UNNUMBERED MEMORANDUM
SGOD-PRS-UM-04-20-23/RCB

TO	:	Assistant Schools Division Superintendent
		Chief Education Supervisors
		Public Schools District Supervisors/In-charge of the District
		Public Elementary and Secondary School Heads
		All Others Concerned

FROM : **SOCORRO V. DELA ROSA, CESO V**
Schools Division Superintendent

SUBJECT : **CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2022-2023**

DATE : April 20, 2023

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1.   In reference to Memorandum OUA-OUT-031523-004 dated March 15, 2023 (Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2022-2023), please be informed that the facility for downloading the template and online encoding **is now available** at the National School Building Inventory System.

2.   All public schools are directed to download and accomplish the template and encode online their inventory using the **School Head user account**. If the assigned school head has limited access to NSBI kindly report to PRS to be submitted through a ticket to the CO helpdesk.

3.   This Office expects 100% encoded and validated inventory from the field. Attached is the Memorandum from Usec. Kristian R. Ablan for reference.

4.   Immediate dissemination of and compliance with this Memorandum is earnestly desired.

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

MEMORANDUM
15 March 2023

FOR   :   **UNDERSECRETARIES**
                ASSISTANT SECRETARIES
                REGIONAL DIRECTORS
                MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION (MBHTE), BARMM
                SCHOOLS DIVISION SUPERINTENDENTS
                PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
                ALL OTHERS CONCERNED

FROM   :   **KRISTIAN R. ABLAN**
                Undersecretary for Administration

SUBJECT :   **GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2022-2023**

In line with the Department of Education's (DepEd) efforts to improve and accelerate the delivery of basic education facilities and services, the Department recognizes the importance of having a complete and accurate inventory of school infrastructure and its inclusions—buildings, classrooms, furniture, and other facilities—to support data-driven and evidence-based planning, budgeting, resource allocation, and decision making.

In this regard, there will be an updating of the **National School Building Inventory (NSBI) for School Year (SY) 2022-2023** as part of the annual collection and encoding of accurate and comprehensive inventory of school infrastructure and other facilities of DepEd in preparation for the budget for the Fiscal Year (FY) 2024. This also aims to gather recent data of all public schools nationwide to address new parameters of classroom requirements for the safe operations of schools post COVID-19 pandemic.

The guidelines for the conduct of NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all governance levels in the basic education are outlined in the succeeding portion of this Memorandum. All public schools offering elementary, junior high school, and senior high school shall comply with the prescribed guidelines set forth in this Memorandum and actively participate in collecting and encoding data in the Basic Education Information System (BEIS).

I. PROCEDURES

In order to collect, encode, and report accurate and high-quality data in the NSBI Module, personnel at the school level shall observe the following:

a. Organize a School Building Inventory Committee composed of the following:
   - School Head (as Chairperson)
   - School Property Custodian (SPC)
   - Engineering Facilities Coordinator (EFC)
   - BEIS Coordinator
b. Hold a meeting to discuss procedures in conducting the inventory
c. Conduct the School Building Inventory and manually accomplish the NSBI Data Gathering Forms
d. Review and validate the inventory by the School Head
e. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO)
f. Validate and issue approval (by SDO through the School Governance and Operations Division or SGOD) to the school for online encoding of data in the BEIS

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error/s committed through a letter addressed to the Division Planning Officer.

II. ROLES AND RESPONSIBILITIES

All DepEd personnel across all levels of governance shall perform their respective roles and responsibilities in accordance with those enumerated in the following table:

DepEd Central Office	Responsible Office/s
Orient the Regional and Schools Division Offices on NSBI	PS-EMISD, SIF-EFD, ICTS, AS-AMD
Provide technical assistance on the orientation of very large SDOs (when necessary)	PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-SDD
Regional Office	
Provide technical assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor and validate submissions from schools	PPRD, Regional Engineer
Division Level	
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators (by cluster)	SGOD-PRS, Division Engineers (including COS Engineers assigned in SDOs), Supply Officer
Create BEIS accounts for Engineers (plantilla)	SGOD-PRS
Provide technical assistance to schools on queries regarding NSBI forms, system, and processes	Division Planning Officer, Division Engineers, Supply Officers
Monitor and validate submissions from schools	SGOD-PRS, SPC. EFC, BEIS Coordinator

School Level	
Conduct actual School Building Inventory	School Head, SPC, EFC, BEIS Coordinator
Submit signed NSBI forms to SGOD	School Head
Encode NSBI data in the BEIS	School Head/BEIS Coordinator

III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2022-2023 (*see Annex A*) consists of seven (7) tables, some of which have new data requirements that schools need to accomplish in the reporting of the NSBI. The NSBI Data Gathering Forms can be accessed and downloaded from the NSBI.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities/Amenities
Table 7	Access Going to School

The NSBI Data Gathering Forms were updated with the inclusion of new data elements as a result of DepEd's reportorial commitment to other agencies related to school buildings and facilities. For proper guidance and information, an Answering Guide (*see Annex B*) that contains the common definitions and examples will be disseminated to all concerned personnel.

