



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

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 DEPED MALAYBALAY CITY DIVISION  
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 By: [Signature]

**DIVISION MEMORANDUM**

No. 164, s. 2023

**TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors – SGOD and CID  
 Public Elementary and Secondary School Heads  
 All Others Concerned**

**FROM : CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

**DATE : May 4, 2023**

**SUBJECT: DEADLINE ON THE SUBMISSION OF THE NATIONAL SCHOOL  
 BUILDING INVENTORY (NSBI) FOR SY 2022-2023**

1. Pursuant to the attached DepED Memorandum *OUA-OUT-031523-004* dated March 15, 2023, re Guidelines in the Conduct of the National School Building Inventory (NSBI) FOR SY 2022-2023.
2. School Heads should ensure that their school performs its respective roles and responsibilities on the updating and submission of NSBI-Data Gathering Forms for SY 2022-2023 with inclusion of new data elements as indicated in the attached memorandum (*see Annex A*).
3. Further, all public schools are required to submit pictures (*front view*) of all building structure according to the site development; starting from the left side of entrance gate clockwise to right.
4. Submission of NSBI soft copy forms and building structure photos shall be on or before May 15, 2023.
5. Immediate dissemination and compliance on this memorandum is directed.

Attached as stated

Copy Furnished:

Records Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-031523-004

**MEMORANDUM**

15 March 2023

**FOR :** **UNDERSECRETARIES  
ASSISTANT SECRETARIES  
REGIONAL DIRECTORS  
MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION  
(MBHTE), BARMM  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM :** **KRISTIAN R. ABLAN**  
Undersecretary for Administration

**SUBJECT :** **GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL  
BUILDING INVENTORY (NSBI) FOR SY 2022-2023**

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In line with the Department of Education's (DepEd) efforts to improve and accelerate the delivery of basic education facilities and services, the Department recognizes 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.

In this regard, there will be an updating of the **National School Building Inventory (NSBI) for School Year (SY) 2022-2023** as part of the annual collection and encoding of accurate and comprehensive inventory of school infrastructure and other facilities of DepEd in preparation for the budget for the Fiscal Year (FY) 2024. This also aims to gather recent data of all public schools nationwide to address new parameters of classroom requirements for the safe operations of schools post COVID-19 pandemic.

The guidelines for the conduct of NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all governance levels in the basic education are outlined in the succeeding portion of this Memorandum. All public schools offering elementary, junior high school, and senior high school shall comply with the prescribed guidelines set forth in this Memorandum and actively participate in collecting and encoding data in the Basic Education Information System (BEIS).

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**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: usecforadministration@deped.gov.ph

## 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. Organize a School Building Inventory Committee composed of the following:
  - School Head (as Chairperson)
  - School Property Custodian (SPC)
  - Engineering Facilities Coordinator (EFC)
  - BEIS Coordinator
- b. Hold a meeting to discuss procedures in conducting the inventory
- c. Conduct the School Building Inventory and manually accomplish the NSBI Data Gathering Forms
- d. Review and validate the inventory by the School Head
- e. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO)
- f. Validate and issue approval (by SDO through the School Governance and Operations Division or SGOD) to the school for online encoding of data in the BEIS

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error/s committed through a letter addressed to the Division Planning Officer.

## II. ROLES AND RESPONSIBILITIES

All DepEd personnel across all levels of governance shall perform their respective roles and responsibilities in accordance with those enumerated in the following table:

<b>DepEd Central Office</b>	<b>Responsible Office/s</b>
Orient the Regional and Schools Division Offices on NSBI	PS-EMISD, SIF-EFD, ICTS, AS-AMD
Provide technical assistance on the orientation of very large SDOs (when necessary)	PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-SDD
<b>Regional Office</b>	
Provide technical assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor and validate submissions from schools	PPRD, Regional Engineer
<b>Division Level</b>	
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators (by cluster)	SGOD-PRS, Division Engineers (including COS Engineers assigned in SDOs), Supply Officer
Create BEIS accounts for Engineers (plantilla)	SGOD-PRS
Provide technical assistance to schools on queries regarding NSBI forms, system, and processes	Division Planning Officer, Division Engineers, Supply Officers
Monitor and validate submissions from schools	SGOD-PRS, SPC, EFC, BEIS Coordinator

