA
3. Online Encoding - School Level (December 1 – 3, 2014)
   1. School Statistician
   2. School Physical Coordinator
   3. Property Custodian
4. Submission of Hard Copies to the District (December 5, 2014)
   1. School Head
5. Submission of Hard Copies to the DO (Handwritten) - (December 8, 2014)
   1. District Statistician

Time Frame