



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

April 2, 2024

DIVISION MEMORANDUM  
No. 272, s.2024

**NATIONAL SCHOOL BUILDING INVENTORY FOR SY 2023-2024**

To: Planning and Research Section  
Engineering and Supply Sections  
All Public Elementary and Secondary School Heads  
District and School Physical Facilities Coordinators  
District and School BEIS Coordinators  
All Others Concerned

1. All concerned personnel are hereby informed of the enclosed Unnumbered Memorandum dated March 11, 2024 from Noel T. Baluyan, Assistant Secretary for Administration, Officer In-Charge, Planning Service, on the guidelines in the conduct of National School Building Inventory for SY 2023-2024.
2. This Office anticipates a total of 453 inventory forms, with 335 coming from elementary schools and 118 from secondary schools. To ensure a smooth and efficient validation process aligned with our targets, the conduct of **system validation** per district has been strategized as planned. Attached is the outlined schedule.
3. Engineering section must conduct the on-site validation of 251 schools from April 8-May 15, 2024 to give ample time for system validation.
4. Prior to the commencement of encoding on Tuesday, April 3, 2024, all district coordinators are required to participate in the virtual orientation scheduled on **Tuesday, April 2, 2024-1:00PM**. The meeting link will be sent through group messaging.
5. Travel and incidental expenses are chargeable against the division /school MOOE subject to usual accounting and auditing rules and regulations.
6. For your information and guidance.

By Authority of the  
Schools Division Superintendent:

**NORBERTO S. MANLANGIT, MPA**  
Administrative Officer V  
Officer-In-Charge





Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division Superintendent

**Annex A: Schedule of Validation**

District	Schedule	District	Schedule
Mawab	Tuesday, April 30, 2024	Pantukan North	Tuesday, May 14, 2024
Montevista	Thursday, May 2, 2024	Pantukan South	Wednesday, May 15, 2024
Nabunturan East	Friday, May 3, 2024	Maragusan East	Thursday, May 16, 2024
Nabunturan West	Monday, May 6, 2024	Maragusan West	Friday, May 17, 2024
Laak North	Tuesday, May 7, 2024	Monkayo East	Monday, May 20, 2024
Laak South	Wednesday, May 8, 2024	Monkayo West	Tuesday, May 21, 2024
Maco North	Thursday, May 9, 2024	Compostela East	Wednesday, May 22, 2024
Maco South	Friday, May 10, 2024	Compostela West	Thursday, May 23, 2024
Mabini	Monday, May 13, 2024	New Bataan	Friday, May 24, 2024





**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
128261	Bango ES	COMPOSTELA
315819	Bango NHS	COMPOSTELA
304181	Compostela NHS	COMPOSTELA
304184	Consuelo M. Valderrama NHS	COMPOSTELA
204020	Corazon C. Aquino ES	COMPOSTELA
315820	Corazon C. Aquino NHS	COMPOSTELA
300927	Diosdado Macapagal NHS	COMPOSTELA
128264	Gabi ES	COMPOSTELA
304187	Gabi National High School	COMPOSTELA
128265	Lagab ES	COMPOSTELA
128266	Mambusao ES	COMPOSTELA
128267	Mangayon ES	COMPOSTELA
304182	Mangayon NHS	COMPOSTELA
128268	Mapaca ES	COMPOSTELA
128269	Maparat ES	COMPOSTELA
304196	Maparat NHS	COMPOSTELA
128270	New Alegria ES	COMPOSTELA
128272	Osmeña ES	COMPOSTELA
128274	San Jose ES	COMPOSTELA
128275	San Miguel ES	COMPOSTELA
304183	San Miguel NHS	COMPOSTELA
304210	Siocon NHS	COMPOSTELA
128277	T.H. Valderrama ES	COMPOSTELA
128278	Tamia ES	COMPOSTELA
137006	Amogad Elementary School	LAAK (SAN VICENTE)
128281	Anitap ES	LAAK (SAN VICENTE)
501368	Belmonte Integrated School	LAAK (SAN VICENTE)
128288	Buhi ES	LAAK (SAN VICENTE)
128289	Bullokan ES	LAAK (SAN VICENTE)
128291	Ceboleda ES	LAAK (SAN VICENTE)
502197	Concepcion Integrated School	LAAK (SAN VICENTE)
204016	Dalimdim ES	LAAK (SAN VICENTE)
128293	Datu Ampunan ES	LAAK (SAN VICENTE)
128294	Datu Davao ES	LAAK (SAN VICENTE)



