



Republic of the Philippines  
**Department of Education**  
 REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

ED-DIVISION OF CAGAYAN DE ORO CITY  
 CAGAYAN DE ORO CITY  
**RELEASED**  
 DATE: MAR 22 2022

**Office of the Schools Division Superintendent**

March 22, 2022

Division Memorandum  
 No. 94 s. 2022

**CLUSTER ORIENTATION ON NATIONAL SCHOOL BUILDING INFORMATION SYSTEM (NSBI) FOR SY2021-2022**

To: Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 School Property Custodians  
 Physical Facilities Coordinator  
 This Division

1. Relative to Unnumbered Memorandum dated January 25, 2022, re: Guidelines on the Conduct of the National School Building Inventory for SY 2021-2022, you are hereby directed to attend the Cluster Orientation on National School Building Information System (NSBI) for SY2021-2022. Venue to be announced in a separate Memorandum.

Date	Level	Districts
March 24, 2022	Elementary	<b>North II, West I, West II, East I, and East II (8:00am – 11:30am)</b>
		<b>Southwest I, Southwest II, Central, North I, and South (1:00pm – 4:30pm)</b>
March 25, 2022	Secondary Schools (8:00am – 11:30am)	

2. Participants to this activity are the School Heads, School Property Custodian, and School Physical Facilities Coordinator.
3. Attached is the NSBI data gathering forms for your reference.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. For information, guidance, and compliance.

  
**CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

Enclo.: As stated  
 Reference: None  
 To be indicated in the Perpetual Index under the following subjects:  
 NSBI  
 zsa/DM – cluster orientation...  
 \_\_\_\_\_ / March 22, 2022



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**Telephone:** (08822)-8550048  
**Email:** [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)





Republic of the Philippines  
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OUCOS-PS-2022

MEMORANDUM

TO: UNDERSECRETARIES  
ASSISTANT SECRETARIES  
MINISTER OF BASIC, HIGHER, AND TECHNICAL  
EDUCATION (MBHTE), BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM:   
ATTY. NIPOMUCENO A. MALALUAN  
*Undersecretary and Chief of Staff*

SUBJECT: **Guidelines on the Conduct of the National School Building  
Inventory for School Year 2021-2022**

DATE: 25 January 2022

The Department of Education (DepEd) recognizes the importance of maintaining an accurate and comprehensive inventory of school buildings, classrooms, furniture, and other facilities for use in planning, budgeting, resource allocation, and decision-making. Specifically, this inventory would help firm up our commitment to providing a safe and conducive learning environment to our learners.

With the new challenges brought by the COVID-19 pandemic and gradual transition to face-to-face instruction, the conduct of the **National School Building Inventory (NSBI) for School Year 2021-2022** is deemed as a timely and relevant undertaking in effectively addressing new parameters of classroom requirements for schools' safe operations.

This Memorandum outlines the guidelines for the conduct of the NSBI, procedures, roles, and responsibilities of concerned personnel, and timelines applicable across all governance levels in the basic education. All public elementary, junior high school, and senior high school shall comply with this guideline and actively participate in the collection and encoding of data in the Basic Education Information System (BEIS) and at the same time observe the Minimum Health Standards.





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## I. PROCEDURES

To ensure the accuracy and quality of the data to be collected, encoded, and reported in the NSBI Module, personnel **at the school level** shall observe the following activities and processes:

- a. Organize a School Building Inventory Committee that is composed of School Head (*as the Chair*), School Property Custodian (SPC), Engineering Facilities Coordinator (EFC) and BEIS Coordinator;
- b. Hold a meeting to discuss the procedures in doing the inventory;
- c. Conduct of the School Building Inventory and manually accomplish the NSBI Form
- d. Review and validation of the inventory by the School Head;
- e. Sign and submit 2 copies of duly accomplished forms to the Schools Division Office (SDO); and
- f. SDO through the SGOD will validate and issue approval to the school for online encoding of data in the BEIS.

In case of errors in the encoding of data in the system, the School Head shall notify the SDO of any errors committed through a letter addressed to the Division Planning Officer.

For safety against COVID-19 infections, school, division, and regional personnel participating in the conduct of all NSBI related activities shall adhere to the Minimum Health Standards imposed by the IATF and local government units.

