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** |
| PHYSICALFACILITIESANDMANAGEMENTTEAM | 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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