

Republic of the Philippines

Department of EducationREGION X - NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

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No. 470 , s. 2024

TO:

Assistant Schools Division Superintendent

Division Chief and Unit Heads Public Schools District Supervisors

Public Elementary and Secondary School Heads

Teacher and Non-Teaching Personnel

All Others Concerned

FROM:

CHERRY MAE LEYBACO-REYES

Schools Division Superintendent

SUBJECT: 2

DISSEMINATION OF GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-

2024

DATE:

03 April 2024

- 1. In consonance with the issued unnumbered Memorandum of the Department of Education from the Office of the Undersecretary for Administration, this Office hereby directs all elementary and secondary public schools Administrative Officer II to attend online orientation on Guideline in the conduct of the National Schools Building Inventory (NSBI) for SY 2023-2024 this coming April 16, 2024, Tuesday @ 10:30am via Google MS Teams.
- 2. For strict compliance with this Order is directed.
- 3. Queries and updates related to school building construction projects please refer to Leslie T. Fontanilla- Division Engineer III at 0927 690 5647 or 0908 919 8867.

TO BE POSTED IN THE WEBSITE







Email Address: malaybalay.city@deped.gov.ph



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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MEMORANDUM

TO:

MINISTER, BASIC, HIGHER AND TECHNICAL

EDUCATION. BARMM REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

REGIONAL PLANNING OFFICERS

ALL OTHERS CONCERNED

THRU:

EPIMACO VIDENSING III

Undersecretary for School Infrastructure & Facilities

NOLASCO A. MEMPIN

Undersecretary for Administration

FROM:

NOEL A. BALUYAN

Assistant Secretary for Administration Officer-in-Charge, Planning Service

SUBJECT:

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

2024

DATE:

11 March 2024

The Department of Education continuously commit to improve the quality of education by providing safe and conducive learning environment through construction of more school buildings, other infrastructure, and facilities for schools. Furthermore, the Department recognizes the importance of maintaining a complete and accurate inventory of school infrastructure, including buildings, classrooms, furniture, and other facilities to be used in planning, budgeting, resource allocation, and decision making.

In preparation for the budget deliberations for the Fiscal Year 2025, there will be an update of the National School Building Inventory for SY 2023-2024 to capture the updated inventory of school infrastructure and other facilities. This will serve as basis for adjusting classroom requirements to ensure the safe operation of schools.



This Memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all levels of governance. All public schools offering elementary, junior high schools and senior high schools are required to comply with the prescribed guidelines and actively participate in collecting and encoding NSBI data in the Basic Education Information System.

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. The school head conducts the School Building Inventory and manually accomplish the NSBI Data Gathering Forms.
- b. Review, encode and validate the inventory.
- c. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer.

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error committed through a letter addressed to the Division Planning Officer (System related) and Division Engineer (NSBI Forms).

II. ROLES AND RESPONSIBILITIES

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

DepEd Central Office	Responsible Office/Personnel
Provide technical assistance on the orientation of very large SDOs (when necessary)	SIF-EFD, PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-USD
Regional Office	
Provide technical assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor status of submissions of SDOs	PPRD
Assist in the onsite validation to schools	Regional Engineer
Division Level	
Orient School Heads (by cluster)	SGOD-PRS, Division Education Facilities Section (EFS), Supply Office
Create BEIS accounts for Engineers (plantilla) with editing facilities (provided	SGOD-PRS





that necessary clearances from School Head and SGOD are secured)	
Provide technical assistance to schools on queries regarding NSBI forms, system,	SGOD-PRS, Division Education Facilities Section,
and processes	Supply Office
Monitor and validate submissions from schools	SGOD-PRS, SPC, EFS
School Level	
Conduct actual school building inventory	
Submit signed NSBI forms to SGOD	
Encode NSBI data in the BEIS	School Head

III. **NSBI FORMS**

The NSBI Data Gathering Forms for SY 2023-2024 (see Annex A) consist of eight (8) 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 BEIS.

Table	Title
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.

Table	New Data Element
Table 1	Building PWD Accessible
	Room Condition:
Table 2	For Condemnation
	Condemned/For Demolition



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:

Division Level	
Site Validation	Division Engineer
System Verifier	Planning Officer
School Level	
NSBI Data Gathering Forms	Calcal Hard
System Validation	School Head

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

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

Using smartphones/tablets:

- 1. Turn on the GPS on your device.
- 2. Open Google Maps.
- 3. Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
- 4. Tap and hold to the specific location. A red pin will appear at the determined location.
- 5. The coordinates will appear on the Search bar; 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 to 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 them.

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



V. VALIDATION QUOTA

Paper and onsite validation of NSBI data shall be conducted by the Division Engineers while the Division Planning Officers will verify the accuracy of the data encoded in the system.

The criteria or quota for the data validation will depend on the category/size of the division as shown below:

	Colcina Colois
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 for the NSBI for School Year 2023-2024 shall be guided accordingly on the following timelines as shown below:

	Alle de Car Think Mineral De Cara
Orientation on NSBI for SY 2023-2024	Starting March 22, 2024
Encoding of NSBI Data	March 25, 2024
Validation of NSBI Data	May 1-31, 2024
End of Encoding in the System	June 01, 2024

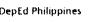
The cut-off date of the data to be reported in the NSBI is as of February 29, 2024.

VII. MONITORING AND EVALUATION

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

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 Regional Planning Officer.











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

VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

School Infrastructure and Facilities - Education Facilities Division (SIF-EFD)

Landline:

(+63) 28 633 7263 / (+63) 28 638 7110 / (+63) 28 636 4877

Email:

ousif.efd@deped.gov.ph

Address:

5th 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

Address:

2nd Floor, Alonzo Building, DepEd Complex, Meralco Avenue.

