



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

Office of the Schools Division
Superintendent

25 Apr 2025

DIVISION MEMORANDUM

SGOD No. **036** s. 2025

CONDUCT OF ONE-DAY VIRTUAL ORIENTATION ON ENCODING AND UPDATING
OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS AND
SYSTEM FOR SCHOOL YEAR 2024-2025

To: Assistant School Division Superintendent
Chief Education Supervisor – SGOD
Public School District Supervisors/Principals In-Charge
Public Elementary & Secondary School Heads
School Property Custodian/Administrative Officers II
Public Elementary & Secondary School LIS/BEIS Coordinators
Planning and Research Section Personnel
Education Facilities Section Personnel
All Others Concerned

1. In reference to the enclosed Joint Memorandum dated March 28, 2025, on the **Guidelines on the Conduct of the National School Building Inventory (NSBI) for SY 2024-2025**, all public schools are directed to update the NSBI for SY 2024-2025 based on the guidelines stated in this memorandum.

2. Anent this, 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 2024-2025 on **May 6, 2025**, using Microsoft Teams platform.

3. To ensure the smooth flow of the implementation of the NSBI activities, school personnel shall strictly observe the following procedures:

- a. Download the NSBI forms in the NSBI site **<https://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 head. The school head or assigned school personnel shall submit two hard copies for validation and signature of the following offices:



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- i. Division Property and Supply Section
- ii. Division Education Facilities Section
- iii. Division Planning and Research Rection

d. The PRS shall notify the school to proceed with the encoding or updating to the site once the NSBI forms are validated and signed already. Thus, one set of hard copies shall be returned to the school for file copy.

e. Should there be inconsistencies or errors committed in the encoding in the system, the school head should notify the Division Planning Officer for system related issues and Division Engineer for the NSBI forms.

4. Participants in this activity shall be the School Heads, designated Property Custodian/Administrative Officers II, and designated NSBI/LIS/BEIS Coordinators of public elementary and secondary schools. They are advised to access the NSBI presentations and other materials through this google drive at **<https://tinyurl.com/24-25NSBIMaterials>**. School Heads of the extension schools are not included in the said activity.

5. Participants are advised to join the virtual orientation through this link **<https://tinyurl.com/24-25NSBIOOnlineOrnttn>** on May 6, 2025. Further, they are advised to confirm their attendance through this link **<https://tinyurl.com/24-25NSBIOrnttnAttendance>**

6. Please refer to the enclosure for the Activity Matrix.

7. For inquiries and clarifications, personnel concerned may contact Mark Jefferson R. Montano, Planning Officer III via cellphone number 09177068755 or FB messenger.

8. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl: As stated

References: As stated

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

ORIENTATION

INVENTORY

CLASSROOM

MJRM/DM-conduct of one-day virtual orientation on the encoding and updating of the national school building inventory (NSBI) for school year 2024-2025
0000/April 25, 2025



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)

JOINT MEMORANDUM

FOR : **MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION**
BARM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
RONALD U. MENDOZA, Ph.D.
Undersecretary for Strategic Management


WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development

SUBJECT : **GUIDELINES ON THE CONDUCT OF THE NATIONAL**
SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2024-2025

DATE : 28 March 2025

The Department of Education (DepEd) aims to provide conducive learning environment as this contributes to better learning outcomes through adequate school buildings, classrooms, other infrastructure, and facilities in public schools. To strategically allocate its resources for school facilities, the Department maintains a complete and accurate inventory of school infrastructure and facilities which informs planning, budgeting, resource allocation, and decision making.

In this regard, the National School Building Inventory (NSBI) will be updated for SY 2024-2025 consistent with DepEd Order No. 1, s. 2017, otherwise known as the Guidelines on the National Inventory of DepEd Public School Buildings for SY 2016-2017. This memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, roles and responsibilities, and timelines. All public schools are required to comply and actively participate in collecting and encoding NSBI data in the information system, guided and assisted by the Schools Division Offices.

I. PROCEDURES

In order to collect, encode, and report high-quality data in the NSBI module, personnel at the school level, specifically the school head, shall observe the following:

- a. The school head conducts the school building inventory and reviews, encodes, and validates the data in the system.
- b. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer. These copies should be generated from the NSBI, newly available in the system.

Should there be errors in encoding the data in the system, the School Head shall update the data for accuracy and reliability. Take note that schools and DepEd offices benefit from correct and updated data, especially in producing an equitable allocation of resources and evidence-based policies.

II. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities of concerned DepEd personnel across governance levels:

OFFICE OR PERSONNEL	ROLES/RESPONSIBILITIES
DEPED CENTRAL OFFICE	
Education Facilities Division, Policy and Planning Service-Education Management Information System Division	Provide technical assistance on the implementation and orientation of Regions and SDOs on the NSBI
Information and Communications Technology Service (ICTS)-Solutions Development Division (SDD)	Develop, maintain, and update the system to ensure that it functions according to purpose and can be accessed by all intended users
Information and Communications Technology (ICTS)-User Support Division (USD)	Provide technical assistance in terms different NSBI system concerns
REGIONAL OFFICE	
Policy, Planning and Research Division (PPRD) and Education Support Services Division	Monitor status of submissions of SDOs
	Provide technical assistance on the implementation for all SDOs
DIVISION OFFICE	
School Governance Operations Division-Planning and Research Section (SGOD-PRS); SGOD-Division Engineer	Provide technical assistance to schools on queries regarding NSBI forms, system, and processes
	Create Basic Education Information System (BEIS) accounts for Engineers (Plantilla) with editing facilities (<i>provided that necessary clearances from School Head and SGOD are secured</i>)

OFFICE OR PERSONNEL	ROLES/RESPONSIBILITIES
	For SDOs without Plantilla engineers, the PRS shall create an account for the SGOD Chief.
	Monitor and validate submissions of schools
SCHOOL LEVEL	
School Head	Conduct accurate school building inventory
	Submit signed NSBI forms to SGOD
	Encode the data in the National School Building Inventory System

III. NSBI FORMS

The NSBI Data still consist of eight (8) tables.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms
Table 3	Number of Temporary Learning Spaces (TLS) & Makeshift Rooms
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities or Amenities
Table 7	Access Going to School

Generated NSBI Data Gathering Forms shall be signed by the following school and division personnel attesting the accuracy and veracity of the encoded and reported data in both printed copy and in the system, as shown below:

DIVISION LEVEL	
PERSONNEL	RESPONSIBILITY
Division Engineer	Site Validation
Planning Officer	System Verifier
SCHOOL LEVEL	
School Head	NSBI Data Gathering Forms
	System Validation

IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The School Head may use devices such as mobile phones, smartphones (iOS or Android phones), tablets, or laptops to open Google Maps and identify the latitude and longitude of the school to ensure accuracy of the information or data.

Using smartphones or tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold on the specific location. A red pin will appear at the determined location.
5. The coordinates will appear on the search bar; then, copy or take a screenshot of the coordinates.
6. Please check the attached Annex A for example.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the Search bar.
3. Navigate to the location you want to determine the coordinates. Use the scroll wheel to zoom in / out of the location.
4. Right-click on the location.
5. Click on the coordinates and copy them.
6. Please check the attached Annex B for example.

Please get the whole decimal number and not to round-off since each numeral number corresponds to a certain kilometer. You may verify the accuracy of the school location obtained by inserting the determined school coordinates, by latitude and longitude, in the google maps. For examples in google, please see annex A.

V. VALIDATION PROCESS

The validation of NSBI data shall be conducted by the Division Engineers through field visit. For the Planning Officer, completeness of submission shall be its responsibility. The criteria or quota for the data validation through field visit of the engineers is **at least 50 schools**. Hence, Divisions with less than 50 schools shall visit all.

For effective targeting of the schools to be validated, random selection was adopted. The list of the schools to be validated by the DepEd Engineers are specified in this link: <https://bit.ly/RandomSchoolsNSBIValidation>. To ensure accountability and transparency of field validation, the process of validation shall be as follows:

1. Engineers will visit the schools under the list;
2. A generated and printed report from the system will be the basis in validating the school data;
3. If there are encoded data that needs to be corrected, the school head shall be notified by the engineer for appropriate action; and
4. A report on the field validation, together with a geotagged photo of engineers will be uploaded here: <https://bit.ly/EngineerReportNSBI2025>. Use DepEd Microsoft Account to access, as uploading photos is required in this form.

