



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

MEMORANDUM

TO : **Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Engineer, Planning Officer, and Supply Officer
School Property Custodians and Education Facilities
Coordinators
All Others Concerned**

FROM : **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

SUBJECT : **Conduct of the National School Building Inventory (NSBI)
for School Year 2021-2022**

DATE : March 28, 2022

1. With reference to the subject activity, this Office reiterates the following processes at the school level to ensure the accuracy and quality of the data to be collected, encoded, and reported in the NSBI module:
 - a. Organize a School Building Inventory Committee that is composed of the School Head (as the Chairperson), School Property Custodian (SPC), Education Facilities Coordinator (EFC), and BEIS coordinator,
 - b. Convene a meeting to discuss the procedures in doing the inventory,
 - c. Conduct of School Building Inventory and manually accomplish the NSBI forms,
 - d. Review and validation by the School Head, and
 - e. Submit **two copies** of duly accomplished forms to the Schools Division Office (SDO).
2. Subsequently, the SDO through the Schools Governance and Operations Division (SGOD) will validate the submitted NSBI forms. **The School Heads and/or BEIS coordinators designated to encode data in the BEIS are reminded that only validated and approved NSBI forms are**



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allowed to be encoded in the system to avoid input errors in the system.

3. The NSBI forms may be accessed through the BEIS or through this link:

bit.ly/NSBIforms

4. **Timelines.** Cut-off data to be reported in the NSBI is as of February 28, 2022. Meanwhile, both validation and encoding of the NSBI forms is allowed until May 31, 2022. In this regard, the accomplished and signed NSBI forms (i.e., hard copies) should be submitted to the SDO **on or before April 22, 2022** to give ample time for the on-site validation of the submitted data and consequent encoding.
5. For immediate dissemination and strict compliance.



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