## II. ROLES AND RESPONSIBILITIES

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

<i>DepEd Central Office</i>	<i>Responsible Office/s</i>
Orient the Regional and Schools Division Offices on NSBI	PS-EMISD, AS-AFD, ICTS, AS-AMD
Provide Technical Assistance on the orientation of very large SDOs (if necessary)	EMISD-PS
Update the system and provide a facility to print generated data for verification purposes	ICTS-USD
<i>Regional Level</i>	
Provide Technical Assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor and validate submissions from schools	PPRD, Regional Engineer





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<i>Division Level</i>	
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators by cluster	SGOD-PRS, Division Engineers (including COS Engineers assigned in the SDOs), Supply Officer
Create BEIS accounts for Engineers (plantilla) with editing facilities ( <i>provided that the necessary clearances from School Head and SGOD are secured</i> )	SGOD-PRS
Provide Technical Assistance to schools on queries regarding NSBI forms, system, and processes	Division Planning Officer, Division Engineers, Supply Officers
Monitor and validate submissions from schools	SGOD-PRS, Division Engineers, Supply Officer
<i>School Level</i>	
Conduct actual school building inventory	School Head, SPC, EFC, BEIS Coordinator
Submit signed NSBI forms to SGOD	School Head
Encode NSBI data in the BEIS	School Head/BEIS Coordinator

### III. NSBI FORMS

The NSBI Forms for School Year 2021-2022 (*Annex A*) consists of seven tables in which some have new data requirements that the school need to accomplish in the reporting of the inventory. NSBI Forms can be accessed and downloaded from the BEIS.

Table	Title
Table 1	Summary of Existing Buildings
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS)/Makeshift Room/s
Table 4.a	Existing Number of Water and Sanitation Facilities
Table 4.b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities and Amenities





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Table 7	Access Going to School
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The NSBI Forms were updated with the inclusion of new data/information requirements as result of the Department's reportorial commitment to other agencies related to school buildings and facilities. For proper guidance and information, an Answering Guide (*Annex B*) that contains the common definitions and examples will be disseminated to all concerned personnel.

Table	New Data Elements/Information
School Information	Longitude
	Latitude
Table 1	Building Material
	Date of Acquisition
	Acquisition Cost
	Book Value
	Insurance Information
Table 6	Flood Marker
	Exit Gate
Table 7. Type of Access Road	Paved
	Unpaved
	Levelled
	Unlevelled/ Rough Road
	On-going Construction
Table 7. Accessible by type of transportation	Private 4-Wheel Vehicle
	Private Motorcycle
	Boat
	UV Express
	Pedicab
	Tricycle
	Jeepney





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	Habal-habal
	Train
	Bus
	Walking/Hiking

Accomplished NSBI 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.

<i>Division Level</i>	
Site Validation	Division Engineer, Planning Officer, Supply Officer (plantilla)
Online Validation	
<i>School Level</i>	
NSBI Forms	School Head, EFC, BEIS
Online Validation	Coordinator

**IV.**

**PROCESS IN DETERMINING THE SCHOOL COORDINATES  
(LONGITUDE/LATITUDE)**

In determining the school coordinates, the location of the flagpole shall be the reference point. The School Head may use device/s such as mobile phones, smartphones (iOS or android phones), tablets, or laptops in opening the Google Maps in identifying the longitude and latitude of the school to ensure accuracy of the information or data.

**Using the smartphones/tablets:**

1. Turn on the GPS on your device.
2. Open the Google Maps application.
3. Navigate the place 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 on the determined location.
5. The coordinates will appear on the search bar then copy or screenshot the coordinates.

**Using the LAPTOP**

1. Open your browser (Chrome/IE,Firefox, etc).
2. Type Google Maps in the URL bar.
3. Navigate the location you want to determine the coordinates. Use the mouse scroll to zoom in or out the location.





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4. Right click on the location
5. Click the coordinates and copy it.

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

#### V. VALIDATION QUOTA

Paper/system and onsite validation of NSBI Data shall be conducted by the Division Planning Officers and Division Engineers. During school visits for the onsite validation, the Department reiterates that all personnel shall comply with the existing IATF guidelines and local restrictions subject to the alert risk level of the Local Government Unit/s (LGU/s).

Shown below are the criteria or quota for the data validation depending on the category/size of the Division:

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 2021-2022 shall be guided accordingly on the following activities and dates:

Activities	Timelines
Online Orientation on NSBI for SY 2021-2022 for Planning Officers, Engineers, and Supply Officers	March 02-03, 2022
Deployment of the NSBI Facility	March 14, 2022
Orientation of the NSBI for SY 2021-2022 for School Personnel	March 14-18, 2022
Encoding of NSBI Data	March 14-May 31, 2022
Validation of NSBI Data	April 04-May 31, 2022





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Cut-off date of data to be reported in the NSBI is as of 28 February 2022.

