



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

April 4, 2022

DIVISION MEMORANDUM

No. 103, s. 2022

GUIDANCE TO SCHOOLS ON THE NATIONAL SCHOOL BUILDING INVENTORY ACCOMPLISHMENT,  
ENCODING, UPLOADING AND VALIDATION FOR SY 2021-2022

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
DIVISION CHIEFS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
SCHOOL NSBI COMPOSITE TEAM MEMBERS  
DIVISION NSBI VALIDATING TEAM  
ALL OTHERS CONCERNED

1. This Office announces the Timeline on the National Schools Building Inventory, Encoding, Uploading, and Validation for School Year 2021-2022 as guidance to schools.
2. The indicative schedule are as follows:

Date	Activity	Involved/Participants
April 18-19, 2022	Random Onsite Visit/ Inspection to Schools.	Division NSBI Validating Team & the selected Large Schools.
April 22, 2022	Deadline of Submission of Accomplished & duly signed NSBI Forms to PRS.	Division NSBI Validating Team & ALL Schools expected to submit.
May 2-6, 2022	Encoding & Uploading of Validated Accomplished NSBI to BEIS Portal/Facility.	ALL Schools expected to encode & upload to the BEIS Portal/Facility.

3. Additional system protocols shall be employed to minimize the time and resources in obtaining the signatures from the designated or authorized signatories:



RELEASED

Date: 4/6/22  
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- a. Let your NSBI accomplished forms received by the Records Office for recording purposes.
  - b. Hand Carry the NSBI Forms to the Office of the Education Facilities Unit care off Engr. Rafael Lanza for his signature or his authorized representative.
  - c. After the signatures obtained From the EFU you will proceed to the Division Supply Office for the signature of the Supply Officer.
  - d. The PRS as the repository of your NSBI Forms shall be the last office to sign your NSBI Forms. The Office shall retain 1 copy of the duly signed/validated NSBI Forms.
  - e. The validated NSBI Forms is now ready for encoding/uploading to the BEIS Portal/Facility.
4. Expenses incurred in the conduct of this activity shall be charged to Division MOOE, subject to usual accounting and auditing rules and regulations.
  5. For information, guidance, and compliance of all concerned.

  
MARIZA S. MAGAN, EdD, CESO V  
Schools Division Superintendent 

**Reference:** DepED Order No. 27, s. 2019