Table	New Data Element
Table 1. Summary of Existing Building	Number of Functional Ramps
Table 6. Other Facilities/Amenities	Type of Facilities/Amenities
	Bike Racks
	Paved Pathway from Entrance Gate to Building
	Pathway Cover/Roofing
Table 7. Access going to School	Biking

Accomplished NSBI Data Gathering Forms shall be signed by the following school and division personnel attesting the accuracy and veracity of the encoded and reported data in both printed copy and in the system, as shown below:

Division Level	
Site Validation	Division Engineer, Planning Officer, Supply Officer (plantilla)
Online Validation	

School Level	
NSBI Data Gathering Forms	School Head, EFC, BEIS Coordinator
Online Validation	

IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

In determining the school coordinates, the location of the flagpole shall be the reference point. The School Head may use devices such as mobile phones, smartphones (iOS or Android phones), tablets, or laptops to access Google Maps to identify the latitude and longitude of the school and ensure accuracy of the information or data.

Using smartphones/tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Input the name of the place in the Search bar. You may manually locate by clicking on the specific location in the map, or by scrolling and zooming in and out on the map.
4. Tap and hold to the specific location. A red pin will appear on the determined location.
5. The coordinates will appear on the description page of the pinned location, then copy or take a screenshot of the coordinates.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the Search bar.
3. Navigate the location you want to determine the coordinates. Use the scroll wheel to zoom in/out of the location.
4. Right-click on the location.
5. Click on the coordinates and copy it.

For samples of the processes in determining the school coordinates, please refer to *Annex C.*

V. VALIDATION QUOTA

Paper/System and onsite validation of NSBI data shall be conducted by the Division Planning Officers and Division Engineers. During school visits for the onsite validation, DepEd reiterates that all personnel shall comply with the existing Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) guidelines and local restrictions subject to the alert risk level of the local government units (LGUs).

The criteria or quota for the data validation depending on the category/size of the division are shown below:

Category/Size	Criteria/Quota
Small	100% of schools data validated
Medium	At least 80% of schools data validated

Large	At least 60% of schools data validated
Very Large	At least 40% of schools data validated

VI. TIMELINES

All personnel involved in the data collection, encoding, validation, and monitoring of the NSBI for SY 2022-2023 shall be guided accordingly by the following timelines:

Activity	Timeline
Start of Orientation on NSBI for SY 2022-2023 for School Personnel	March 13, 2023
Encoding of NSBI Data	March 20, 2023-May 31, 2023
Validation of NSBI Data	April 10, 2023 – May 31, 2023
Closing of the System	June 1, 2023

*Cut-off date to be reported in the NSBI is as of 31 December 2022.

VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by SDO. The SDOs shall do the same to all schools under their respective jurisdiction. Also, the Division Planning Officer (DPO) and the Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data in the BEIS.

The DepEd Central office through the Planning Service-Education Management Information System Division (PS-EMISD) shall inform all regions and divisions their respective statuses of submission and validation in coordination with the RPO, while updates and changes in the encoding and reporting of NSBI data will be only disseminated through the issuance of an Advisory or a Memorandum.

VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

Education Facilities Division (EFD)

Landline:	(+63) 28 633 7263/(+63) 28 638 7110/ (+63) 28 636 4877
Email:	as.efd@deped.gov.ph
Address:	5th Floor, Mabini Building DepEd Complex, Meralco Avenue, Pasig City

Planning Service – Education Management Information System Division (PS-EMISD)

Landline:	(+63) 28 638 2251/(+63) 28 635 3986
Telefax:	(+63) 28 635 3986
Email:	ps.emisd@deped.gov.ph
Address:	2nd Floor, Alonzo Building DepEd Complex, Meralco Avenue, Pasig City

Information and Communications Technology Service – User Support Division (ICTS-USD)

Landline:	(+63) 28 636 4878/(+63) 28 633 2658
Mobile:	(+63) 939 436 1390/(+63) 977 771 2285
Email:	support.ebeis-lis@deped.gov.ph / icts.usd@deped.gov.ph
Facebook:	www.facebook.com/groups/lis.helpdesk/
Address:	2nd Floor, Bonifacio Building
	DepEd Complex, Meralco Avenue, Pasig City

For immediate dissemination and strict compliance.

Information and Communications Technology Service – User Support Division (ICTS-USD)

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