



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

Office of the Schools Division  
Superintendent

April 15, 2025

**DIVISION MEMORANDUM**

No. 228 , s. 2025

**ACTIVITIES AND TIMELINE OF THE  
NATIONAL SCHOOL BUILDING INVENTORY (NSBI)  
FOR SY 2024 - 2025**

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

1. In line with the goal of the Department of Education (DepEd) to establish accurate and comprehensive data on school buildings, classrooms, other infrastructure, and facilities, this office, through the SGOD – Education Facilities and Planning and Research Section, disseminates the Activities and Timeline of the National School Building Inventory (NSBI) for SY 2024 – 2025.
2. The timelines for the activities related to the NSBI updating shall be as follows:

<b>Activity</b>	<b>Timeline</b>
<b>Online encoding of NSBI data</b>	Starting on <b>April 21, 2025</b>  <i>(Encoding of updated data will be open all year round to establish live updates.)</i>
<b>Cut-off dates for NSBI data to be encoded</b>	<b>April 20, 2025</b>  <i>(Schools can update the NSBI data in the system all year round observing the cut-off for data generation of the Central Office.)</i>
<b>Submission of printed copies to the Division Office</b>	<b>May 2-14, 2025</b>
Cut-off dates for data generation of Central Office	Last working day of May, July, September, and December
<b>Validation of NSBI Data</b> (including the field validation of engineers for the cut-off date April 20, 2025)	<b>May 2 – 30, 2025</b>



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3. All public schools are required to comply and actively participate in collecting and encoding NSBI data in the information system, guided and assisted by the School Division Office.
4. To collect, encode, and report high-quality data in the NSBI module, personnel at the school level, specifically the school head, shall observe the following:
  - a. The school head conducts the school building inventory and reviews, encodes, and validates the data in the system.
  - b. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer, printed in long size bond paper and inserted in a properly labeled long size folder. These copies should be generated from the NSBI, newly available in the system.
5. A generated and printed report from the system will be the basis in validating the school data.
6. If any encoded data require correction, the engineer shall inform the school head for appropriate action.
7. The *tentative site validation schedules for NSBI SY 2024 – 2025* for schools are the following:

<b>Date</b>	<b>School</b>
May 2, 2025	Bool Elementary School
	Mansasa Elementary School
	Mansasa National High School
May 5, 2025	Booy Elementary School
	Booy South Elementary School
May 6, 2025	Cabawan Elementary School
	City of Tagbilaran National High School
	Dr. Cecilio Putong National High School – SHS
May 7, 2025	City East Elementary School
	Tagbilaran City Science High School
May 15, 2025	Cogon Elementary School
	Cogon National High School
May 16, 2025	Dampas Elementary School
	Eastern Cogon Elementary School



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May 19, 2025	Manga Elementary School
	Manga National High School
May 20, 2025	San Isidro Elementary School
	San Isidro National High School
May 21, 2025	Tagbilaran City Central Elementary School
	Tagbilaran City Central School – SPED Center
	Tagbilaran High School for the Hearing Impaired
May 22, 2025	Dr. Cecilio Putong National High School - JHS
May 23, 2025	Dao Elementary School
	Taloto Elementary School
	Taloto National High School
May 27, 2025	Tiptip Elementary School
	Ubujan Elementary School

8. Immediate dissemination of and compliance to 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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