

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**  
BY: [Signature]  
DATE: APR 2023 TIME: 9:41am




Republic of the Philippines  
Department of Education  
REGION V - BICOL

DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE NO. V  
**RELEASED**  
00004254  
By: [Signature] Date: 3/30/23

Office of the Regional Director

**MEMORANDUM**

TO : Assistant Regional Director  
Schools Division Superintendents  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
PPRD Personnel  
RO/SDO Engineers, Planning Officers, and Supply Officers  
All Others Concerned

FROM :   
GILBERT T. SADSAD  
Regional Director

SUBJECT : Regional Orientation on the Deployment of the National Achievement Test (NAT) Data Integration and Learner's Quarterly and Final Grades per Learning Area Modules in the LIS, NSBI 2022, and BEIS for SY 2022-2023

DATE : March 28, 2023

1. In line with the efforts of the Department of Education in highlighting accuracy of reporting school-related data, it is vital to direct key personnel on system issues and enhancements. Hence, this Office through the Policy, Planning, and Research Division and in collaboration with SDO Albay IT Team will conduct the Regional Orientation on the deployment of the National Achievement Test (NAT) Data Integration and Learner's Quarterly and Final Grades per Learning Area Modules in the Learners Information System (LIS), National School Building Inventory (NSBI), and Basic Education Information System (BEIS) for SY 2022-2023, for all sectors on April 13, 2023, via live streaming in the Official FB page of DepEd Region V.
2. This orientation aims to:
  - a. equip and upskill the participants on the details, scope, and limitations of the facilities on the National Achievement Test (NAT) Data Integration and Learner's Quarterly and Final Grades per Learning Area Modules in the LIS;
  - b. ensure the accuracy and quality of data to be reported in NSBI and BEIS; and
  - c. provide the participants information on existing policies, parameters, and system management.
3. The expected participants for each topic are the following:

April 5, 2023

Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Engineer III/Planning Officer III/Supply Officer  
All Others Concerned

All concerned are enjoined to attend this orientation activity on **April 13, 2023**, via Live Streaming on DepEd ROV Official Facebook page. All participants shall register and indicate the issues/challenges encountered in using the LIS, BEIS, and NSBI through this link: <https://bit.ly/RegOrientationLIS-BEIS-NSBI>

For widest dissemination and strict compliance.

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

| Topic  | On-site/F2F Participants  | Off-Site/Online Participants via FB Live  |
|--|---|---|
| 1. NSBI 2022   | RO Planning Officer, RO Engineer, PPRD Personnel, and ITO Team of SDO Albay | SDO Planning Officers, SDO Engineers, Supply Officers, ITO, Public Schools District Supervisors, Public Elementary and Secondary School Heads, and Schools' Key Personnel |
| 2. (NAT) Data Integration and Learner's Quarterly and Final Grades per Learning Area Modules in the LIS BEIS | RO/SDO Planning Officers, PPRD Personnel, and ITO                           | SDO Planning Officers, Public Schools District Supervisors, and Public and Private Elementary and Secondary School Heads, and Schools' Key Personnel                      |

4. To ensure the smooth arrangement of the activity, the following shall be observe:
  - a. all participants shall register and indicate the **issues/challenges encountered in using the LIS, BEIS, and NSBI** through this link <https://bit.ly/RegOrientationLIS-BEIS-NSBI>
  - b. conduct a dry-run of the live streaming with the resource persons, PPRD concerned personnel, and the IT team of SDO Albay on April 12, 2023; 9:00AM at NEAPR-5 Hall.
5. Attached as enclosures are the following:
  - a. Enclosure No. 1 – Indicative Matrix;
  - b. Enclosure No. 2 – OUA-OUT-012723-011 dated January 31, 2023 re: Deployment of the NAT Data Integration in the LIS and Learners' Quarterly and Final Grades per Learning Are Modules
  - c. Enclosure No. 3 – OUA-OUT-031523-004 dated March 15, 2023 Guidelines in the Conduct of the NSBI for SY 2022-2023
6. All Public Schools District Supervisors shall ensure the 100% attendance of the school heads and schools' key personnel during the orientation.
7. Provision for food, hall, and other expenses of the onsite participants coming from RO during the conduct of the Regional Orientation shall be charged to the Regional Office Funds subject to the existing budgeting, accounting, and auditing rules and regulations. While travelling expenses of on-site participants coming from SDO Albay are chargeable against their local funds/MOOE.
8. For clarifications, please contact PPRD at [pprd.rov@deped.gov.ph](mailto:pprd.rov@deped.gov.ph).
9. Immediate dissemination of and strict compliance with this Memorandum are desired.

pprd/rtb/msc



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

Enclosure No. 1

**Regional Orientation on the Deployment of the National Achievement Test (NAT) Data Integration and Learner's Quarterly and Final Grades per Learning Area Modules in the Learners Information System (LIS), National School Building Inventory (NSBI) 2022, and Basic Education Information System (BEIS) for SY 2022-2023**  
Official FB Page of DepEd Region V Live Stream  
April 13, 2023