## 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 and the latter shall do the same to all schools under their respective jurisdiction. Also, the Division Planning Officer (DPO) and Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data in the BEIS.

DepEd Central -Office through the PS-EMISD shall inform all regions and divisions their statuses of submission and validation in coordination with the Regional Planning Officer. While updates and changes in the encoding and reporting of NSBI data will be only disseminated through issuance of an Advisory or Memorandum.

## VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

### **Administrative Service- Education Facilities Division (AS-EFD)**

Landline: +63 28 633 7263/ +63 28 638 7110/+63 28 636 4877  
E-mail: [as.efd@deped.gov.ph](mailto:as.efd@deped.gov.ph)  
Address: 5<sup>th</sup> Floor, Mabini Building,  
DepED Complex, Meralco Avenue, Pasig City

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

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

### **Information and Communications 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)  
E-mail: [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/](https://www.facebook.com/groups/lis.helpdesk/)  
Address: Ground Floor, Bonifacio Building  
DepED Complex, Meralco Avenue, Pasig City





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For immediate dissemination and strict compliance.





Department of Education  
School Building Inventory Form  
(as of February 28, 2022)

Region :	School ID :
Division :	School Name :
Longitude:	Latitude:

Table 1. Summary of Existing Building

Building Name/ Number <sup>1</sup>	Building Type <sup>2</sup>	Fund Source/s <sup>3</sup>	Specific Fund Source/s <sup>4</sup>	Building Condition <sup>5</sup>	Number of Stores <sup>6</sup>	Number of Rooms <sup>7</sup>	Year Completed <sup>8</sup> (if not provided, refer to building type)	Classification of Building <sup>9</sup>	Is building PWD accessible? <sup>10</sup> (Yes/No)	Have undergone major repair for the last 5 years? <sup>11</sup> (Yes/No)	With Certificate of Acceptance? <sup>12</sup> (Yes/No)	Is the school building included in the DepEd Book of Accounts? <sup>13</sup> (Yes/No)	Building Material <sup>14</sup>	Date of Acquisition <sup>15</sup>	Acquisition Cost <sup>16</sup>	Book Value <sup>17</sup>	Insurance information <sup>18</sup>
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17	Col. 18

Prepared by:	Certified True and Correct by:	Validated by:	Validated by:
_____ School Property Custodian/ School Engineering Facilities Coordinator	_____ School Head	_____ Planning Officer III (Schools Division Office)	_____ Engineer III (Schools Division Office)





Department of Education  
School Building Inventory Form  
(as of February 28, 2022)

Region :	School ID :
Division :	School Name :

**Table 2. Existing Rooms per Building**

Building Number <sup>1</sup>	Room Number <sup>19</sup>	Room Condition <sup>20</sup>	Actual Usage/s <sup>21</sup>	Room Dimension (In Meters) <sup>22</sup>	
				Width Col. 5	Length Col. 6
Col. 1	Col. 2	Col. 3	Col. 4		

Prepared by:

Certified True and Correct by:

Validated by:

Validated by:

School Property Custodian/  
School Engineering Facilities Coordinator

School Head

Planning Officer III  
(Schools Division Office)

Engineer III  
(Schools Division Office)





Department of Education  
 School Building Inventory Form  
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Region :	School ID :
Division :	School Name :

**Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s**

Temporary Learning Space/s		Makeshift Room/s	
No. of Temporary Learning Space/s <sup>23</sup>	No. of Classes/Sections using Temporary Learning Space/s <sup>24</sup>	No. of Makeshift Room/s <sup>25</sup>	No. of Classes/Sections using Makeshift Room/s <sup>26</sup>
Col 1	Col 2	Col 3	Col 4

**Table 4A. Existing Number of Water and Sanitation Facilities**

Building Number <sup>1</sup>	Number of Functional Toilet Bowls <sup>27</sup>				Number of Non-Functional Toilet Bowls <sup>28</sup>	Number of Sink/Washbasin <sup>29</sup>	Number of Urinals <sup>30</sup>	Number of Urinal Trough <sup>31</sup>	With Septic Tank <sup>32</sup> (Yes/No)	Number of Faucets <sup>33</sup>	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12

Prepared by: \_\_\_\_\_ Certified True and Correct by: \_\_\_\_\_ Validated by: \_\_\_\_\_ Validated by: \_\_\_\_\_