<b>School Level</b>	
Conduct actual School Building Inventory	School Head, SPC, EPC, BEIS Coordinator
Submit signed NSBI forms to SGOD	School Head
Encode NSBI data in the BEIS	School Head/BEIS Coordinator

### III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2022-2023 (see Annex A) consists of seven (7) 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 NSBI.

<b>Table</b>	<b>Title</b>
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.

<b>Table</b>	<b>New Data Element</b>
Table 1. Summary of Existing Building	Number of Functional Ramps
Table 6. Other Facilities/Amenities	Type of Facilities/Amenities
	Bike Racks
	Paved Pathway from Entrance Gate to Building
	Pathway Cover/Roofing
Table 7. Access going to School	Biking

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:

<b>Division Level</b>	
Site Validation	Division Engineer, Planning Officer, Supply Officer (plantilla)
Online Validation	

School Level	
NSBI Data Gathering Forms	School Head, EFC, BEIS Coordinator
Online Validation	

#### IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

In determining the school coordinates, the location of the flagpole shall be the reference point. The School Head may use devices such as mobile phones, smartphones (iOS or Android phones), tablets, or laptops to access Google Maps to identify the latitude and longitude of the school and ensure accuracy of the information or data.

Using smartphones/tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Input the name of the place in the Search bar. You may manually locate by clicking on the specific location in the map, or by scrolling and zooming in and out on the map.
4. Tap and hold to the specific location. A red pin will appear on the determined location.
5. The coordinates will appear on the description page of the pinned location, 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 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 it.

For samples of the processes in determining the school coordinates, please refer to Annex C.

#### V. VALIDATION QUOTA

Paper/System and onsite validation of NSBI data shall be conducted by the Division Planning Officers and Division Engineers. During school visits for the onsite validation, DepEd reiterates that all personnel shall comply with the existing Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) guidelines and local restrictions subject to the alert risk level of the local government units (LGUs).

The criteria or quota for the data validation depending on the category/size of the division are 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 of the NSBI for SY 2022-2023 shall be guided accordingly by the following timelines:

Activity	Timeline
Start of Orientation on NSBI for SY 2022-2023 for School Personnel	March 13, 2023
Encoding of NSBI Data	March 20, 2023-May 31, 2023
Validation of NSBI Data	April 10, 2023 – May 31, 2023
Closing of the System	June 1, 2023

**\*Cut-off date to be reported in the NSBI is as of 31 December 2022.**

## VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by 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 in the BEIS.

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 RPO, while updates and changes in the encoding and reporting of NSBI data will be only disseminated through the issuance of an Advisory or a Memorandum.

## VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

### **Education Facilities Division (EFD)**

Landline: (+63) 28 633 7263/(+63) 28 638 7110/  
 (+63) 28 636 4877  
 Email: [efd@deped.gov.ph](mailto: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 Communications Technology Service - User Support  
Division (ICTS-USD)**

**Landline:** (+63) 28 636 4878/(+63) 28 633 2658  
**Mobile:** (+63) 939 436 1390/(+63) 977 771 2285  
**Email:** [support.ebels.lis@deped.gov.ph](mailto:support.ebels.lis@deped.gov.ph) / [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)  
**Facebook:** [www.facebook.com/groups/lis.helpdesk/](https://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.**



Department of Education  
School Building Inventory Form  
(as of December 31, 2022)



Region : \_\_\_\_\_ School ID : \_\_\_\_\_  
 Division : \_\_\_\_\_ School Name : \_\_\_\_\_  
 Conglomerate : \_\_\_\_\_ Latitude : \_\_\_\_\_

Table 1. Summary of Existing Buildings

Building Name/ Number <sup>1</sup>	Building Type <sup>2</sup>	Fund Source/s <sup>3</sup>	Specific Fund Source/s <sup>4</sup>	Building Condition <sup>5</sup>	Number of Stories <sup>6</sup>	Number of Rooms <sup>7</sup>	Year Completed <sup>8</sup> (If not provided, refer to building type)	Classification of Building <sup>9</sup>	Number of Functional Ramps <sup>10</sup>	Have undergo major repair for the last 5 years? <sup>11</sup> (Yes/No)	With Certificate of Acceptance? <sup>12</sup> (Yes/No)	Is the school building included in the Dept Ed Book of Accounts? <sup>13</sup> (Yes/No)	Building Material <sup>14</sup>	Date of Acquisition <sup>15</sup>	Acquisition Cost <sup>16</sup>	Book Value <sup>17</sup>	Insurance Information <sup>18</sup>
COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12	COL 13	COL 14	COL 15	COL 16	COL 17	COL 18

Prepared by: \_\_\_\_\_ Certified True and Correct by: \_\_\_\_\_ Validated by: \_\_\_\_\_  
 School Property Custodian/ School Head Planning Officer III Engineer III Support Officer  
 School Engineering Facilities Coordinator (Schools Division Office) (Schools Division Office) (Schools Division Office)





**Department of Education  
School Building Inventory Form  
(as of December 31, 2022)**



<b>Region :</b>	<b>School ID :</b>
<b>Division :</b>	<b>School Name :</b>

**Table 2. Existing Rooms per Building**

Building Number <sup>1</sup>	Room Number <sup>19</sup>	Room Condition <sup>20</sup>	Room Usage <sup>21</sup>	Actual Usage/s <sup>22</sup>	Room Dimension (In Meters) <sup>23</sup>	
					Width <small>Col 6</small>	Length <small>Col 7</small>
<small>Col 1</small>	<small>Col 2</small>	<small>Col 3</small>	<small>Col 4</small>	<small>Col 5</small>		

<b>Prepared by:</b>	<b>Certified True and Correct by:</b>	<b>Validated by:</b>	<b>Validated by:</b>
_____ School Property Custodian/ School Engineering Facilities Coordinator	_____ School Head	_____ Planning Officer III (Schools Division Office)	_____ Engineer III (Schools Division Office)



**Department of Education**  
**School Building Inventory Form**  
(as of December 31, 2022)



<b>Region :</b>	School ID :
<b>Division :</b>	School Name :

**Table 3. Number of Temporary Learning Space/s (TLS) & Make-shift Room/s**

Temporary Learning Space/s	No. of Classes/Sections using Temporary Learning Space/s <sup>24</sup>	No. of Make-shift Room/s <sup>25</sup>	No. of Classes/Sections using Make-shift Room/s <sup>22</sup>
Col. 1	Col. 2	Col. 3	Col. 4

**Table 4A. Existing Number of Water and Sanitation Facilities**

Building Number <sup>1</sup>	Number of Functional Toilet Bowls <sup>2a</sup>					Number of Non-Functional Toilet Bowls <sup>2b</sup>	Number of Sinks/Washbasin <sup>3a</sup>	Number of Urinals <sup>31</sup>	Number of Urinal Troughs <sup>32</sup>	With Septic Tank <sup>33</sup> (Yes/No)	Number of Faucets <sup>34</sup>	
	Male	Female	PWD	Shared	Shared						With Water Supply	Without Water Supply
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12

Prepared by: \_\_\_\_\_ Certified True and Correct by: \_\_\_\_\_ Validated by: \_\_\_\_\_ Validated by: \_\_\_\_\_

School Property Custodian/  
School Engineering Facilities Coordinator

School Head

Planning Officer III  
(Schools Division Office)

Engineer III  
(Schools Division Office)



