Republic of the Philippines

Department of Education

Region IV – A CALABARZON

Division of Batangas

DISTRICT OF LOBO

**LORD IMMANUEL INSTITUTE FOUNDATION INC.**

(Formerly Lobo International Institute Foundation Inc.)

Jose Rizal St., Poblacion, Lobo, Batangas

[**www.lordimmanuel.com**](http://www.lordimmanuel.com)

***ACTION PLAN***

***PHYSICAL FACILITIES AND MANAGEMENT TEAM***

***SY 2019-2020***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AREAS CONCERN** | | **OBJECTIVES** | **STRATEGIES / ACTIVITIES** | **TIME FRAME** | **RESOURCES** | | | **FUNDING SOURCE** | **EXPECTED OUTCOME** |
| **FUND** | **HUMAN** | **MATERIAL** |
| PHYSICAL  FACILITIES  AND  MANAGEMENT  TEAM | | 1. Establish a complete and updated record of school facilities and instill the principles of Christian stewardship. | * Making an inventory of school facilities per classroom per teacher including the library. * Making an inventory of in kind donations. * Designate a property custodian who shall keep the record/inventory of the facilities. * Maintain the upkeep of the school plant and facilities that includes: classrooms, comfort rooms, laboratories, offices, and equipment * Designate an area of responsibility each section of every grade level. * Institute measures against vandalism and destruction to school facilities and other property. | Year  Round | School  Fund | Teachers | Inventory Record |  | * Inventory of School Facilities |
| 1. Maintain a safe, hazard free and pleasant learning environment | * Conducting drills such as: fire, and earthquake once a year * Providing one chair per student. (1:1) * Repair damage facilities and property such as: classroom, chairs and tables. | Year  Round | School  Fund | * Teachers * Students * Janitor * Security Guards |  |  | Maintained a wholesome school environment |
| 1. Identify the priority needs in terms of physical facilities. | * Develop a school improvement plan. * Making a list of needed materials per classroom per teacher. |  |  | * Principal * Teachers |  | Repair and Maintenance of School Improvement Budget |  |
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