

School _____
Address _____
Building No. _____

Site No. _____
Surveyed _____
Registered _____
In process of Registration _____
Area _____

SCHOOL-BUILDING CARD

Province _____ Municipality _____ Barrio _____ Owned by _____ (National, Provincial, Municipal Government) Used for _____ (Primary Intermediate, Secondary, H.E., Shop, Dormitory, Kitchen, etc.) Kind of Building: Plan No. _____ Permanent _____ Standard _____ Semipermanent _____ Special _____ Temporary _____ Non-Standard _____ Date started _____ Date accepted _____ Date occupied _____ Date Insured _____ Amount of insurance ₱ _____ Date insurance expires _____	No. of stories _____ Floor area _____ Number of rooms _____ Standard classrooms _____ Non-standard classrooms _____ Industrial classrooms _____ Other rooms _____ Materials: Walls _____ Roofing _____ Floors _____ Partitions _____ Ceiling _____ Paint _____ Door _____ Structural _____ Windows _____ Members _____ Date on Toilet: Building _____ (Permanent, semi-permanent or temporary) Type of toilet _____ (Flush, Antipolo or pit) Date Completed _____ Cost ₱ _____ Water supply _____	Prepare below a sketch of the buildings (floor plan) indicating, classrooms, offices, storerooms, library, etc.
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DATA ON CONSTRUCTION

Statement of Work Completed	Date Authorized	Contract Price	Materials	Labor	Supervision	Surcharges	Miscellaneous	Obligations	TOTAL

Date Completed	NATIONAL AID		Provincial Fund	Municipal Fund 10%	Voluntary Contribution	Loans 75%	Bond Issue	Insurance Received	Reversion (Balance)	TOTAL
	Act Number	Amount 15%								

Signature over Printed Name

Date Card Submitted

Schools Division Superintendent

1. All data must check with the report of the District Engineer
2. Must not include repairs. Give originals cost and cost of any extension only.
3. State whether extension, additional room, original construction, or repairs. Yearly depreciation must not be taken into account.
4. The total of all expenditures for each work undertaken must tally with the total of the corresponding funds appropriated for the work.
5. Copy Furnish 1-School Copy, 1-Division Copy, 1-Regional Office, 1-Central Office