**Department of Education  
School Building Inventory Form  
(as of December 31, 2022)**



<b>Region :</b>	<b>School ID :</b>
<b>Division :</b>	<b>School Name :</b>

**Table 4B. Existing Number of Stand-Alone Water and Sanitation Facilities**

Number of Functional Toilet Bowls <sup>28</sup>				Number of Non-Functional Toilet Bowls <sup>29</sup>	Number of Sink/Washbasin <sup>30</sup>	Number of Urinals <sup>31</sup>	Number of Urinal Trough <sup>32</sup>	With Septic Tank <sup>33</sup> (Yes/No)	Number of Faucets <sup>34</sup>	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11

**Table 5. Existing Number of Usable Furniture**

Kinder Modular Table <sup>35</sup>	Kinder Chair <sup>36</sup>	Armchair <sup>37</sup>	School Desk <sup>38</sup>	Other Classroom Table <sup>39</sup>	Other Classroom Chair <sup>40</sup>	DepEd New Design 2-Seater Table & Chair <sup>41</sup>		
						Elementary	Junior High School	Senior High School
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9

**Table 6. Other Facilities/Amenities**

Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Covered Court <sup>42</sup>	<input type="radio"/> Yes <input type="radio"/> No	Flood Marker <sup>47</sup>	<input type="radio"/> Yes <input type="radio"/> No	Bike Racks <sup>52</sup>	<input type="radio"/> Yes <input type="radio"/> No
Gymnasium <sup>43</sup>	<input type="radio"/> Yes <input type="radio"/> No	Playground <sup>48</sup>	<input type="radio"/> Yes <input type="radio"/> No	Paved Pathway from Entrance Gate to Building <sup>53</sup>	<input type="radio"/> Yes <input type="radio"/> No
Solar Panel <sup>44</sup>	<input type="radio"/> Yes <input type="radio"/> No	School Garden <sup>49</sup>	<input type="radio"/> Yes <input type="radio"/> No	Pathway Cover/Roofing <sup>54</sup>	<input type="radio"/> Yes <input type="radio"/> No
Permanent Perimeter Fence <sup>45</sup>	<input type="radio"/> Yes <input type="radio"/> No	Entrance Gate <sup>50</sup>	<input type="radio"/> Yes <input type="radio"/> No		
Temporary Perimeter Fence <sup>46</sup>	<input type="radio"/> Yes <input type="radio"/> No	Exit Gate <sup>51</sup>	<input type="radio"/> Yes <input type="radio"/> No		

Prepared by:

Certified True and Correct by:

Validated by:

Validated by:

School Property Custodian/  
School Engineering Facilities

School Head

Planning Officer III  
(Schools Division Office)

Engineer III  
(Schools Division Office)



**Department of Education  
School Building Inventory Form  
(as of December 31, 2022)**



<b>Region :</b>	<b>School ID :</b>
<b>Division :</b>	<b>School Name :</b>

**Table 7. Access going to School**  
(Check all applicable)

Type of Access Road <sup>55</sup>	Accessible by type of transportation <sup>56</sup>	
<i>Col. 1</i>	<i>Col. 2</i>	
<input type="checkbox"/> Paved <input type="checkbox"/> Unpaved <input type="checkbox"/> Levelled <input type="checkbox"/> Unlevelled / Rough road <input type="checkbox"/> On-going construction	<input type="checkbox"/> Private 4-Wheel Vehicle <input type="checkbox"/> Private Motorcycle <input type="checkbox"/> Boat <input type="checkbox"/> UV Express <input type="checkbox"/> Pedicab <input type="checkbox"/> Tricycle	<input type="checkbox"/> Jeepney <input type="checkbox"/> Habal-habal <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Biking <input type="checkbox"/> Walking/Hiking

Prepared by:

Certified True and Correct by:

Validated by:

Validated by:

School Property Custodian/  
School Engineering Facilities  
Coordinator

School Head

Planning Officer III  
(Schools Division Office)

Engineer III  
(Schools Division Office)