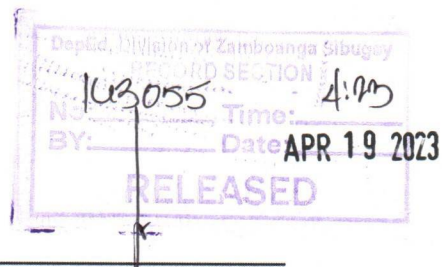




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



11 April 2023

DIVISION MEMORANDUM

No. 220, s. 2023

**UPDATING OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR
SCHOOL YEAR 2022-2023**

To: OIC – Assistant Schools Division Superintendent
Chiefs of SGOD, CID, and Admin Services
District Supervisors/District In-Charge
Planning and Research, Education Facilities, and Supply personnel
School Heads and Teachers (Public)
All Others Concerned

1. Unnumbered Memorandum issued by Undersecretary for Administration, Kristian R. Ablan re: *Guidelines in the Conduct of the National School Building Inventory (NSBI) for School Year 2022-2023* emphasizes 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. It is on this premise that all public schools are hereby directed to update the NSBI, SY 2022-2023 as part of the annual collection and encoding of an accurate and comprehensive inventory of school infrastructure and other facilities of DepEd in preparation for the budget for FY 2024. This updating of NSBI data aims to gather recent data nationwide to address new parameters of classroom requirements for the safe operations of schools post-COVID-19 pandemic.
3. All public schools are hereby reminded to compose the School Building Inventory Committee (SBIC) consisting of the School Head as Chairperson, School Property Custodian, Education Facilities Coordinator, and BEIS Coordinator as members.
4. The SBIC shall accomplish the NSBI forms and update/encode the NSBI through BEIS/LIS website on or before **April 28, 2023**.
5. In addition, all schools through the SBIC are required to submit **one (1) set of accomplished NSBI forms** to SGOD through the Education Facilities Section on or before **April 28, 2023**. Schools are reminded to strictly observe the protocol of submitting reports and that is, the submission shall be through the district. District in return shall submit the NSBI forms of all schools to the Division Office ensuring compliance with the DTRMS process.
6. The Schools Division Office is expected to create an NSBI Validating Team composed of the SGOD Chief as the Chairperson and members are personnel from Education Facilities, Property and Supply, and Planning and Research Section.



Pangi, Ipil, Zbga. Sibugay
(062) 333-5492
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

7. Education Facilities and Property and Supply personnel shall ensure the veracity of the data reflected in the accomplished BEIS forms while Planning and Research personnel shall ensure that the online data inputted in the NSBI coincide with the entries reported in the NSBI forms.

8. The Division Office NSBI Validating Team is reminded of the closing of the system which will be on June 1, 2023. As such, the validation (on-site or online) must be **completed (1) week** before the system closes.

9. For any queries and clarifications, kindly contact the following hotline numbers:

Education Facilities Section/Engineering: 09616091046/09269108402
Planning and Research Section: 09608885078/09362825880

10. Immediate dissemination of and strict compliance with this memorandum is desired.


VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

Reference: Unnumbered Memo
ZS-DM-SGOD-P&R-2023-04-124-0
GCC-20230418

To be included in the perpetual index under the ff. subjects:
POLICY DATA MANAGEMENT
NSBI



📍 Pangi, Ipil, Zbga. Sibugay
☎ (062) 333-5492
✉ zamboanga.sibugay@deped.gov.ph
🌐 depedzamboangasibugay.ph