VI. TIMELINES

The timelines for all the activities relative to the NSBI updating is as follows:

Activity	Timeline
Orientation on NSBI for SY 2024-2025 <i>For Region and SDO Engineers and Planning Officers, join online through MS teams: Please register here to get the online link: https://bit.ly/RegFormNSBI2025Orientation.</i> <i>For all school heads, Facebook Live will be available at DepEd Philippines Facebook page.</i> The orientation will be from 10:00 AM to 12:00 PM .	April 10, 2025
Encoding	Starts on April 21, 2025 <i>Encoding of updated data will be open all year round to establish live updates.</i>
Submission of printed copies to the Division Office	May 14-20, 2025
Cut-off dates for data generation	Last working day of May, July, September, and December
Validation of NSBI Data (including the field validation of engineers)	May 2-30, 2025

To establish capacity of schools in continually updating its data, the NSBI will be open for encoding all throughout the year. Latest data of each school will also be based on the latest submission during the cut-off dates provided above.

VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by Schools Division Offices (SDO) and the Regional Engineers shall monitor the submission of SDO engineer's field validation report. The SDOs shall also monitor the schools under their respective jurisdiction. In addition, the Division Planning Officer (DPO) and the Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data.

The DepEd Central office, through the Education Facilities Division and Planning Service-Education Management Information System Division (PS-EMISD) shall inform all Regions and Divisions their respective statuses of submission and validation in coordination with the Regional Planning Officer.

VIII. CONTACT SUPPORT

Should there be a need for assistance from the Central Office, the following contact numbers can be contacted depending on the concern:

Education Facilities Division: Engineering or infrastructure-related concerns

Landline: (+63) 28 633 7263 / (+63) 28 638 7110 / (+63) 28 636 4877

Email: efd@deped.gov.ph

Policy and Planning Service - Education Management Information System Division (PS-EMISD): Data-related concerns on NSBI

Landline: (+63) 28 638 2251 / (+63) 28 635 3986

Email: ps.emisd@deped.gov.ph

Information and Communication Technology Service - User Support Division (ICTS-USD): NSBI system-related concerns

Landline: (+63) 28 636 4878 / (+63) 28 633 2658

Mobile: (+63) 939 436 1390 (SMART) / (+63) 977 771 2285 (GLOBE)

Email: support.ebeis-lis@deped.gov.ph / icts.usd@deped.gov.ph

Facebook: www.facebook.com/groups/lis.helpdesk/

Latitude and Longitude from Google Maps using smart phones or tablets



By pressing the location, these numbers will appear which are the latitude and longitude. Click the numbers to copy the complete decimal point of the location.

Latitude and Longitude from Google Maps using Laptop or Desktop



Latitude: 14.345919640124663,
Longitude: 121.08897296249603

Click on the center of the school then right click the red pin and click these coordinates to copy the exact numerical values **WITHOUT** rounding off for a more accurate GPS location.



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**CONDUCT OF ONE-DAY ORIENTATION ON THE ENCODING AND UPDATING OF THE
NATIONAL SCHOOL BUILDING INVENTORY SY 2024-2025**

May 6, 2025

ACTIVITY MATRIX

Date	Time	Topics/ Activities	Persons Responsible
May 6, 2025	8:00 – 9:00 AM	Attendance/Registration of Participants	SECRETARIAT PRS SUPPORT STAFF AVP
	9:00 – 9:30 AM	Preliminaries Prayer/ National Anthem	
	9:30 - 9:45 AM	Checking of Attendance	BLESSY JOIE P. BARNUEVO Senior Education Program Specialist
	9:45 - 10:00 AM	Welcome Message	LEVI B. BUTIHEN Assistant Schools Division Superintendent
	10:00 - 10:15 AM	Message of Support/Statement of Purpose	LEONARDO M. BALALA, CESO V Schools Division Superintendent
	10:15 - 12:00 AM	Guidelines on the Conduct of NSBI SY 2024-2025 and Overview	CRISTOPHER T. FRUSA SGOD Chief BLESSY JOIE P. BARNUEVO Senior Education Program Specialist



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			MARK JEFFERSON R. MONTANO Planning Officer III, PRS
	1:00 - 2:00 PM	NSBI Data Gathering Forms (as of April 21, 2025) and Answering Guides	MARK JEFFERSON R. MONTANO Planning Officer III, PRS
	2:00 - 2:30 PM	Types of Building	RONALD B. PANIMBATAN Engineer III, EFS
	2:30 - 3:30 PM	NSBI Encoding/Updating for SY 2024-2025 (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. LLOREN Supply Office IV
	4:30 - 5:00 PM	Ways Forward	BLESSY JOIE P. BARNUEVO Senior Education Program Specialist

Enclosure to Division Memorandum SGOD No. **036**, s. 2025



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		Closing	MARK JEFFERSON R. MONTANO Planning Officer III, PRS
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Prepared by:

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Planning Officer III

Noted by:

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Chief Education Supervisor - SGOD

Approved:

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