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January 29, 2020

DIVISION MEMORANDUM
NO. 031 S. 2020

**CONDUCT OF DIVISION ORIENTATION FOR THE SYSTEM AND
DATA VALIDATION FOR SY 2019-2020 NATIONAL SCHOOL
BUILDING INVENTORY (NSBI)**

To: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID/SGOD
Public Schools District Supervisors
School Heads
All others concerned

1. In reference to DepEd Memorandum DM-PHRODFO-2020-00002 entitled Guidelines on the Conduct of the National School Building Inventory (NSBI) for School Year 2019-2020, all public schools nationwide are instructed to participate in gathering and encoding of necessary data on school facilities such as buildings, classrooms, furniture and fixtures and other facilities, as well as their current conditions, in the Basic Education Information System (BEIS).
2. In line with that, the division, headed by the Planning and Research Unit will conduct an orientation about NSBI on February 3, 2020, 1:00PM at Bulwagang Tanglaw, DepEd Compound, Brgy. Luciano, Trece Martires City, Cavite.
3. District supervisors must designate a personnel to fill in the role of district NSBI coordinator. The said personnel shall attend the meeting together with the district data management coordinator and must roll-out the content of the meeting to all schools within the district starting February 5, 2020.
4. A narrative report with photos and attendance sheet shall be submitted to the planning office after the district roll-out.
5. Should you have any concerns regarding NSBI checking and validation, kindly contact the SGOD-Planning and Research Unit at (046)412-0349.
6. Immediate dissemination of and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent