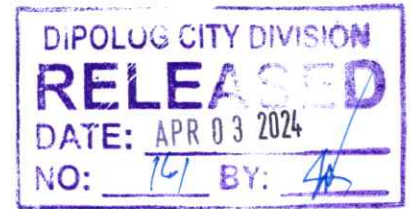




Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY



April 1, 2024

**DIVISION MEMORANDUM**

No. 161, s. 2024

**CONDUCT OF NATIONAL SCHOOL BUILDING INVENTORY (NSBI)  
 FOR SY 2023-2024**

To: The Public Schools District Supervisors  
 All Public Elementary and Secondary School Heads  
 Selected SDO Personnel  
 This Division

1. According to the Unnumbered Memorandum from the Office of the Undersecretary for School Infrastructure and Facilities, and in preparation for the deliberations for the Fiscal Year 2025, we are hereby requested to update the National School Building Inventory (NSBI) for SY2023-2024 to capture the updated inventory of school infrastructure and facilities which will serve as the basis for classroom requirements to ensure the safe operations of schools.
2. Below is the Division timeline for the NSBI SY2023-2024 updating:

Activities	Schedule	Personnel Involved
Virtual Orientation on NSBI SY2023-2024  Link: <a href="https://bit.ly/3TYGmGZ">https://bit.ly/3TYGmGZ</a>	April 5, 2024	Division Engineer, Planning Officer, School NSBI Coord./Property Custodian
Encoding of NSBI Data	April 6, 2024	School NSBI or LIS Coord, School Property Custodian
On-Site Validation	April 29 – May 10, 2024	EPS (Physical Facilities), Division Engineer, Planning Officer III, Division Accountant, and Supply Officer
End of Encoding of NSBI Data	May 13, 2024	School NSBI or LIS Coord., School Property Custodian

3. For your guidance and appropriate action.

*[Signature]*  
**MA. LIZA R. TABILON EdD, CESO V**  
 Schools Division Superintendent

