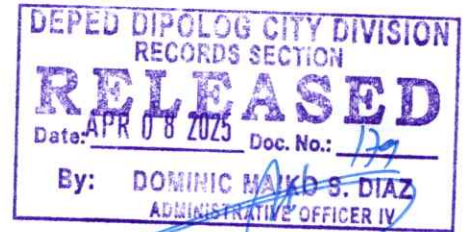




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



April 10, 2025

DIVISION MEMORANDUM
No. 179, s. 2025

CONDUCT OF NATIONAL SCHOOL BUILDING INVENTORY (NSBI)
FOR SY 2024-2025

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

1. Pursuant to the Joint Memorandum from the Office of the Undersecretary for Strategic Management and Undersecretary for Human Resource and Organizational Development, and with the Department of Education's aim to provide conducive learning environment, and to strategically allocate it resources for school facilities, the Department maintains a complete and accurate inventory of school infrastructure and facilities.

2. In this regard, the National School Building Inventory (NSBI) will be updated for SY2024- 2025 consistent with DepEd Order No. 1, s. 2017, otherwise known as the Guidelines on the National Inventory of DepEd Public School Buildings for SY2016-2017.

I. Procedures

To collect, encode, and report high-quality data in the NSBI module, personnel at the school level, specifically the school head, shall observe the following:

- The school head conducts the school building inventory and reviews, encodes, and validates the data in the system. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer. These copies should be generated from the NSBI, newly available in the system.

II. Roles and Responsibilities

The following are the roles and responsibilities of the school head:

Office or Personnel	Roles/Responsibilities
School Head	Conduct an accurate school building inventory.
	Submit signed NSBI forms to SGOD.
	Encode the data in the NSBI System.



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III. NSBI Forms

The NSBI Data still consists of eight (8) tables:

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms
Table 3	Number of Temporary Learning Spaces (TLS) * Makeshift Rooms
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 and Amenities
Table 7	Access Going to School

Generated NSBI Data Gathering Forms shall be signed by the following school and division personnel:

DIVISION LEVEL	
Personnel	Responsibility
Division Engineer	Site Validation
Planning Officer	System Verifier
SCHOOL LEVEL	
School Head	NSBI Data Gathering Forms
	System Validation

IV. Timelines

The timeline for all the activities relative to the NSBI updating is as follows:

Activity	Timeline
Orientation on NSBI for SY 2024-2025 <i>For all School Heads, Facebook Live will be available at the DepEd Philippines Facebook page.</i> The orientation will be from 10:00 AM to 12:00 PM	April 10, 2025
Encoding	Starts on April 21, 2025 <i>The encoding of updated data will be open all year round to establish live updates.</i>



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Submission of printed copies to the Division Office	May 14-20, 2025
Cut-off dates for data generation	Last working day of May, July, September, and December
Validation of NSBI Data (Including the field validation)	May 2-30, 2024

3. For your guidance and appropriate action.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent