



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 331 , s. 2024

**NATIONAL INVENTORY OF DEPED PUBLIC SCHOOLS BUILDING (NSBI)
SY 2023 – 2024 SUBMISSION OF FORMS AND SIMULTANEOUS ENCODING**

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

1. In line with the goal of the Department of Education (DepEd) to establish accurate and comprehensive data on school buildings, and in preparation for the budget deliberations for the Fiscal Year 2025, there will be an update of the National School Building Inventory for SY 2023 – 2024 to capture the updated inventory of school infrastructure and other facilities. Thus, this is to inform the field that schools shall conduct school buildings and facilities inventory.
2. To collect, encode, and report accurate and high-quality data in the NSBI Module, personnel at the school level shall observe the following:
 - a. The school head conducts the School Building Inventory and manually accomplishes the NSBI Data Gathering Forms. The cut-off date for the data to be encoded will be **February 29, 2024**.
 - b. Schools shall submit two (2) signed and duly accomplished hard copies of the NSBI Forms (*printed in A4 bond paper and placed in a folder*) to the Division Office on or before **May 17, 2024**. SDO through the SGOD-Planning Officer & Engineer will conduct a validation and issue approval to the school for online encoding in the EBEIS.
3. Schools shall encode the data from the corrected and validated NSBI Forms submitted to the Division Office. Encoding of corrected and validated NSBI data shall be on **May 20 – 24, 2024**. No school shall proceed to online data encoding without submitting the manually accomplished NSBI Data Gathering Forms.



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4. Schools may access the NSBI Data Gathering Forms through this link: <https://tinyurl.com/NSBI2024TagbiDO> or through the QR Code:



5. Immediate dissemination of and compliance with this Memorandum to all concerned is directed.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

WDB/JAL/SGOD/MCC/Iti



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