



DM-2020-02-56
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 03 15 2020
BY: [Signature]

Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

Division Memorandum

No. 56 series of 2020

TO : Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Public and Private Elementary and Secondary School Heads
This Division

FROM : **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent [Signature]

DATE : January 31, 2020

SUBJECT : **SEMINAR WORKSHOPS ON THE NATIONAL SCHOOL BUILDING
INVENTORY SY 2019-2020**

1. In line with the goal of the Department of Education to establish accurate and comprehensive data on school building, this Office through the Educational Facilities and Planning and Researcher Section, will conduct an orientation on National School Building Inventory (NSBI) forms and system on February 7, 2020 at Veranda, Malaybalay City.
2. All schools are requested to bring 2016 Site Development Plan, 2016 approved NSBI forms, laptop, internet modem and extension wire.
3. Participants to the orientation are the School Heads, Physical Facilities Coordinator and ICT Coordinator.
4. Meals and Snacks for the orientation are chargeable against National Audit of School Facilities Funds, while transportation and other incidental expenses shall be charged against School MOOE subject to usual accounting rule and regulations.
5. Classes of teachers involved in this orientation shall be handled by another teacher to be arranged by their respective school heads.
6. Queries related to this can be relayed to **Novem A. Sescon** and **Leslie T. Fontanilla**, Planning & Research and Physical Facilities Section at 09064709040.

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TO BE POSTED IN THE WEBSITE



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