School Property Custodian/  
 School Engineering Facilities Coordinator

School Head

Planning Officer III  
 (Schools Division Office)

Engineer III  
 (Schools Division Office)





Department of Education  
School Building Inventory Form  
(as of February 28, 2022)

Region :	School ID :
Division :	School Name :

**Table 4B. Existing Number of Stand-Alone Water and Sanitation Facilities**

Number of Functional Toilet Bowls <sup>27</sup>				Number of Non-Functional Toilet Bowls <sup>28</sup>	Number of Sink/Washbasin <sup>29</sup>	Number of Urinals <sup>30</sup>	Number of Urinal Trough <sup>31</sup>	With Septic Tank <sup>32</sup> (Yes/No)	Number of Faucets <sup>33</sup>	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11

**Table 5. Existing Number of Usable Furniture**

Kinder Modular Table <sup>34</sup>	Kinder Chair <sup>35</sup>	Armchair <sup>36</sup>	School Desk <sup>37</sup>	Other Classroom Table <sup>38</sup>	Other Classroom Chair <sup>39</sup>	DepEd New Design 2-Seater Table & Chair <sup>40</sup>		
						Elementary	Junior High School	Senior High School
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9

**Table 6. Other Facilities/Amenities**

Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)
Col. 1	Col. 2	Col. 3	Col. 4
Covered Court <sup>41</sup>	<input type="radio"/> Yes <input type="radio"/> No	Flood Marker <sup>46</sup>	<input type="radio"/> Yes <input type="radio"/> No
Gymnasium <sup>42</sup>	<input type="radio"/> Yes <input type="radio"/> No	Playground <sup>47</sup>	<input type="radio"/> Yes <input type="radio"/> No
Solar Panel <sup>43</sup>	<input type="radio"/> Yes <input type="radio"/> No	School Garden <sup>48</sup>	<input type="radio"/> Yes <input type="radio"/> No
Permanent Perimeter Fence <sup>44</sup>	<input type="radio"/> Yes <input type="radio"/> No	Entrance Gate <sup>49</sup>	<input type="radio"/> Yes <input type="radio"/> No
Temporary Perimeter Fence <sup>45</sup>	<input type="radio"/> Yes <input type="radio"/> No	Exit Gate <sup>50</sup>	<input type="radio"/> Yes <input type="radio"/> No

Prepared by:

Certified True and Correct by:

Validated by:

Validated by:

School Property Custodian/  
School Engineering Facilities

School Head

Planning Officer III  
(Schools Division Office)

Engineer III  
(Schools Division Office)





**Department of Education  
School Building Inventory Form  
(as of February 28, 2022)**

<b>Region :</b>	<b>School ID :</b>
<b>Division :</b>	<b>School Name :</b>

**Table 7. Access going to School**  
(Check all applicable)

Type of Access Road <sup>51</sup>		Accessible by type of transportation <sup>52</sup>	
<i>Col. 1</i>		<i>Col. 2</i>	
<input type="checkbox"/>	<i>Paved</i>	<input type="checkbox"/>	<i>Private 4-Wheel Vehicle</i>
<input type="checkbox"/>	<i>Unpaved</i>	<input type="checkbox"/>	<i>Private Motorcycle</i>
<input type="checkbox"/>	<i>Levelled</i>	<input type="checkbox"/>	<i>Boat</i>
<input type="checkbox"/>	<i>Unlevelled/ Rough road</i>	<input type="checkbox"/>	<i>UV Express</i>
<input type="checkbox"/>	<i>On-going construction</i>	<input type="checkbox"/>	<i>Pedicab</i>
		<input type="checkbox"/>	<i>Tricycle</i>
		<input type="checkbox"/>	<i>Jeepney</i>
		<input type="checkbox"/>	<i>Habal-habal</i>
		<input type="checkbox"/>	<i>Train</i>
		<input type="checkbox"/>	<i>Bus</i>
		<input type="checkbox"/>	<i>Walking/Hiking</i>

Prepared by:

Certified True and Correct by:

Validated by:

Validated by:

\_\_\_\_\_  
School Property Custodian/  
School Engineering Facilities  
Coordinator

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Planning Officer III  
(Schools Division Office)

\_\_\_\_\_  
Engineer III  
(Schools Division Office)





**Department of Education  
School Building Inventory Form  
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**ANSWERING GUIDE**

**Table 1. Summary of Existing Building**

<sup>1</sup> Building Name/Number	Refers to the name or number of the building in the school.
<sup>2</sup> Building Type	Refers to the different design of school buildings within the school site.

