



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

11 April 2023

DIVISION MEMORANDUM

No. 74, s.2023

CONDUCT OF NATIONAL SCHOOL BUILDING INVENTORY FOR SCHOOL YEAR 2022-2023

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
DIVISION NSBI VALIDATING TEAM
ALL OTHERS CONCERNED

1. This Office, through the Planning and Research Section in coordination with the Education Facilities Unit both of SGOD shall spearhead the National School Building Inventory for School Year 2022-2023. Indicative Schedule with corresponding activities are hereby stipulated for guidance of all concerned:

Date/Time/Venue	Activity	Expected Participants
April 12, 2023 9:00 am @ PRS Office	Coordination Meeting with the Members of the Division NSBI Validating Team	SGOD Chief Division Engineers Division Legal Officer Division Accountant Division Budget Officer Division Supply Officer Division Planning Officer SEPS Planning & Research
April 13, 2023 4 pm @ PRS Office	Coordination Meeting with the NSBI TWG & Secretariat	Jade B. Calleja Angelo V. Alcaraz Imah Pertible Antonio Dy Christian Rey Lopez Maria Wilma Pulga Christian Artoza Jepson Balais

April 17, 2023 10 am-12nn	Virtual Orientation via Google Meet on the Guidelines on the Conduct of 2022-2023 National School Building Inventory	All 60 Public Schools LIS/BEIS Coordinators Administrative Officers School Physical Facilities In-charge
April 24-25, 2023 (By Clustered DLC) @ SDO Conference Room		
April 24, 2023 8:00am-12nn	In Person Online Validation & Uploading of NSBI Report	LIS/BEIS Coordinators from DLC 3, 4, & 6
1:00pm-5:00pm	In Person Online Validation & Uploading of NSBI Report	LIS/BEIS Coordinators from DLC 7, 9, & 10
April 25, 2023 8:00am-12nn	In Person Online Validation & Uploading of NSBI Report	LIS/BEIS Coordinators from DLC 1 & 8
1:00pm-5:00pm	In Person Online Validation & Uploading of NSBI Report	LIS/BEIS Coordinators from DLC 2 & 5

2. The objectives of these series of NSBI SY 2022-2023 activities are the following:

- 2.1. Orients all concerned personnel on the conduct of the 2022-2023 NSBI.
- 2.2. Conducts of the In-Person NSBI Online Encoding, Validation, & Uploading.
- 2.3. Validates the School Online NSBI entries by the Division NSBI Validating Team.
- 2.4. Uploading of the Validated 2022-2023 NSBI Report.

3. All participants for the In-Person Online Validation & Uploading NSBI Report is hereby requested to bring with them laptop, and extension wire for the said activity. Since the activity is only recited half day to an assigned Clustered DLC. Snacks for the participants are self-provision.
4. Travel Authority of all participants from schools should be issued by their respective school head.
5. Expenses incurred relative to the conduct of these activities are charged to local funds subject to procurement, accounting, and auditing rules and procedures.
6. For information, guidance, and compliance of all concerned.

for: *[Signature]*
JUDELLA RUIZ-LUMPAS, ED, CESO VI 4-11-23
 Schools Division Superintendent

PRS-SGOD



RELEASED

Date: 4/17/23
 Time: 3:52
 Signature: [Signature]