



January 24, 2017

DIVISION MEMORANDUM
NO. 024, s. 2017

**SY 2016-2017 NATIONAL SCHOOLS BUILDING INVENTORY DIVISION
MONITORING AND DATA VALIDATION**

TO: OIC, Office of the Assistant Schools Division Superintendent
PSDS, SGOD
Public Schools District Supervisors
Public School Heads
School Physical Facilities, School DRRM and EBEIS Coordinator

1. Pursuant to DepEd Order No. 1, s. 2017, the Division together with the assigned Municipal NSBI coordinators will undertake data validation and monitoring in all schools with the aim of providing technical assistance to all concerned schools in the conduct of the 2016-2017 National Schools Building Inventory.
2. Only schools with school ID will accomplish the manual and online NSBI forms. For extension and annex schools with no school ID, the inventory of classrooms, furniture and site development plan will be reported by the mother school.
3. The school personnel listed in **Enclosure A** are hereby assigned as Municipal Coordinators.
4. The Municipal NSBI Coordinators are responsible for the tasks listed below:
 - a. Convene a meeting with other coordinators within their respective municipality to organize the school validation assignments of each coordinator;
 - b. Ensure that all schools within their municipality participate in the conduct of NSBI;
 - c. Provide technical assistance to schools within their municipality on NSBI forms, system and procedures;
 - d. Undertake validation and monitoring in all schools within their municipality;
 - e. Coordinate with the Division NSBI team regarding concerns of schools within their municipality.



5. The following division timeline in the conduct of the NSBI shall be observed:

Activity	Timeline
Division Orientation on the Conduct of NSBI	January 16 – 20, 2017
Manual Accomplishment of NSBI Forms	January 16 – February 3, 2017
Deadline of Submission of NSBI Forms to Municipal Coordinators duly signed by school heads, school physical facilities or property custodian and EBEIS school coordinator	February 3, 2017
Site Validation of Municipal Coordinators	January 23 – February 10, 2017
Online Encoding of NSBI Forms	February 06, 2017 – February 20, 2017
Online Validation of NSBI - EBEIS Submission by Division Personnel	February 06, 2017 – February 27, 2017


6. Aside from the validation of Municipal Coordinators, the Division SBI team will also conduct data validation and monitoring on random schools in all municipalities. The schedule of the Division monitoring is as follows:

Date	City/Municipality
January 25, 2017	Carmona, GMA, Silang
January 26, 2017	Trece Martires, Naic
January 27, 2017	Ternate, Maragondon
January 31, 2017	Tagaytay, Alfonso
February 1, 2017	Kawit, Noveleta
February 3, 2017	Bailen, Magallanes
February 7, 2017	Rosario, Tanza
February 8, 2017	Gen. Trias, Amadeo
February 9, 2017	Indang, Mendez

7. During the Division SBI validation, schools are directed to present the following documents:

- a. Accomplished NSBI forms;
- b. Site Development Plan (drawn to scale);
- c. Documentation reports of all DRRM related activities; and
- d. Updated evacuation plan (patterned after the SSDP).

