



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 2, 2024

**Division Memorandum**  
No. 0129 s. 2024

**CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI)  
FOR SCHOOL YEAR 2023-2024**

To: Janette G. Veloso, EdD, CESO VI - Assistant Schools Division Superintendent  
Cristopher B. Gonzales, EdD – EPS- School Governance and Operations Division  
Public Schools District Supervisors  
Elementary and Secondary School Administrators  
School NSBI Coordinators

1. In line with the initiative of the Department of Education to update and ensure accurate and comprehensive baseline data of school buildings and other school properties in all public schools which is crucial in determining the classroom conditions and requirements of every school, there will be an update of the National School Building Inventory for SY 2023-2024 to capture the updated inventory of school infrastructure and other facilities. Anent to this, the Division of Davao del Norte will conduct a virtual conference which will be held on the following schedules:

<b>Date</b>	<b>District/Schools</b>
April 11, 2024 – 9:00 AM	Schools Heads and/or NSBI Coordinators of BE Dujali, Carmen Sto. Tomas East and Sto. Tomas West Districts
April 11, 2024 – 1:30 PM	School Heads and/or NSBI Coordinators of Asuncion, Kapalong East, Kapalong West and Langilan Districts
April 12, 2024 - 9:30 AM	School Heads and/or NSBI Coordinators of San Isidro, Talaingod and New Corella Disticts

2. The meeting link and the NSBI Data Gathering Form shall be posted in the different groupchats and FB pages of the LIS Coordinators and School Heads.
3. It is expected that all schools shall gather or update and encode the data in the NSBI Template and thoroughly validated by the school heads before encoding it in the Learner Information System. Hard copies of the template shall be submitted to the Division Office, (*attention: Engr. Elielou P. Jumawan on or before April 23, 2024*). Below is the timeline for your guidance:

<b>Activities</b>	<b>Timeline</b>
Virtual Conference of NSBI for SY 2023-2024 for School Personnel	April 11-12, 2024
Onsite Validation	April 15- May 10, 2024
Encoding of NSBI Data and Technical Assistance	April 22- May 17, 2024
System Validation of NSBI Data	April 23 – May 27, 2027



4. Transportation and other incidental expenses incurred relative to the participation in this activity shall be charged to School MOOE, while expenses incurred by the Validation Team shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulation.
5. Immediate dissemination and strict compliance of this memorandum is earnestly desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



SGOD/smdg

*Fr: National School Building Inventory for SY 2023-2024/Planning/NSBI*

