



Republic of the Philippines
DEPARTMENT OF EDUCATION
CARAGA Administrative Region



Schools Division Office of Surigao City
Roxas Street, CV Diez MCES Compound, Barangay Washington, Surigao City
Fax No. (086) 826 – 3075; Tel Nos. (086) 826 – 8931, 826 – 1268

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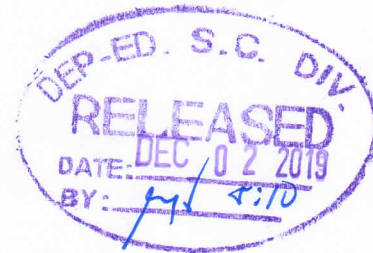
DIVISION MEMORANDUM

No. 79 s. 2019

**ORIENTATION ON THE 2019 NATIONAL SCHOOL BUILDING INVENTORY (NSBI)
FORMS AND SYSTEMS**

To: Assistant School Division Superintendent
Chief- SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Office Unit Heads
Teaching and Non-Teaching Personnel

This Division



1. As per Memorandum entitled *National Inventory of DepEd Public Schools Building for SY 2019-2020*, Dated September 3, 2019, this Office, through the Schools Governance and Operations Division- Educational Facilities and Planning and Research Section, will conduct an **Orientation on the NSBI Forms and Systems** on **December 16-17, 2019** at a venue to be announced later.
2. This orientation aims to:
 - a. Orient the participants on NSBI Forms for SY 2019-2020;
 - b. Discuss the processes of the collection of data, validation and online encoding; and
 - c. Address issues and concerns relevant to the conduct of the NSBI.
3. The participants are the **School Heads and the designated School Property Custodians/Physical Facilities Coordinators**. Activity Matrix is enclosed.
4. Travelling and other related expenses of the participants are chargeable against *School MOOE*, while lunch and snacks are chargeable against *downloaded funds from Central Office*, subject to the usual accounting and auditing rules and regulations.
5. This memorandum also serves as *Authority to Travel*.
6. Immediate dissemination of and compliance to this Memorandum is directed.

K. Galanida
KAREN L. GALANIDA, PhD, CESO VI
School Division Superintendent

Encls.:

As stated