<b>Deped National Funded Building Types</b>	<b>Start of Implementation</b>
<b>Academic Classroom Buildings:</b>	
<i>Army Type School Building</i>	<b>1957</b>
<i>Bagong Lipunan School Building (BLSB) Type I</i>	<b>1975</b>
<i>Bagong Lipunan School Building (BLSB) Type II</i>	
<i>Bagong Lipunan School Building (BLSB) Type III</i>	<b>1975</b>
<i>DepED Modified School Building (7 x 7)</i>	<b>2006</b>
<i>DepED Standard School Building</i>	<b>2005</b>
<i>DPWH-BOD School Building</i>	
<i>FVR 2000 Building</i>	<b>2000</b>
<i>Gabaldon School Building</i>	<b>1920</b>
<i>Home Economics Building</i>	<b>2005</b>
<i>Imelda Type school Building</i>	<b>1983</b>
<i>Industrial Arts Building</i>	<b>2005</b>
<i>Learning and Public Use School (LAPUS) Building</i>	<b>2007</b>
<i>Magsaysay Type</i>	<b>1950</b>
<i>Marcos Pre-Fabricated School Building (Marcos Type)</i>	<b>1970</b>
<i>Multi-Purpose Workshop Building</i>	<b>2006</b>
<i>Pre-School/Kindergarten Building</i>	<b>2011</b>
<i>Public-Private School Infrastructure Project (PSIP School Building)</i>	<b>2013</b>
<i>Readily Assembled Multi-Option Shelter (RAMOS) Type</i>	
<i>Science Laboratory Building</i>	<b>2006</b>
<i>Public-Private Partnership (PPP)</i>	
<i>Ramos Demountable School Building</i>	
<i>Pre-FAB</i>	
<b>Technical Vocational School Buildings:</b>	
<i>Aqua-Culture NC II Building</i>	<b>2013</b>
<i>Automotive Servicing NCII Building</i>	<b>2013</b>
<i>Beauty Care NC II Building</i>	<b>2013</b>
<i>Carpentry NC II Building</i>	<b>2013</b>
<i>Commercial Cooking NC II Building</i>	<b>2013</b>
<i>Consumer Electronic Technician NC II Building</i>	<b>2013</b>
<i>Dress Making NC II Building</i>	<b>2013</b>
<i>Electrical Installation Maintenance NC II Building</i>	<b>2013</b>
<i>Food Processing NC II Building</i>	<b>2013</b>
<i>Shielded Metal Arc Welding NC II Building</i>	<b>2013</b>
<i>State of the Art Tech Voc Bldg</i>	





**Department of Education  
School Building Inventory Form  
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**ANSWERING GUIDE**

<b>LGU Funded Building Types</b>	
<i>Joseon Type</i>	
<i>Ynares Type</i>	
<i>Provincial School Board</i>	
<i>Municipal Building</i>	
<i>Espino Building</i>	
<i>UMALI Building</i>	
<i>Tulagan Building</i>	
<i>Violago Type</i>	
<i>Gonzales Type</i>	
<i>Joey Lina Building</i>	
<i>Lazaro Building</i>	
<i>Agbayani Bldg.</i>	
<i>Celeste Building</i>	
<i>Rodriguez Building</i>	
<i>Alfelor Type</i>	
<i>Estrella</i>	
<i>Mandanas Building</i>	
<i>Montelibano Type</i>	
<i>San Luis Building</i>	
<i>Deloso Type Building</i>	
<i>Maliksi Building</i>	
<i>Lajara Type Building</i>	
<i>Gatuslao Building</i>	
<i>Luna Building</i>	
<i>Dy Building</i>	
<i>Espino</i>	
<i>Gwen Bldg.</i>	
<i>Mathay Building</i>	
<i>Agbayani Type</i>	
<i>Duque Building</i>	
<i>Gustilo Type</i>	
<i>Others</i>	
<b>Foreign Funded Building Types</b>	
<b>Start of Implementation</b>	
<i>Economic Support Fund (ESF) School Building</i>	<b>1985</b>
<i>JICA - Educational Facilities Improvement Program (EFIP)</i>	<b>1994</b>
<i>Government of Spain-Spanish Grant School Building</i>	
<i>SBP4BE Building-AusAid</i>	<b>2013</b>
<i>Secondary Education Development Improvement Program (SEDIP)</i>	
<i>Secondary Education Development Program (SEDP)</i>	<b>2002</b>
<i>SPHERE Building - Ausaid</i>	<b>2011</b>
<i>Third Elementary Education Projecy(TEEP) Schiool Building</i>	<b>1999-2006</b>
<i>JICA - Typhoon Resistant School Building Program (TRSBP)</i>	<b>1988</b>
<i>Others</i>	





