



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

May 14, 2026

DIVISION MEMORANDUM
NO. **180** s. 2026

**SUBMISSION OF SITE DEVELOPMENT PLAN AND UPDATING OF THE
NATIONAL SCHOOL BUILDING INVENTORY (NSBI) SY 2025-2026**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors/OIC-PSDS
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In anticipation of the annual conduct of the NSBI for SY 2025-2026, this Office instructs the field to start updating their respective school NSBI records as of April 30, 2026.
2. Pending the official guidelines from the DepEd Central Office, the field is advised to use the NSBI forms for SY 2024-2025 (excel file). **These forms are only for school consumption and are not yet for submission to the Division Office.**
3. However, the schools are instructed to submit their updated Site Development Plan reflecting current site and building conditions. The signed, scanned copies of the site development plans should be submitted as follows:

File Type	PDF
File Name	123456_Sample ES_School District
Submission Link	bit.ly/SDPsubmission
SDP Submission Deadline	June 5, 2026

4. The school heads are nonetheless reminded to ensure accurate and updated school data. Take note that schools and DepEd Offices benefit



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon
4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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from correct and updated data, especially in producing an equitable allocation of resources and evidence-based policies.

5. The above notwithstanding and upon issuance of the signed Memorandum from the DepEd CO, this Office will issue a separate Division Memorandum providing further details and instructions pertaining to the official guidelines.
6. For immediate dissemination and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent
 



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