



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

25 March 2024

DIVISION MEMORANDUM

No. 259, s. 2024

**CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI)
 FOR SCHOOL YEAR 2023-2024**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION
 PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
 All Others Concerned

1. Consistent with the unfaltering commitment by our department to ensure data availability and relevance hence, this Office instructs all public schools in this division to update the NSBI Data and other data elements through the accomplished data gathering forms/ templates.
2. As our anchor, the Department remains committed to ensuring coherent data collection and generation of quality education data. Data is vital in planning, allocating crucial resources, budgeting, policy making, and monitoring and evaluation, thereby improving ultimately the delivery of quality basic education. This also recognizes and acknowledges the shared responsibility of all concerned personnel across the governance levels in reporting correct data in the system in our esteemed support in the implementation of MATATAG Agenda.
3. NSBI Data Gathering Forms/Templates for Schol Year 2023-2024 shall be deployed to the GCs of the School Heads and Concerned School Personnel Focal.
4. Officials and Personnel designated to validate with their corresponding terms of reference and Timelines are hereby attached as enclosures.
5. For clarifications and relevant queries, kindly connect with MR. ANGELO V. ALCARAZ, *Planning Officer III*, on this contact no. 09675081925.
6. Expenses incurred relative to the conduct of this activity shall be charged to MOOE/Local Funds subject to procurement, accounting, & auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

Sherlita A. Palma

SHERLITA A. PALMA EdD, CESO VI
 Assistant Schools Division Superintendent
 Office -In-Charge
 Office of the Schools Division Superintendent

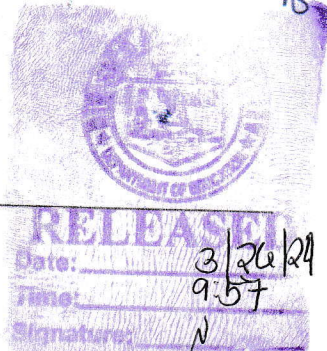
Enclosures: Officials and Personnel designated as Validators, Terms of Reference, and Timelines
 Reference: DO 27, s. 2019
 To be indicated in the Perpetual Index under the following subjects:

BUILDING INVENTORY DATA GATHERING CRUCIAL RESOURCES VALIDATION

AVA/PLOIII
 March 25, 2024



Schools Division of Tacloban, Brgy 54, Real Street, Tacloban City
 Telephone Number: 053-832-9204
 Email address: sdotaclobancity@deped.gov.ph
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Enclosure No. _____, Division Memorandum No. 259, s. 2024

DIVISION NSBI STEERING COMMITTEE

Name	Position	Designation
DR. SHERLITA A. PALMA	SDS	Over-all Steering
DR. MELANI D. ESCOBARTE	Chief, SGOD	Over-all Steering
ENGR. RAFAEL S. LANZA	Engineer III	NSBI Division Focal
ANGELO V. ALCARAZ	Planning Officer III	NSBI Online System Validator
ENGR. REGINE MONTES	Engineer II	NSBI Validator
JENETH S. LAGUNZAD	Supply Officer	NSBI Validator
IMAH L. PERTIBLE	Administrative Officer II	TWG Member/Secretariat
MA. NESSA L. HOMERES, CPA	Accountant III	Consultant
RODEL R. NAVAL	Budget Officer III	Consultant

Term of Reference:

- Ensures the overall supervision, monitoring, and timely provision of technical assistance to all schools.
- Validates the data employed by schools in their school NSBI report before it will be uploaded to the NSBI online portal.
- Reverts school profile needed to be corrected/updated before it will be reuploaded.

SCHOOL NSBI STEERING COMMITTEE

Position/Designation	Designation
School Head	Chairperson
School Planning Team Members	Member
Administrative Officer/ Project Development Officer	Member
Other School Based NTP	Member

Term of Reference:

- Ensures the accuracy and correctness of data employed/reported in the school NSBI template.
- Checks/ validates the data employed in their school NSBI report before it is submitted to the respective Division Validators.
- Employs corrections to the school NSBI data as recommended by the respective Division Focal/Validators.
- Secures clearance from the Engineer III & Planning Officer III or to his authorized representatives before it will be uploaded/submitted to the NSBI Online Portal.

TIMELINES

ACTIVITIES	DATE
Orientation on NSBI Data Encoding, Validation & Uploading for SY 2023-2024 *Purely Elementary *Secondary Schools & Integrated Schools	April 11, 2024 @ 8:30-11:30 am April 11, 2024 @ 1:30-4:30 pm
2023-2024 NSBI Data Gathering/Updating	April 12-26, 2024
2023-2024 NSBI Data Validation (Printed NSBI) by Division Validators	April 22-30, 2024
2023-2024 NSBI Uploading/Online Validation	May 1-6, 2024



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