**Department of Education  
School Building Inventory Form  
(as of February 28, 2022)**

**ANSWERING GUIDE**





Department of Education  
School Building Inventory Form  
(as of February 28, 2022)

**ANSWERING GUIDE**

**Private Sector Funded Building Types**

*Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building*

*Little Red School House - Coca-Cola Philippines*

*ABS- CBN School Building*

*GMA Kapuso School Building*

*Private Foundation Building*

*Security Bank School Building*

*Petron School Building*

*Plan International School Building*

*AGAP School Building*

*Aboitiz School Building*

*PAMANA School Building*

*RPN School Building*

*Rotary School Building*

*Lions Club School Building*

*Jolibee School Building*

*Mc Donald School House*

*KABISIG School Building*

*Gawad-Kalinga School Building*

*PLDT Schoolm Building*

*SM Foundation School Building*

*TZU CHI Foundation School Building*

*Ayala School Building*

*JAYCEES School Building*

*Philip Morris School Building*

*RC Cola Building*

*DMCI School Building*

*KIWANIS School Building*

*SteelTech School Building*

*Others*





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<b>House of Representative / Senate Funded Building Types</b>	
<i>Gonzales Type</i>	
<i>Cojuangco Building</i>	
<i>Umali</i>	
<i>Maceda</i>	
<i>Chipeco Type Building</i>	
<i>Tanada Building</i>	
<i>Villareal Building</i>	
<i>Ferrer</i>	
<i>Bayan Muna</i>	
<i>Angara Building</i>	
<i>Abaya Type</i>	
<i>Fuentebella Building</i>	
<i>Joson Type Building</i>	
<i>Legarda Building</i>	
<i>Drilon Building</i>	
<i>Enverga Building</i>	
<i>Andaya</i>	
<i>Diaz Type</i>	
<i>Recto Building</i>	
<i>Enrile Building</i>	
<i>Alvarez</i>	
<i>Loren Legarda Building</i>	
<i>Cibac</i>	
<i>Lagman Type</i>	
<i>Romulo</i>	
<i>Serbisyong Suarez Building</i>	
<i>Syjuco Building</i>	
<i>Villareal Bldg.</i>	
<i>Antonino</i>	
<i>Arenas</i>	
<i>Others</i>	
<b>Other National Government Agency Funded Building Types</b>	
<i>DOST Science Laboratory Building</i>	
<i>PAGCOR School Building</i>	
<i>KALAHI-CIDSS</i>	
<i>PAG-IBIG</i>	
<i>Others</i>	





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<sup>3</sup> <b>Fund Source/s</b>	Refers to the source of budget for construction of buildings and rooms.
<i>DepEd National Funded</i>	Refers to the school building funded by DepEd.
<i>LGU Funded</i>	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
<i>Foreign Funded</i>	Refers to the school building funded by foreign institution.
<i>Private Sector Funded</i>	Refers to the school building funded by private corporations, companies, individuals and associations.
<i>House of Representative / Senate Funded</i>	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF, etc.)
<i>Other National Government Agency Funded</i>	Refers to the school building funded by other government agencies.
<i>Note: If building has multiple fund source, specify in column 3.</i>	
<sup>4</sup> <b>Specific Fund Source/s</b>	Refers to the specific source of budget for construction of buildings and rooms.
<i>DepEd Budget</i>	
<i>Alumni</i>	
<i>JICA</i>	
<i>Worldbank</i>	
<i>AusAid</i>	
<i>Coca-Cola Philippines</i>	
<i>Others</i>	
<i>Note: If building has multiple specific fund source, specify in column 4.</i>	
<sup>5</sup> <b>Building Condition</b>	Refers to the current physical state of a building.
<i>Good Condition</i>	Refers to a building which does not need repair.
<i>Needs Minor Repair</i>	Refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost <b>less than fifty thousand (Php 50,000)</b> of the cost of a standard building unit such as repair of windows, doors, partitions and the like.
<i>Needs Major Repair</i>	Refers to the repair or replacement of school building components which are subjected to critical structural loads and stresses and which are estimated to cost <b>fifty thousand (Php 50,000) or more</b> of the cost of a standard building unit such as roof frames, posts and exterior walls.
<i>On-going Construction</i>	Refers to the school building that are not yet completed.
<i>For Completion</i>	Refers to a building which was not completed according to the design (e.g. one storey building was completed using a two storey design building plan).
<i>For Condemnation</i>	Refers to the school building that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
<i>Condemned/For Demolition</i>	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
<sup>6</sup> <b>Number of Storeys</b>	Refers to the number of levels/floors in a building.
<sup>7</sup> <b>Number of Rooms</b>	Refers to the number of rooms.





