



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

05 April 2024

DIVISION MEMORANDUM
SGOD No. **045**, s. 2024

CONDUCT OF ONE-DAY VIRTUAL ORIENTATION ON ENCODING AND UPDATING
OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS & SYSTEM
FOR SCHOOL YEAR 2023-2024

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

1. In line with the Unnumbered DepEd Memorandum signed by Usec Epimaco V. Densing III and Usec Nolasco A. Mempin dated March 11, 2024 on the **Guidelines in the Conduct of the National School Building Inventory (NSBI) for School Year 2023-2024**, the Department of Education continuously commits to improve the quality of education by providing safe and conducive learning environment through construction of more school buildings, other infrastructure, and facilities for schools. It also recognizes the importance of maintaining a complete and accurate inventory of school infrastructure and other facilities to be used in planning, budgeting, resource allocation, and decision-making.
2. This memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, timelines, roles, and responsibilities of concerned personnel across all levels of governance. All public schools offering elementary, junior high school, and senior high school are required to comply with the prescribed guidelines and actively participate in collecting and encoding the NSBI data on school buildings, classrooms, furniture, and other facilities in the Basic Education Information System (BEIS).
3. The Planning and Research Section (PRS) in coordination with the Education Facilities Section (EFS) shall conduct a One-Day Virtual Orientation on the Encoding and Updating of the National School Building Inventory (NSBI) for School Year 2023-2024 on April 15, 2024 using Microsoft Teams platform.
4. This activity aims to:
 - a. provide updates on the guidelines, roles, responsibilities and accountabilities;



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- b. discuss 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 2025;
 - d. gather recent data of all public schools to address new parameters of classroom requirements for the safe operations of schools.
5. To ensure the smooth flow of the implementation of the NSBI activities, the school personnel shall strictly observe the following procedures:
- a. Download the NSBI Forms in the NSBI Portal nsbi.deped.gov.ph using the School Head Account.
 - b. Accomplish the NSBI Forms together with the School Building Inventory Team headed by the School Head.
 - c. Review and validate the accomplished NSBI Forms duly signed by the school personnel and submit them in two (2) hard copies to the Division Education Facilities Section for validation and signature. If there are findings/errors in the NSBI Forms, the school will be notified for correction and revision.
 - d. The validated and signed NSBI Forms shall be forwarded to the Planning and Research Section.
 - e. The 1 set hard copy will be returned to the school for encoding and updating in the NSBI Portal.
 - f. Should there be inconsistencies or errors committed in the encoding in the system, the School Head will notify the Division Planning Officer (System Related) and Division Engineer (NSBI Forms).
6. Personnel concerned are advised to refer to the enclosure for the **Activity Matrix**.
7. Participants in this activity will be the designated NSBI/LIS/BEIS Coordinators of Public Elementary and Secondary Schools.



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8. Extension schools are not included in this activity.
9. Participants are advised to join the MS Teams through this link <https://tinyurl.com/NSBI-teams> on April 15, 2024. For confirmation of attendance, personnel concerned must complete this form through this link <https://tinyurl.com/NSBIregistration>
10. For inquiries and clarifications, personnel concerned may contact Mark Jefferson R. Montano, Planning Officer III through cellphone number 09177068755 or FB messenger.
11. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

CLASSROOM ORIENTATION

MJRM/DM-conduct of one-day virtual orientation on the encoding and updating of the national school building inventory (NSBI) for SY 2023-2024
0000/April 05, 2024



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**CONDUCT OF ONE-DAY ORIENTATION ON THE ENCODING AND UPDATING OF THE
 NATIONAL SCHOOL BUILDING INVENTORY SY 2023-2024**

April 15, 2024

ACTIVITY MATRIX

Date	Time	Topics/ Activities	Persons Responsible
April 15, 2024	9:00 – 10:00 AM	Attendance/Registration of Participants	Secretariat/Support Staff AVP
	10:00 – 10:30 AM	Preliminaries Prayer/ National Anthem	
	10:30 - 10:45 AM	Checking of Attendance	Cristopher T. Frusa SGOD Chief
	10:45 - 11:00 AM	Welcome Message	Levi B. Butihen Assistant Schools Division Superintendent
	11:00 - 11:15 AM	Message of Support/Statement of Purpose	Leonardo M. Balala, CESO V Schools Division Superintendent
	11:15 - 12:00 AM	Guidelines in the Conduct of NSBI SY 2023-2024 and Overview	Cristopher T. Frusa SGOD Chief Mark Jefferson R. Montano Planning Officer III, PRS
	1:00 - 2:00 PM	NSBI Data Gathering Forms (as of February 29, 2024) and Answering Guides	Mark Jefferson R. Montano Planning Officer III, PRS



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			Ronald B. Panimbatan Engineer III, EFS Ray O. Lorena Supply Office IV
	2:00 - 2:30 PM	Types of Building	Ronald B. Panimbatan Engineer III, EFS
	2:30 - 3:30 PM	NSBI Encoding/Updating for SY 2023-2024 (User Guide)	Mark Jefferson R. Montano Planning Officer III, PRS
	3:30 - 4:30 PM	Open Forum	Mark Jefferson R. Montano Planning Officer III, PRS Ronald B. Panimbatan Engineer III, EFS Ray O. Lorena Supply Office IV
	4:30 - 5:00 PM	Ways Forward Closing	Mark Jefferson R. Montano Planning Officer III, PRS



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Prepared by:

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Noted by:

CRISTOPHER T. FRUSA
SGOD Chief

Approved:

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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