8. Immediate dissemination of and strict compliance with this Memorandum is directed.

for 
CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



ENCLOSURE A: LIST OF MUNICIPAL COORDINATORS

Municipality	Name	School Name
Amadeo	Rufina Cortez	Amadeo NHS
	Gregoria Peña	Talon NHS
	Elvira L. Ambagan	Amadeo ES
	Amy D. Perey	Halang Banaybanay ES
	Norielyn C. Narciso	Halang Banaybanay NHS
Alfonso	Jun De Castro	Bilog ES
	Shirley U. Aure	Sinaliw ES
	Leoncia Sagun	Matagbak ES
	Marissa Ersando	Esperanza ES
	Marina Mojica	Upli ES
	Myrna Perlado	Alfonso CS
	Donato A. Bataclan	Alfonso NHS
	Percita A. Villanueva	Lucsuhin NHS
	Felina R. Mojica	Kattitinga NHS
Carmona	Epifanio A. De Guzman	Milagrosa West
	Rafael V. Balingit	Cabilang Baybay ES
GEA	Virgilio Dimapilis	GEANHS
General Trias	Ramy Dalida	Pasong Camachile ES
	Albin Cadimas	Parklane ES
	Josenia S. Hernandez	Santiago ES
	Elizardo G. Diesta	Angel L. Bawalan ES
	Evelyn E. Solomon	Panungyanan ES
	Mary Ann B. Pascua	Luis Ferrer III MES
	Nemencia V. Alcantara	Tejero ES
	Prudencio M. Animas	Gov. Ferrer MNHS Main
Celedonia B. Descalbar	Gov. Ferrer MNHS Biclatan	
GMA	Arnold M. Mendoza	GMATHS
	Atanacio D. Pagkalingawangan	GMATHS
Indang	Edward Nueva	Dr. A. Pio de Roda ES
	Edilberto Telmo	Daine ES
	Odilon Ocampo	Banaba Cerca ES
	Alvin Roman	Tambo Malaki ES
	Adessa E. Artatez	Buna Cerca ES
	Lydie Z. Digma	Mataas na Lupa ES
	Leonilo Villa	Bancod ES
	Aurelia Dejan	Lumampong NHS - Indang Annex



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Division of Cavite

Trece Martires City, Cavite



Municipality	Name	School Name
Kawit	Arnaldo Butawan	Batong Dalig ES
	Manny Ilustrismo	Wakas ES
	Celso Latosa	ETTMNHS
Magallanes	Violeta R. Sernat	Bendita ES
	Lorna B. Detaza	Magallanes ES
	Leonora C. Dendiego	Urdaneta ES
Maragondon	Vergilio Rodriguez	Maragondon NHS
	Noel Castillo	Maragondon NHS
	Noel Castillo	Maragondon NHS
	Benilda Orsal	Cavite Nat'l Science HS
	Jose Samson Jr.	Cavite Nat'l Science HS
Mendez	Remigio Y. Garcia	Constancio E. Aure Sr. NHS
Naic	Orlando Q. De Guzman	Naic Coastal NHS Pueblo del Mar Annex
	Ruben P. Perey	Palangue 2 & 3 ES
	Rommel P. Credito	Lino Bocalan ES
	Aldrin O. Rosopa	Munting Mapino ES
Noveleta	Ernesto Mojica	Noveleta SHS
	Romeo Delmundo	Salcedo ES
Rosario	Romeo Boac	Tejeros Convention ES
	Ferdinand De Castro	Bagbag NHS
	Edgie Cabillo	David P. Jimenez ES
Silang	Ramil P. Rozul	Balite I ES
	Reynaldo S. Baysan	Bukal ES
	Rainier B. Claro	Kaong NHS
	Aris Alvarez	Bagong Buhay ES
Tanza	Antonne Bonina	Florentino Joya ES
	Ghaylord Anciano	ASHI
	Prescilla Villalon	Sanja Mayor ES
	Ma. Salome Araw	Bienvenido R. Fojas
	Irene Geroy	Capipisa ES
Tagaytay	Silverio Javier	Isidro Cuadra ES
	Ernesto Diloy	Maitim II ES
	Emelina Burlao	Tagaytay City NHS
Ternate	Ronaldo L. Dinglas	Ternate NHS
Trece Martirez City	Salvador Espineli	De Ocampo ES
	Ronald Perena	TMCNHS
	Edwin Lucero	TMCNHS - Hugo Perez Annex
	Diego Mojica	TMCNHS - Cabuco Annex
	Charlie Nuestro	TMCNHS - Conchu Annex



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DIVISION SCHOOL BUILDING INVENTORY (SBI) TEAM

Rey M. Guansing – PSDS, SGOD
Engr. Joel A. Mina – Engineer III
Reniel Patrick S. Tejidor – Planning Officer III
Jesselle Mark Reyes – Project Development Officer II – DRRM
Junel Velasco - Project Development Officer I – Planning and Research
Rey Adrian Ilarde – Registrar
Troy Allan Pedron – Registrar