Pasig City

Information and Communication Technology Service - User Support Division (ICTS-USD)

Landline:

(+63) 28 636 4878 / (+63) 28 633 2658

Mobile:

(+63) 939 436 1390 (SMART) / (+63) 977 771 2285 (GLOBE)

Email:

support.ebeis-lis@deped.gov.ph / icts.usd@deped.gov.ph

Facebook:

www.facebook.com/groups/lis.helpdesk/

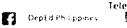
Address:

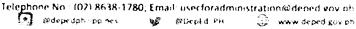
2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue,

Pasig City

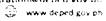
For immediate dissemination and strict compliance.















Region :	X - NORTHERN MINDANAO	School ID:
Division :	MALAYBALAY CITY	School Name :
Longitude:		Latitude:

Table 1. Summary of Existing Building

Building Name/ Number ¹	Building Type ²	Fund Source/s ³	Specific Fund Source/s ⁴	Building Condition ⁵	Number of Storeys ⁶	Number of Rooms ⁷	Year Completed ⁸ (if not provided, refer to building type)	Classification of Building ⁹	is building PWD accessible? ¹⁰	Have undergone major repair for the last 5 years? ¹¹ (Yes/No)	With Certificate of Acceptance? ¹² (Yes/No)	Is the school building included in the DepEd Book of Accounts ¹³ (Yes/No)	Building Materials ¹⁴	Date of Acquisition ¹⁵	Acquisition Cost ¹⁶	Book Value ¹⁷	Insurance Information ¹⁸
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
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Prepared & Certified True and Correct by:	Verified by:	Verfified by:	Validated by:
	NOVEM A. SESCON	DARVY S. DAGUIMOL	LESLIE T. FONTANILLA
School Head	Planning Officer III	Supply Officer	Engineer III
	Malaybalay City Division	Malaybalay City Division	Malaybalay City Division





Region: X- NORTHERN MINDANAO School ID:									
Division :		MALAYBALAY CITY							
			School Name :						
Table 2. Existing	Rooms per Buildi	ing							
Building	Room				Room D	imension			
Number ¹	Number ¹⁹	Room Condition ²⁰	Room Usage ²¹	Actual Usage/s ²²		(in Meters) ²³			
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Width Col. 6	Length Col. 7			
			30.1	COI. 3	C01. 6	Cot. 7			
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repared, Certifie	d True and Correct b	y: Verifie	d by:	Validated	l by:				
			NOVEM A. SESCON						
	School Head		Planning Officer III		LESLIE T. FONTANII Engineer III	LLA			
School nead			Malaybalay City Division		Malaybalay City Division				





Region :	X - NORTHERN MINDANAO	School ID:
Division :	MALAYBALAY CITY	School Name :

Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s

Temporary Le	earning Space/s	Makeshift Room/s				
No. of Temporary Learning Space/s ²⁴ No. of Classes/Sections using Temporary Learning Space/s ²⁵		No. of Makeshift Room/s ²⁶	No. of Classes/Sections using Makeshift Room/s ²⁷			
Col. 1	Col. 2	Col. 3	Col. 4			

Table 4A. Existing Number of Water and Sanitation Facilities

Building		Number of Function	onal Toilet Bowls ²	8	Number of	Number of Sink/	Number of	Number of	With Sentic	Number (of Faucets ³⁴
Number ¹	Male	Female	PWD	Shared	Non-Functional Tollet Bowls ²⁹	1 20 1	Urinals ³¹	Urinal Trough ³²	Septic Tank ³³ (Yes/No)	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	Col. 12
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Region :	X - NORTHERN MINDANAO	School ID:
Division :	MALAYBALAY CITY	School Name :

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

	Number of Functional Toilet Bowls ²⁸			Number of Non-Functional	Number of Sink/	Number of	Number of Urinal	With Septic	Number of I	Faucets ³⁴
Male	Female	PWD	Shared	Toilet Bowls ²⁹	Washbasin ³⁰	Urinals ³¹	Trough ³²	Tank ³³ (Yes/No)	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	Kinder	Armchair ³⁷	School Desk ³⁸	Other Classroom	Other Classroom	DepEd New Design 2-Seater Table & Chair ⁴¹			
Table ³⁵	Chair ³⁶	Aimellali	School Desk	Table ³⁹	Chair ⁴⁰	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 ⁴²	O Yes O No	Flood Marker ⁴⁷	O Yes O No	Bike Racks ⁵²	O Yes O No	
Gymnasium ⁴³	O Yes O No	Playground ⁴⁸	O Yes O No	Paved Pathway from Entrance Gate to Building ⁵³	O Yes O No	
Solar Panel ⁴⁴	O Yes O No	School Garden ⁴⁹	O Yes O No	Pathway Cover/Roofing ⁵⁴	O Yes O No	
Permanent Perimeter Fence ⁴⁵	O Yes O No	Entrance Gate ⁵⁰	O Yes O No			
Temporary Perimeter Fence ⁴⁶	O Yes O No	Exit Gate ⁵¹	o Yes o No			





Region :	X - NORTHERN MINDANAO	School ID:
Division :	MALAYBALAY CITY	School Name :

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

Type of Access Road ⁵⁵			Accessible by type of transportation ⁵⁶					
Col. 1				Col. 2				
	Paved	0	Private 4-Wheel Vehicle		Jeepney			
0	Unpaved		Private Motorcycle		Habal-habal			
	Levelled		Boat		Train			
0	Unlevelled / Rough road	0	UV Express		Bus			
0	On-going construction	0	Pedicab		Biking			
			Tricycle	_	Walking/Hiking			