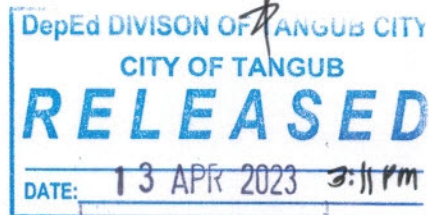




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



12 April 2023

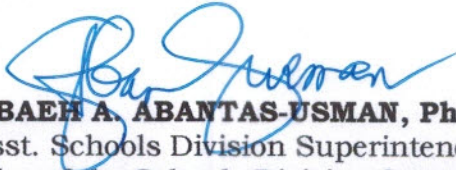
DIVISION MEMORANDUM

No. 94, s. 2023

GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2022-2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division

1. In line with the Department of Education's (DepEd) efforts to improve and accelerate the delivery of basic education facilities and services, the Department recognizes the importance of having a complete and accurate inventory of school infrastructure and its inclusions – buildings, classrooms, furniture, and other facilities – to support data-driven and evidence-based planning, budgeting, resource allocation, and decision making.
2. In this regard, there will be an updating of the National School Building Inventory (NSBI) for School Year (SY) 2022-2023 as part of the annual collection and encoding of accurate and comprehensive inventory of school infrastructure and other facilities of DepEd in preparation for the budget for the Fiscal Year (FY) 2024. This also aims to gather recent data of all public schools nationwide to address new parameters of classroom requirements for the safe operations of schools post COVID-19 pandemic.
3. The guidelines for the conduct of NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all governance levels in the basic education are attached to this Memorandum.
4. All public schools offering elementary, junior high school, and senior high school shall comply with the prescribed guidelines set for in this Memorandum and actively participate in collecting and encoding data in the Basic Education Information System (BEIS).
5. For immediate dissemination and strict compliance.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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ANNEX 1:

I. PROCEDURES

In order to collect, encode, and report accurate and highly quality data in the NSBI Module, personnel at the school level shall observe the following:

- a. Organize School Building Inventory Committee composed of the following:
 - School Head (as Chairperson)
 - School Property Custodian (SPC)
 - Engineering Facilities Coordinator (EFC)
 - BEIS Coordinator
- b. Hold a meeting to discuss procedures in conducting the inventory.
- c. Conduct the School Building Inventory and manually accomplish the NSBI Data Gathering Forms
- d. Review and validate the inventory by the School Head
- e. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO)
- f. Validate and issue approval (by SDO through the SGOD) to the school for online encoding of data in the BEIS.

II. ROLES AND RESPONSIBILITIES

All DepEd personnel across all levels of governance shall perform their respective roles and responsibilities in accordance with those enumerated in the following table:

Activity	Responsible Office
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators	SGOD-Planning Section, Division Engineer, Supply Officer
Provide technical assistance to schools on queries regarding NSBI forms, systems, and processes	SGOD-Planning Section, Division Engineer, Supply Officer
Monitor and validate submissions from schools	SGOD-Planning Section, Division Engineer, Supply Officer
Conduct actual School Building Inventory	SGOD-Planning Section, Division Engineer, Supply Officer
Submit signed NSBI forms to SGOD	School Head
Encode NSBI data in the BEIS	School Head with BEIS Coordinator

III. NSBI FORMS

The NSBI Data Gathering Forms for FY 2022-2023 consists of seven (7) tables, some of which have new data requirements that schools need to accomplish in the reporting of the NSBI. The NSBI Data Gathering Forms can be accessed and downloaded from the NSBI.

Table	New Data Element
Table 1. Summary of Existing Building	Number of Functional Ramps
Table 6. Other Facilities/Amenities	Type of Facilities/Amenities
	Bike Racks
	Paved Pathway from Entrance Gate to Building
Table 7. Access going to School	Pathway Cover/Roofing
	Biking



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Accomplished 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	
Site Validation	Division Engineer, Planning Officer, Supply Officer
Online Validation	(plantilla), PSDICs

School Level	
NSBI Data Gathering Forms	School Head, Engineering and Facilities Coordinator, BEIS Coordinator
Online Validation	

IV. TIMELINES

All personnel involved in the data collection, encoding, validation, and monitoring of the NSBI for SY 2022-2023 shall be guided accordingly by the following timelines:

Activity	Timeline
Division Orientation on NSBI for SY 2022-2023 for School Personnel	April 14, 2023, 1:30 PM- 4:30 PM at Division Conference Hall.
Encoding of NSBI Data in the system	April 15-30, 2023
Validation of NSBI Data	May 1-14, 2023
Closing of the System	May 15, 2023



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