**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
305775	Datu Davao National High School	LAAK (SAN VICENTE)
304185	Don Vicente Romualdez NHS	LAAK (SAN VICENTE)
128299	Imelda ES	LAAK (SAN VICENTE)
501770	Kaligutan Integrated School	LAAK (SAN VICENTE)
128302	Kapatagan ES	LAAK (SAN VICENTE)
304188	Kapatagan National High School	LAAK (SAN VICENTE)
131139	Katipunan ES	LAAK (SAN VICENTE)
128304	Kidawa ES	LAAK (SAN VICENTE)
304190	Kidawa NHS	LAAK (SAN VICENTE)
305774	Kilagding National High School	LAAK (SAN VICENTE)
128306	Kiokmay ES	LAAK (SAN VICENTE)
304189	Laak NHS	LAAK (SAN VICENTE)
128309	Langtud ES	LAAK (SAN VICENTE)
128313	Mabuhay ES	LAAK (SAN VICENTE)
301358	Mabuhay NHS	LAAK (SAN VICENTE)
128317	Melale ES	LAAK (SAN VICENTE)
315804	Melale NHS	LAAK (SAN VICENTE)
128321	Sabud ES	LAAK (SAN VICENTE)
128322	San Antonio ES	LAAK (SAN VICENTE)
315812	San Antonio NHS	LAAK (SAN VICENTE)
128324	Sta. Emilia ES	LAAK (SAN VICENTE)
128279	Amorcruz ES	LAAK (SAN VICENTE)
128325	Tigasa ES	LAAK (SAN VICENTE)
128326	Tuk-an ES	LAAK (SAN VICENTE)
128328	Anitapan ES	MABINI (DOÑA ALICIA)
304174	Anitapan NHS	MABINI (DOÑA ALICIA)
128329	Cabuyoan ES	MABINI (DOÑA ALICIA)
128330	Cadunan ES	MABINI (DOÑA ALICIA)
128331	Candinuyan ES	MABINI (DOÑA ALICIA)
128332	Del Pilar ES	MABINI (DOÑA ALICIA)
128333	Don William Gemperle ES	MABINI (DOÑA ALICIA)
315822	Golden Valley NHS	MABINI (DOÑA ALICIA)
128335	Mabini CES	MABINI (DOÑA ALICIA)
304192	Mabini NHS	MABINI (DOÑA ALICIA)



**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
128338	Masicareg ES	MABINI (DOÑA ALICIA)
128339	Panamin ES	MABINI (DOÑA ALICIA)
128340	Pindasan ES	MABINI (DOÑA ALICIA)
315805	Pindasan NHS	MABINI (DOÑA ALICIA)
128341	San Antonio ES	MABINI (DOÑA ALICIA)
304173	Anibongan NHS	MACO
304193	Atty. Orlando S. Rimando NHS	MACO
128365	Dumlan ES	MACO
128347	Elizalde ES	MACO
304186	Elizalde National High School	MACO
128348	Gayab ES	MACO
128351	Kinuban ES	MACO
204003	Langgam ES	MACO
128352	Lapulapu ES	MACO
204006	Lumatab ES	MACO
128353	Maco CES	MACO
128369	Maco Heights CES	MACO
501893	MASARA INTEGRATED SCHOOL	MACO
128373	New Leyte ES	MACO
315811	New Leyte NHS	MACO
128374	Panangan ES	MACO
128358	Pangi ES	MACO
301526	Pangi NHS	MACO
128359	Panibasan ES	MACO
301585	Panibasan National High School	MACO
137105	San Roque Elementary School	MACO
128360	Sangab ES	MACO
128376	Tagbaros ES	MACO
128362	Taglawig ES	MACO
128377	Teresa ES	MACO
305637	Teresa National High School	MACO
128378	Bagong Silang ES	MARAGUSAN
300577	Bagong Silang NHS	MARAGUSAN
128380	Cambagang ES	MARAGUSAN