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<b><sup>8</sup>Year Completed</b>	Refers to the specific year when a building was completed and officially turned over to the school.
<b><sup>9</sup>Classification of Building</b>	Refers to the classification of how the building is constructed.
<i>Permanent</i>	Made of strong and durable materials, 80% of which is concrete (including Gabaldon Buildings).
<i>Semi-Permanent</i>	Made of a combination of materials such as concrete and 80% lumber.
<b><sup>10</sup>Is building PWD accessible?</b>	Refers to buildings that are compliant with the BP No. 344 (Accessibility Law) and the RA No. 7277 (Magna Carta for Disabled Persons) which aims to make all buildings in the country accessible to persons with disabilities (PWDs).
<b><sup>11</sup>Have undergone major repair for the last 5 years?</b>	Refers to the building which underwent repair within the last 5 years.
<b><sup>12</sup>With Certificate of Acceptance?</b>	Refers to newly constructed school buildings duly accepted by DepEd thru the Principal/School Head by way of signing of the Certificate of Acceptance.
<b><sup>13</sup>Is the school building included in the DepEd Book of Accounts?</b>	Refers to buildings that were already booked as assets of DepEd following standard accounting procedures for the transfer and booking-up of the subject facilities.
<b><sup>14</sup>Building Materials</b>	Refers to the materials used during the construction of the building
<i>Concrete</i>	Refers to the heavy, rough building material made from a mixture of broken stone or gravel, sand, cement, and water
<i>Wood</i>	Refers to the hard fibrous material that forms the main substance of the trunk or branches of a tree or shrub
<i>Steel</i>	Refers to the hard, strong, gray or bluish-gray alloy of iron with carbon and usually other elements, used extensively as a structural and fabricating material
<i>Plastic</i>	Refers to the synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, etc., that can be molded into shape while soft and then set into a rigid or slightly elastic form
<i>Stone</i>	Refers to the hard solid nonmetallic mineral matter of which rock is made, especially as a building material
<i>Glass</i>	Refers to the hard, brittle substance, typically transparent or translucent, made by fusing sand with soda, lime, and sometimes other ingredients and cooling rapidly. It is used to make windows, drinking containers, and other articles
<b><sup>15</sup>Date of Acquisition</b>	Refers to the date of acceptance of the building





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<sup>16</sup> <b>Acquisition Cost</b>	Refers to the amount/cost of the building upon acquisition
<sup>17</sup> <b>Book Value</b>	Acquisition Cost less Depreciation Cost plus Cost of Repair plus Accumulation Cost
<sup>18</sup> <b>Insurance Information</b>	Refers to the current Insurance Policy of the building (state if none)
<b><u>Table 2. Existing Rooms per Building</u></b>	
<sup>19</sup> <b>Room Number</b>	Refers to the number assigned to a room.
<sup>20</sup> <b>Room Condition</b>	Refers to the current physical state of a room.
<i>Good Condition</i>	Refers to a room which does not need repair.
<i>Needs Minor Repair</i>	Refers to the repair or replacement of room components which are not subjected to critical structural loads and stresses and which are estimated to cost <b>less than fifty thousand (Php 50,000)</b> of the cost of a standard room unit such as repair of windows, doors, partitions and the
<i>Needs Major Repair</i>	Refers to the repair or replacement of room components which are subjected to critical structural loads and stresses and which are estimated to cost <b>fifty thousand (Php 50,000) or more</b> of the cost of a standard room.



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<sup>21</sup> <b>Actual Usage/s</b>	Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages (e.g. If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom).
<b>Instructional</b>	Refers to rooms use for academic purposes:  Classroom SPED, Classroom Elementary (Kindergarten, Grade 1, 2,3,4,5,6), Classroom JHS (Grade 7,8,9,10), Classroom SHS (Grade 11, 12), ALS Room, Audio Visual, Computer Room, Industrial Arts Room, Home Economic Room, Science Laboratory, Speech Laboratory, Research Laboratory, Not Currently Used, Others.
<b>Non-Instructional</b>	Refers to rooms use for academic purposes:  Library/Learning Resource Center, Canteen, Clinic, Conference Room, Offices, Faculty Room, Museum, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others.
<b>Combination</b>	Refers to the combination of instructional and non-instructional purposes:  Combination of Instructional and Non-Instructional.
<sup>22</sup> <b>Room Dimension (in Meters)</b>	Refers to the size of a room specifying the width and length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window.

**Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s**

<sup>23</sup> <b>Temporary Learning Space/s (TLS)</b>	Refers to temporary structures provided to calamity-stricken areas/schools to ensure continuity of teaching and learning activities. It is intended for short-term use of schools while waiting for construction and/or rehabilitation of permanent classrooms.
<sup>24</sup> <b>Number of Classes / Sections using Temporary Learning Space/s</b>	Refers to the number of classes or sections using Temporary Learning Space/s.
<sup>25</sup> <b>Makeshift Room/s</b>	Refers to classrooms made of non-standard or substitute materials and temporary in nature. It is usually made of used/salvaged materials or any material available/found on site.
<sup>26</sup> <b>Number of Classes / Sections using Makeshift Room/s</b>	Refers to the number of classes or sections using makeshift room/s.





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**Table 4A & 4B. Existing Number of Water and Sanitation Facilities & Stand-Alone Water and Sanitation Facilities**

<sup>27</sup> <b>Functional Toilet Bowls</b>	Refers to the serviceable toilet bowls. (For Male, Female, PWD, Shared)
<sup>28</sup> <b>Non-Functional Toilet Bowls</b>	Refers to the non-serviceable toilet bowls.
<sup>29</sup> <b>Sink/Washbasin</b>	Refers to a sink or washbasin.
<sup>30</sup> <b>Urinals</b>	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
<sup>31</sup> <b>Urinal Trough</b>	Refers to a long, narrow open container used for urinating.
<sup>32</sup> <b>Septic tank</b>	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
<sup>33</sup> <b>Faucets</b>	Refers to a device by which water flows. It is may be with or without water supply.
<b>Stand-Alone Water and Sanitation Facilities</b>	Refers to water and sanitation facilities that houses a certain number of bowls, urinals and faucets and were constructed separately from the school buildings.

**Table 5. Existing Number of Usable Furniture**

<sup>34</sup> <b>Kinder Modular Table</b>	Refers to the standard modular table used by kindergarten learner.
<sup>35</sup> <b>Kinder Chair</b>	Refers to the chair used by kindergarten learner.
<sup>36</sup> <b>Armchair</b>	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
<sup>37</sup> <b>School Desk</b>	Refers to a usable two-seater desks in the school.
<sup>38</sup> <b>Other Classroom Table</b>	Refers to the table used by learner in the classroom not mentioned in this <i>Table</i> .
<sup>39</sup> <b>Other Classroom Chair</b>	Refers to the chair used by learner in the classroom not mentioned in this <i>Table</i> .
<sup>40</sup> <b>DepEd New Design 2-Seater Table and Chair</b>	Refers to the new design of school furniture of which 1 set is equal to 2 chairs and 1 table on wood and steel finishes.



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**Table 6. Other Facilities/Amenities**

<b><sup>41</sup>Covered Court</b>	Refers to an area within the school campus covered by roof and usually supported by steel trusses. It is commonly used for school activities like sports, physical exercises and other activities of the school.
<b><sup>42</sup>Gymnasium</b>	Refers to a room or building within the school equipped for gymnastics, games, and other physical exercises. It is also often used as venue for various indoor school programs and activities and some others even has spectator accommodations(bleachers).
<b>Solar Panel</b>	Refers to a set/s of panel/s designed to absorb the sun's rays as a source of energy for generating electricity for the school building or other facilities.
<b><sup>44</sup>Permanent Perimeter Fence</b>	Refers to a permanent structure used to demarcate the perimeter of the school to prevent access.
<b><sup>45</sup>Temporary Perimeter Fence</b>	Refers to a structure that has the same purpose as a permanent perimeter fence but is temporary in nature and may not be as sturdy as a permanent one.
<b><sup>46</sup>Flood Marker</b>	Refers to a graduated post or pole to record the high water mark during a specific flood
<b><sup>47</sup>Playground</b>	Refers to an outdoor area specifically provided for learners to play on.
<b><sup>48</sup>School Garden</b>	Refers to an area used for growing plants.
<b><sup>49</sup>Entrance Gate</b>	Refers to a barrier used as an entrance of the school, which can be closed and locked beyond school hours.