



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

March 27, 2023

DIVISION MEMORANDUM

No. **108** s. 2023

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

To: Asst. Schools Division Superintendent
Division Chiefs
Elementary and Secondary School Heads
All Others Concerned

1. In line with the goal of the Department of Education (DepEd) stipulated in DepEd Memorandum OUA-OUT-031523-004 to establish accurate and comprehensive data on school building and facilities in all public schools in the Schools Division, this Office will conduct the National School Building Inventory (NSBI) for SY2022-2023 through the School Governance Operation Division.
2. In this connection, to ensure accuracy in manually preparing data elements required in the NSBI Templates as basis for online updating in the system, the Division NSBI Committee will conduct Virtual Orientation Activity on **March 30, 2023** to start at **2:00 in the afternoon**.
3. The orientation aims to:
 - Explain the guidelines in the conduct of the NSBI SY2022-2023;
 - Present the new data elements in the form and in the online facility;
 - Demonstrate the NSBI facility and the user guide;
 - Discuss the issues encountered in the data collection last SY2021-2022; and
 - Present the schedule of onsite validation
4. Expected participants in this activity are all elementary and secondary School Heads and School NSBI Committee Members through the link: <https://meet.google.com/hby-pcot-ecb>.
5. School heads must ensure prompt, complete and accurate accomplishment of the NSBI Templates to note some new data elements required, while the Division Planning Officer shall directly provide technical assistance and monitor the conduct of the activity to ensure compliance of all schools.



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6. Division Timelines

Activity	Timeline
Virtual Orientation	March 30, 2023
School Online Encoding	April 1 – 21, 2023
School Onsite Validation cum provision of TA	April 13 – April 30, 2023
Division Online Validation	April 1 – May 31, 2023
Closing of the System	June 1, 2023

7. Schedule of onsite validation cum provision of technical assistance to schools

Name of School		Date of Visit/ Validation
Sabtang Schools	April 13 – 14
Imnajbu ES	April 17 (AM)
Itbud Integrated School	
Elem	April 17 (AM)
Sec	April 17 (AM)
Batanes GCHS	April 17 (PM)
Uyugan ES	April 17 (PM)
Ivana ES	April 18 (AM)
Ivana NHS	April 18 (AM)
San Vicente ES	April 18 (PM)
Diura BS	April 18 (PM)
Mahatao ES	April 19 (AM)
Mahatao NHS	April 19 (AM)
Chanarian ES	April 19 (AM)
Tukon ES	April 20 (AM)
Valugan IS	
Elem	April 20 (AM)
Sec	April 20 (AM)
Basco CS	April 20 (PM)
Batanes NSHS	April 20 (PM)
Itbayat Schools	April 26 – 28

Note: Advisory will be issued for any changes in the schedules

8. The School NSBI Coordinator is expected to extend their assistance to the Division Team on the dates specified. All classrooms are also expected to be open during the validation.
9. Travelling expenses, food, and other incurred expenses relative to the conduct of the activity shall be charged against MOOE subject to the usual accounting, auditing rules and procedures.
10. All public school teachers/personnel involved in the conduct of the activity are entitled for an overtime (OT)/service credit during weekdays, weekends, and holidays when necessary to meet the target schedules:
 - At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 “Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System”, DepEd Order No. 10, s. 2009 “Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS))”, and DepEd Order No. 30, s. 2016 “Policies and Guidelines on Overtime Services and Payment in the Department of Education”.



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- Duly accomplished Daily Time Record (DTR) of all concern is also requested to be submitted to the Division Planning Officer for processing immediately after the conduct of the activity. Signatory in the DTR is the Division Planning Officer.
11. All gathering forms shall be posted in the "NSBI SY2022-2023" facebook group chat.
12. For your information and guidance.


EDUARDO C. ESCORPISO JR. EdD, CESO V
Schools Division Superintendent 

Encl: As stated

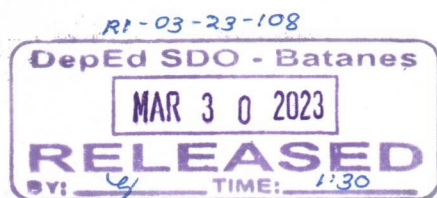
Reference: DepEd Memorandum OUA-OUT-031523-004

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEES ORIENTATION CLASSROOM PROPERTIES

SGOD/myn/orc



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