**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
501774	Coronobe Integrated School	MARAGUSAN
204004	Kaluyapi ES	MARAGUSAN
501769	Katipunan Integrated School	MARAGUSAN
128384	Lahi ES	MARAGUSAN
128387	Mabugnao ES	MARAGUSAN
128385	Magcagong ES	MARAGUSAN
305778	Magcagong National High School	MARAGUSAN
128386	Mahayahay ES	MARAGUSAN
128388	Mapawa Central Elementary School	MARAGUSAN
304197	Mapawa NHS	MARAGUSAN
128389	Maragusan CES	MARAGUSAN
304198	Maragusan NHS	MARAGUSAN
128390	Mauswagon ES	MARAGUSAN
128391	New Albay ES	MARAGUSAN
128392	New Katipunan ES	MARAGUSAN
128396	Paloc ES	MARAGUSAN
501772	Pamintaran Integrated School	MARAGUSAN
501768	Parasanon Integrated School	MARAGUSAN
128400	Talian ES	MARAGUSAN
501775	Tigbao Integrated School	MARAGUSAN
128404	Tupas ES	MARAGUSAN
128405	Andili ES	MAWAB
304172	Andili NHS	MAWAB
304191	Lorenzo S. Sarmiento Sr. NHS	MAWAB
128413	Mawab Central Elementary School SPED Center	MAWAB
128415	Nuevo Iloco ES	MAWAB
315802	Nuevo Iloco NHS	MAWAB
502371	Salvacion Integrated School	MAWAB
502372	Saosao Integrated School	MAWAB
128419	Sawangan ES	MAWAB
128422	Tuboran ES	MAWAB
128424	Awao ES	MONKAYO
304176	Babag NHS	MONKAYO
128427	Banlag ES	MONKAYO



**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
128428	Baylo ES	MONKAYO
128440	Bliss ES	MONKAYO
501778	Cabangkalan Integrated School	MONKAYO
128431	Casoon ES	MONKAYO
204010	Depot ES	MONKAYO
300667	Depot Ancestral Domain National High School	MONKAYO
128433	Inambatan ES	MONKAYO
128439	Monkayo CES	MONKAYO
304199	Monkayo NHS	MONKAYO
128443	Muñoz ES	MONKAYO
128444	Naboc ES	MONKAYO
128445	New Kapatagan ES	MONKAYO
315823	New Kapatagan NHS	MONKAYO
500455	Olaycon Integrated School	MONKAYO
204011	Paco ES	MONKAYO
128447	Pasian ES	MONKAYO
304201	Pasian National High School	MONKAYO
128455	Tubo-Tubo ES	MONKAYO
304212	Tubo-Tubo NHS	MONKAYO
128457	Ulip ES	MONKAYO
315808	ULIP NATIONAL HIGH SCHOOL	MONKAYO
315809	Union National High School - Mt. Diwata High School Annex	MONKAYO
304214	Union NHS	MONKAYO
128459	Banagbanag ES	MONTEVISTA
128462	Camansi ES	MONTEVISTA
300640	Camansi National High School	MONTEVISTA
128466	Linoan ES	MONTEVISTA
128467	Mabanda ES	MONTEVISTA
128468	Magtaya ES	MONTEVISTA
128469	Mayaon ES	MONTEVISTA
304204	Mayaon NHS	MONTEVISTA
128470	Mayobe ES	MONTEVISTA
128471	Montevista CES	MONTEVISTA
128465	Dauman ES	MONTEVISTA
304202	Montevista NHS	MONTEVISTA



**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
128474	New Visayas ES	MONTEVISTA
501058	San Vicente Integrated School	MONTEVISTA
128479	Tapia ES	MONTEVISTA
128480	Anislagan ES	NABUNTURAN
502373	Antequera Integrated School	NABUNTURAN
501365	Basak Integrated School	NABUNTURAN
128484	Bukal ES	NABUNTURAN
128507	C.M. Recto ES	NABUNTURAN
128486	Cabidanan ES	NABUNTURAN
300607	Cabidanan NHS	NABUNTURAN
204023	Inupuan ES	NABUNTURAN
128487	Kao ES	NABUNTURAN
128488	Katipunan ES	NABUNTURAN
128490	Magading ES	NABUNTURAN
128503	Magsaysay ES	NABUNTURAN
315821	Magsaysay NHS	NABUNTURAN
128491	Mainit ES	NABUNTURAN
304194	Mainit NHS	NABUNTURAN
128492	Manat CES	NABUNTURAN
304195	Manat NHS	NABUNTURAN
128493	Matagdungan ES	NABUNTURAN
128494	Matilo ES	NABUNTURAN
128504	Mipangi ES	NABUNTURAN
128505	Nabunturan Central Elementary School SPED Center	NABUNTURAN
304205	Nabunturan NCHS	NABUNTURAN
128506	New Sibonga ES	NABUNTURAN
315818	New Sibonga NHS	NABUNTURAN
501773	San Isidro Integrated School	NABUNTURAN
128499	Sta. Maria ES	NABUNTURAN
128500	Tagnocon ES	NABUNTURAN
315814	Andap NHS	NEW BATAAN
128511	Bantacan ES	NEW BATAAN
304177	Bantacan NHS	NEW BATAAN
128514	Cabinuangan CES	NEW BATAAN



