



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

May 11, 2022

Division Memorandum

No. 167 s. 2022

**NATIONAL INVENTORY OF DEPED PUBLIC SCHOOLS BUILDING (NSBI)  
SY 2021-2022 SIMULTANEOUS DATA ENCODING**

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

1. This Office hereby announces the Conduct of Simultaneous National School Building Inventory (NSBI) data encoding will be on May 19, 2022, Thursday, 8am – 5pm. Venue will be announced later.
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, School ICT Coordinators, School Property Custodian.
4. Meals and snacks for this orientation are chargeable against Division MOOE, 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 PhD**  
Schools Division Superintendent *lagura*

JIAL/CPC/SGOD/BCL/lti



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