



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

OFFICE DIVISION OF CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: APR 04 2024

Office of the Schools Division Superintendent

3 APRIL 2024

DIVISION MEMORANDUM

No. 248 s.2024

**CLUSTER ORIENTATION ON NATIONAL SCHOOL BUILDING INFORMATION SYSTEM (NSBI) FOR SY2023-2024**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD and CID)  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
NSBI Validation Team  
Other Concerned Personnel  
This Division

1. Attached is the Memorandum, dated 11 March 2024 signed by ASEC Noel T. Baluyan, Titled **Guidelines in the Conduct of the National Inventory (NSBI) for School Year 2023-2024.**

2. All public schools shall comply with this guideline and actively participate in the collection and encoding of data in the National School Building Inventory (NSBI).

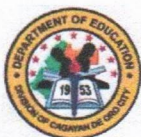
3. In this connection, there will be a face-to-face join orientation for the Basic Education Information System (BEIS) and National School Building Inventory; kindly refer to **DM 207 s. 2024 for the participants and orientation schedules.** For the data-gathering forms and answering guide, kindly refer to this link: [https://bit.ly/NSBI\\_Forms](https://bit.ly/NSBI_Forms).

4. **The schools are advised to observe the timelines of BEIS activities:**

Activities	Timeline
<b>1. Orientation on NSBI for SY 2023-2024</b>	<b>April 1, 2, 4, 5, 2024 (refer to DM 207s2024)</b>
<b>2. Encoding of NSBI Data</b>	<b>March 25, 2024</b>
<b>3. Validation of NSBI Data</b>	<b>May 1-20, 2024</b>
<b>4. End of Encoding in the System</b>	<b>June 1 2024</b>

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

5. Accomplished NSBI Data Gathering Forms shall be signed by the following school and division personnel attesting the accuracy and veracity of



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
Email Address: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)



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

**Office of the Schools Division Superintendent**

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

6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
7. For immediate dissemination and strict compliance.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated  
Reference: Office Memorandum  
To be indicated in the Perpetual Index  
under the following subjects:  
NSBI

P&RS-RSM/NSBI SY 2023-2024



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Mobile No:** +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
**Email Address:** cagayandeoro.city@deped.gov.ph



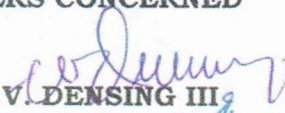
Republic of the Philippines  
**Department of Education**

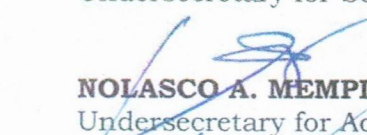
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

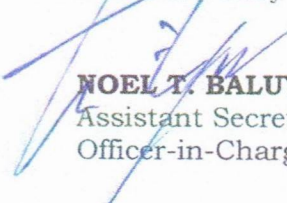
OUA-OUT- \_\_\_\_\_

**MEMORANDUM**

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

**THRU:**   
**EPIMACO V. DENING 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.

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

<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

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.

## 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.

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.