**LIST OF SCHOOLS FOR ONSITE VALIDATION**


<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
128515	Camanlangan ES	NEW BATAAN
304180	Camanlangan NHS	NEW BATAAN
501056	Cogonon Integrated School	NEW BATAAN
137067	Inopawan Elementary School	NEW BATAAN
304206	New Bataan NHS	NEW BATAAN
128523	Pagsabangan ES	NEW BATAAN
128525	Panag ES	NEW BATAAN
128528	San Roque ES	NEW BATAAN
128529	Simsimen ES	NEW BATAAN
501777	Tandawan Integrated School	NEW BATAAN
128532	Araibo ES	PANTUKAN
128534	Ayan ES	PANTUKAN
128536	Biasong ES	PANTUKAN
128537	Binogsayan ES	PANTUKAN
128538	Bongabong ES	PANTUKAN
128535	Bon-Temple ES	PANTUKAN
128540	Boringot ES	PANTUKAN
300588	Boringot National High School	PANTUKAN
128541	Diat ES	PANTUKAN
128542	Doroteo De Castro ES	PANTUKAN
128533	Eduardo H. Maquidato, Sr. ES	PANTUKAN
128544	Kingking CES	PANTUKAN
128545	Lahi ES	PANTUKAN
301052	Lawaan NHS	PANTUKAN
128548	Magnaga ES	PANTUKAN
315807	Magnaga NHS	PANTUKAN
128549	Matiao ES	PANTUKAN
128550	Maubog ES	PANTUKAN
128553	P. Fuentes Sr. ES	PANTUKAN
128554	Panganason ES	PANTUKAN
304208	Pantukan NHS	PANTUKAN
128556	Piasusuan ES	PANTUKAN
128557	Pulang Lupa ES	PANTUKAN
128559	Sta. Teresa ES	PANTUKAN



**LIST OF SCHOOLS FOR ONSITE VALIDATION**

<b>School ID</b>	<b>School Name</b>	<b>Municipality</b>
128560	Tagdangua ES	PANTUKAN
128561	Tagugpo ES	PANTUKAN
304209	Tagugpo NHS	PANTUKAN
304211	Tambongon NHS	PANTUKAN
128562	Tapis ES	PANTUKAN
128563	Tibagon ES	PANTUKAN
128564	Tugop ES	PANTUKAN
128414	Nueva Visayas ES	MAWAB
128432	Haguimitan ES	MONKAYO
501912	Anagase Integrated School	MONKAYO
501776	San Isidro Integrated School	MONKAYO
128449	Rizal Memorial ES	MONKAYO

Prepared by :

  
**SHIELA L. CAMBUNGA**  
 Planning Officer III





Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT- \_\_\_\_\_

MEMORANDUM

**TO: MINISTER, BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
ALL OTHERS CONCERNED**

**THRU: EPIMACO V. DENISING III**  
Undersecretary for School Infrastructure & Facilities

**NOLASCO A. MEMPIN**  
Undersecretary for Administration

**FROM: NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge, Planning Service

**SUBJECT: GUIDELINES IN THE CONDUCT OF THE NATIONAL  
SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-  
2024**

**DATE: 11 March 2024**

The Department of Education continuously commit 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. Furthermore, the Department recognizes the importance of maintaining a complete and accurate inventory of school infrastructure, including buildings, classrooms, furniture, and other facilities to be used in planning, budgeting, resource allocation, and decision making.

In preparation for the budget deliberations for the Fiscal Year 2025, there will be an update of the National School Building Inventory for SY 2023-2024 to capture the updated inventory of school infrastructure and other facilities. This will serve as basis for adjusting classroom requirements to ensure the safe operation of schools.



Updates and changes in the encoding and reporting of NSBI data will only be disseminated through issuance of an Advisory or a Memorandum.

## VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

### **School Infrastructure and Facilities – Education Facilities Division (SIF-EFD)**

Landline: (+63) 28 633 7263 / (+63) 28 638 7110 / (+63) 28 636 4877  
Email: [ousif\\_efd@deped.gov.ph](mailto:ousif_efd@deped.gov.ph)  
Address: 5<sup>th</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue,  
Pasig City

### **Planning Service – Education Management Information System Division (PS-EMISD)**

Landline: (+63) 28 638 2251 / (+63) 28 635 3986  
Telefax: (+63) 28 635 3986  
Email: [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph)  
Address: 2<sup>nd</sup> Floor, Alonzo Building, DepEd Complex, Meralco Avenue,  
Pasig City

### **Information and Communication Technology Service – User Support Division (ICTS-USD)**

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](mailto:support.ebeis-lis@deped.gov.ph) / [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)  
Facebook: [www.facebook.com/groups/lis.helpdesk/](http://www.facebook.com/groups/lis.helpdesk/)  
Address: 2<sup>nd</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue,  
Pasig City

For immediate dissemination and strict compliance.



## V. VALIDATION QUOTA

Paper and onsite validation of NSBI data shall be conducted by the Division Engineers while the Division Planning Officers will verify the accuracy of the data encoded in the system.

The criteria or quota for the data validation will depend on the category/size of the division as shown below:

Category/Size	Criteria/Quota
Small	100% of schools data validated
Medium	At least 80% of schools data validated
Large	At least 60% of schools data validated
Very Large	At least 40% of schools data validated

## VI. TIMELINES

All personnel involved in the data collection, encoding, validation, and monitoring for the NSBI for School Year 2023-2024 shall be guided accordingly on the following timelines as shown below:

Activity	Timeline
Orientation on NSBI for SY 2023-2024	Starting March 22, 2024
Encoding of NSBI Data	March 25, 2024
Validation of NSBI Data	May 1-31, 2024
End of Encoding in the System	June 01, 2024

The cut-off date of the data to be reported in the NSBI is as of **February 29, 2024**.

## 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). The SDOs shall do the same to all schools under their respective jurisdiction. Also, 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 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.



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
System Verifier	Planning Officer
School Level	
NSBI Data Gathering Forms	School Head
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/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 to 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.

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.

For samples of the processes in determining the school coordinates, please refer to Annex C.



<i>that necessary clearances from School Head and SGOD are secured)</i>	
Provide technical assistance to schools on queries regarding NSBI forms, system, and processes	SGOD-PRS, Division Education Facilities Section, Supply Office
Monitor and validate submissions from schools	SGOD-PRS, SPC, EFS
<b>School Level</b>	
Conduct actual school building inventory	School Head
Submit signed NSBI forms to SGOD	
Encode NSBI data in the BEIS	

### III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2023-2024 (see Annex A) consist of eight (8) 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 BEIS.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
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/Amenities
Table 7	Access Going to School

The NSBI Data Gathering Forms were updated with the inclusion of new data elements as a result of DepEd's reportorial commitment to other agencies related to school buildings and facilities. For proper guidance and information, an Answering Guide (see Annex B) that contains the common definitions and examples will be disseminated to all concerned personnel.

Table	New Data Element
Table 1	Building PWD Accessible
Table 2	Room Condition: For Condemnation Condemned/For Demolition



This Memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all levels of governance. All public schools offering elementary, junior high schools and senior high schools are required to comply with the prescribed guidelines and actively participate in collecting and encoding NSBI data in the Basic Education Information System.

## I. PROCEDURES

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

- a. The school head conducts the School Building Inventory and manually accomplish the NSBI Data Gathering Forms.
- b. Review, encode and validate the inventory.
- c. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer.

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error committed through a letter addressed to the Division Planning Officer (System related) and Division Engineer (NSBI Forms).

## II. ROLES AND RESPONSIBILITIES

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

DepEd Central Office	Responsible Office/Personnel
Provide technical assistance on the orientation of very large SDOs <i>(when necessary)</i>	SIF-EFD, PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-USD
Regional Office	
Provide technical assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor status of submissions of SDOs	PPRD
Assist in the onsite validation to schools	Regional Engineer
Division Level	
Orient School Heads (by cluster)	SGOD-PRS, Division Education Facilities Section (EFS), Supply Office
Create BEIS accounts for Engineers (plantilla) with editing facilities <i>(provided)</i>	SGOD-PRS