**INDICATIVE PROGRAM OF ACTIVITIES**

| DATE/TIME           | ACTIVITY   |
|---------------------|--|
| 8:30 AM – 9:00 AM   | Opening Program  |
|                     | <ul style="list-style-type: none"><li>• Pambansang Awit</li><li>• Prayer</li><li>• Bicol March</li></ul> |
|                     | Opening Remarks  |
|                     | MESSAGE  |
|                     | Presentation of Participants   |
|                     | Statement of Purpose   |
| 9:00 AM – 10:00 AM  | National Achievement Test (NAT) and Quarterly Grades Integration Facilities                              |
| 10:00 AM – 10:45 AM | Basic Education Information System (BEIS) School Forms   |
| 10:45 AM – 11:40 AM | National School Building Inventory (NSBI)  |
| 11:40 AM – 12:00 NN | Open Forum   |

/msc



Regional Center Site, Rawis, Legazpi City 4500

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region5@deped.gov.ph



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-012723-011

**MEMORANDUM**

31 January 2023

**TO :** Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary School Heads  
All Others-Concerned

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

**SUBJECT :** DEPLOYMENT OF THE NATIONAL ACHIEVEMENT TEST  
(NAT) DATA INTEGRATION IN THE LEARNER  
INFORMATION SYSTEM (LIS) AND LEARNER'S QUARTERLY  
AND FINAL GRADES PER LEARNING AREA MODULES

In line with the continuous efforts to expand and provide quality data captured in the existing information system, the Department of Education (DepEd), through the Planning Service (PS) and Information and Communications Technology Service (ICTS), with funding assistance from USAID ABC + Advance Basic Education in the Philippines, will deploy the National Achievement Test (NAT) Integration and Learner's Quarterly and Final Grades per Learning Area Facilities in the Learner Information System (LIS), which can be utilized for data management, easy access of the stakeholders, and monitoring of the school performance. This will lessen the burden of the teachers in the manual encoding and computation of Grades by Learning Area per Quarter that will be incorporated into the individual learner's profile.

The parameters of the Learner's Quarterly and Final Grades per Learning Area Facilities are based on the following existing DepEd Orders (DO): the DO 31, s. of 2012, "Policy Guidelines on the Implementation of Grades 1 to 10 of the K-12 Basic Education Curriculum", DO 8 s. 2015, "Policy Guidelines on Classroom Assessment for K to 12 Basic Education Program", and DO 36, s. 2016, "Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program".

**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: useforadministration@deped.gov.ph

Hereunder are the scopes and limitations of the two (2) facilities that shall be observed:

**1. NAT Data Integration in the LIS**

The Bureau of Education Assessment (BEA) serves as the process owner and the uploader of the NAT results. The key features on the said facility include the following:

- a. The remaining offices in Central Office, Regional Office, Schools Division Office, and School Accounts can view the dashboard and download the data;
- b. The available data are for School Years (SYs) 2016-2017, 2017-2018, and succeeding NAT data;
- c. Dashboard Summary of NAT data is presented in graphical form; and,
- d. Availability of Downloadable Report in Excel File.

**2. Learner's Quarterly and Final Grades per Learning Area**

**A. Scope**

The facility is accessible to all Public Schools' Grades 1-10 with regular learning areas/subjects such as Filipino, English, Mathematics, Science, *Araling Panlipunan*, *Edukasyon sa Pagpapakatao*, MAPEH, Mother Tongue for Grades 1-3, and *Edukasyong Pangtahanan at Pangkabuhayan /TLE* for Grades 4-10.

The key features on the said facility include the following:

- a. Accepts whole numbers only;
- b. The minimum grade input is 60;
- c. The maximum grade input is 100;
- d. Automatically computes the Final Grade per learning area and displays its corresponding remarks;
- e. Automatically computes the General Average of the learner and displays its corresponding remarks;
- f. Saves the learner's grade even if the input is incomplete; and,
- g. Generates an Excel copy of the learner's grades.

**B. Limitations**

The facility will not yet be accessible to *Public Senior High School*, *Public Schools with Special Programs*, *All Private Schools*, *Kindergarten*, *Learners under Special Education (SPED) Program*, and *Learners with enrollment issues (e.g. pending enrollment/transfers/approval)* for the following reasons: (1) the grading system is not in numerical grades, (2) different sets of weights and components in the computation of grades per

learning area, (3) different composition or naming of the learning areas/subjects, (4) schools that does not conform on the abovementioned regular learning areas/subjects, and (5) the academic grading in Senior High School is in semestral.

Said facilities will become available on or before **15 February 2023**. For further reference, please refer to **Annex A** for the detailed instructions and user guides of the two (2) facilities.

Should you have any questions and/or clarifications, you may coordinate with the **Planning Service - Education Management Information System Division** through the email address **ps.emisd@deped.gov.ph** or the **Information and Communications Technology Service - User Support Division** through DepEd Learner Information System (LIS) National Help Desk e-mail address **support.ebcis-lis@deped.gov.ph**.

For information and guidance.

Thank you.



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

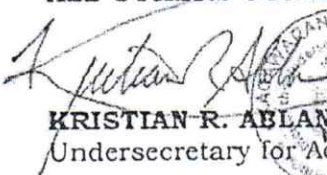
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-031523-004

**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

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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).

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**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: usecforadministration@deped.gov.ph

## 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) & Makershift 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/  
 (+03) 28 030 4877  
 Email: [as.efd@deped.gov.ph](mailto:as.efd@deped.gov.ph)  
 Address: 5<sup>th</sup> 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](mailto:ps.emisd@deped.gov.ph)  
 Address: 2<sup>nd</sup> 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](mailto:support.ebeis-lis@deped.gov.ph) / [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)  
Facebook: [www.facebook.com/groups/lis.helpdesk/](http://www.facebook.com/groups/lis.helpdesk/)  
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For immediate dissemination and strict compliance.