



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
Schools Division of CEBU PROVINCE

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**Office of the Schools Division  
Superintendent**

February 27, 2023

DIVISION MEMORANDUM  
No. 052, s. 2023

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

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to the Office of the Undersecretary for School Infrastructure and Facilities Memorandum titled **Request for Photographs for DEPED Education Facilities Website**, this Office hereby instructs the field to submit photographs of schools.
2. In line with this, the District ICT Coordinators are instructed to consolidate the photographs of schools, following technical specifications herein attached as Annex A. These photographs are to be uploaded to a dedicated drive per district and can only be accessed by the assigned focal.
3. Each District ICT Coordinator will receive an email with a link to a folder that only they will have access to.
4. The uploading period shall be from February 27 to March 10, 2023.
5. For any clarification, you may contact Education Facilities Section thru Engr. April Y. Custodio at 0977-822-5421
6. Wide dissemination of and strict compliance with this Memorandum is hereby requested.

**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent



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## 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: closed shot of the school buildings (new or old)



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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 District ICT Coordinators will receive an email with a link to a folder that only they will have access to, through their Microsoft o365 account.
- b. Division Engineers shall ensure that submissions from districts meet the technical specifications recommended and are renamed according to file naming conventions.

MSA/VAY/LMD/SGOD-EFS/AYC



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