



February 4, 2020

Division Memorandum

No. 040 s. 2020

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

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

1. Simultaneous National School Building Inventory (NSBI) data encoding will be on February 12, 2020 at Bohol Tropics Resort, Graham Avenue, Tagbilaran City, Bohol.
2. Schools shall encode the data from the corrected and validated NSBI Forms submitted to the Division Office.
3. Participants to the orientation are the School Physical Facilities Coordinators and School ICT Coordinators.
4. Meals and snacks for this orientation are chargeable against Auditing Services Funds, while transportation and other incidental expenses shall be charged against School MOOE subject to usual accounting rules and regulations.
5. Classes of teachers involve in this orientation shall be handled by another teacher/s to be arranged by their respective school heads.
6. Immediate dissemination of and compliance to this Memorandum to all concerned is directed.

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