



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**30 Mar 2023**

DIVISION MEMORANDUM  
SGOD No. **048**, s. 2023

**CONDUCT OF HALF-DAY ORIENTATION ON THE NATIONAL SCHOOL BUILDING  
INVENTORY (NSBI) FORMS & SYSTEM FOR SCHOOL YEAR 2022-2023**

To: Public School District Supervisors/Principals In-Charge  
Public Elementary and Secondary Schoolheads  
Public Elementary & Secondary School LIS/BEIS/NSBI Coordinators  
All Others Concerned

1. In line with the DepEd Memorandum OUA-OUT-031523-004 dated March 15, 2023 on the Guidelines in the Conduct of the National School Building Inventory (NSBI) for School Year 2022-2023, all public schools offering elementary, junior high school, and senior high school shall comply with the prescribed guidelines set forth and actively participate in collecting and encoding the necessary data on school buildings, classrooms, furniture, and other facilities in the Basic Education Information System (BEIS).

2. The Planning and Research Section (PRS) and Education Facilities Section (EFS) shall conduct a **Half-Day Orientation on the Updating of the National School Building Inventory (NSBI) for School Year 2022-2023** on **April 20-21, 2023** in four (4) batches. Venue shall be announced later.

3. This activity aims to:

- a. provide updates on the guidelines, roles, responsibilities and accountabilities;
- b. discuss additional/revised data elements in the NSBI Forms and System Upgrading;
- c. update and ensure the accuracy and comprehensive inventory of school infrastructure and other facilities of DepEd as bases for planning, budgeting, resource allocation and decision making, and in preparation for the Budget FY 2024; and
- d. gather recent data of all public schools to address new parameters of classroom requirement for the safe operations of schools post COVID-19 pandemic.

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
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4. To ensure the smooth flow of the implementation of the NSBI activities, the participants are required to bring the draft accomplished NSBI Forms subject for review and updating during the activity.
5. Please refer to *Enclosure 1* for the specific Clustering Details and Schedules and to *Enclosure No. 2* for the Activity Matrix.
6. Participants to this activity will only be limited to the BEIS or LIS or NSBI Coordinators of Public Elementary and Secondary Schools. Thus, one (1) participant only per school. In the case of Integrated Schools, one (1) participant shall strictly attend in elementary schedule only.
7. Participants are advised to encode the accomplished NSBI Forms in the BEIS Portal right after the activity or within the week after.
8. Since this is a face-to-face activity, it shall strictly comply with the Covid-19 Health Protocols. Hence, all participants are advised to wear face mask, and observe social distancing during the duration of the activity.
9. Further, to strictly implement DepEd Order 9, s. 2005 titled Instituting Measures to Increase Engaged Time-On-Task, all school heads concerned shall assign relieving teachers to take over the classes to teacher-participants to ensure no disruption of classes.
10. Snacks shall be charged against MOOE Fund of the Schools Division Office.
11. Travel expenses of the participants shall be chargeable against MOOE or local funds subject to the usual accounting rules and auditing procedures.
12. For inquiries and clarifications, please contact Mark Jefferson R. Montano, Planning Officer III through cellphone number 09177068755 or FB messenger.
13. Immediate dissemination of this memorandum is directed.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl: As stated  
References: As stated

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To be indicated in the Perpetual Index  
under the following subjects:

CLASSROOM  
ORIENTATION

MJRM/DM-conduct of half-day orientation on the national school building inventory (NSBI)  
for school year 2022-2023  
0000/March 30, 2023

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