



January 21, 2020

Division Memorandum

No. 024 s. 2020

**CONDUCT OF NATIONAL INVENTORY OF DEPED PUBLIC SCHOOLS  
BUILDING (NSBI) SY 2019-2020 AND ENCODING**

TO: Assistant Superintendent  
Chiefs, CID/ SGOD  
Education Supervisors/Coordinators  
Elementary and Secondary School Heads

1. This is to inform the field that schools may now proceed with the conduct of school buildings inventory. The cut-off date for the data to be encoded will be December 31, 2019.
2. Schools shall submit two (2) signed and duly accomplished hard copies of the NSBI Forms to the Division Office on or before **January 28, 2020**. SDO through the SGOD-Planning Officer & Engineers will conduct a validation and issue approval to the school for online encoding in the EBEIS.
3. Simultaneous encoding will be announced later.
4. Immediate dissemination of and compliance to this Memorandum to all concerned is directed.

  
**JOSEPH IRWIN A. LAGURA, Ph. D.**  
Schools Division Superintendent

