



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

OUCOS-PS-2022

MEMORANDUM

TO: UNDERSECRETARIES  
ASSISTANT SECRETARIES  
MINISTER OF BASIC, HIGHER, AND TECHNICAL  
EDUCATION (MBHTE), BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM:   
ATTY. NEPOMUCENO A. MALALUAN  
*Undersecretary and Chief of Staff*

SUBJECT: **Guidelines on the Conduct of the National School Building  
Inventory for School Year 2021-2022**

DATE: 25 January 2022

The Department of Education (DepEd) recognizes the importance of maintaining an accurate and comprehensive inventory of school buildings, classrooms, furniture, and other facilities for use in planning, budgeting, resource allocation, and decision-making. Specifically, this inventory would help firm up our commitment to providing a safe and conducive learning environment to our learners.

With the new challenges brought by the COVID-19 pandemic and gradual transition to face-to-face instruction, the conduct of the **National School Building Inventory (NSBI) for School Year 2021-2022** is deemed as a timely and relevant undertaking in effectively addressing new parameters of classroom requirements for schools' safe operations.

This Memorandum outlines the guidelines for the conduct of the NSBI, procedures, roles, and responsibilities of concerned personnel, and timelines applicable across all governance levels in the basic education. All public elementary, junior high school, and senior high school shall comply with this guideline and actively participate in the collection and encoding of data in the Basic Education Information System (BEIS) and at the same time observe the Minimum Health Standards.



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## I. PROCEDURES

To ensure the accuracy and quality of the data to be collected, encoded, and reported in the NSBI Module, personnel **at the school level** shall observe the following activities and processes:

- a. Organize a School Building Inventory Committee that is composed of School Head (*as the Chair*), School Property Custodian (SPC), Engineering Facilities Coordinator (EFC) and BEIS Coordinator;
- b. Hold a meeting to discuss the procedures in doing the inventory;
- c. Conduct of the School Building Inventory and manually accomplish the NSBI Form
- d. Review and validation of the inventory by the School Head;
- e. Sign and submit 2 copies of duly accomplished forms to the Schools Division Office (SDO); and
- f. SDO through the SGOD will validate and issue approval to the school for online encoding of data in the BEIS.

In case of errors in the encoding of data in the system, the School Head shall notify the SDO of any errors committed through a letter addressed to the Division Planning Officer.

For safety against COVID-19 infections, school, division, and regional personnel participating in the conduct of all NSBI related activities shall adhere to the Minimum Health Standards imposed by the IATF and local government units.

## II. ROLES AND RESPONSIBILITIES

All DepEd personnel across all governance levels shall perform their respective roles and responsibilities in accordance with those enumerated in the summary table below:

<i>DepEd Central Office</i>	<i>Responsible Office/s</i>
Orient the Regional and Schools Division Offices on NSBI	PS-EMISD, AS-AFD, ICTS, AS-AMD
Provide Technical Assistance on the orientation of very large SDOs (if necessary)	EMISD-PS
Update the system and provide a facility to print generated data for verification purposes	ICTS-USD
<i>Regional Level</i>	
Provide Technical Assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor and validate submissions from schools	PPRD, Regional Engineer



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<b>Division Level</b>	
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators by cluster	SGOD-PRS, Division Engineers (including COS Engineers assigned in the SDOs), Supply Officer
Create BEIS accounts for Engineers (plantilla) with editing facilities ( <i>provided that the necessary clearances from School Head and SGOD are secured</i> )	SGOD-PRS
Provide Technical Assistance to schools on queries regarding NSBI forms, system, and processes	Division Planning Officer, Division Engineers, Supply Officers
Monitor and validate submissions from schools	SGOD-PRS, Division Engineers, Supply Officer
<b>School Level</b>	
Conduct actual school building inventory	School Head, SPC, EFC, BEIS Coordinator
Submit signed NSBI forms to SGOD	School Head
Encode NSBI data in the BEIS	School Head/BEIS Coordinator

### III. NSBI FORMS

The NSBI Forms for School Year 2021-2022 (*Annex A*) consists of seven tables in which some have new data requirements that the school need to accomplish in the reporting of the inventory. NSBI Forms can be accessed and downloaded from the BEIS.

<b>Table</b>	<b>Title</b>
Table 1	Summary of Existing Buildings
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS)/Makeshift Room/s
Table 4.a	Existing Number of Water and Sanitation Facilities
Table 4.b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities and Amenities





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Table 7	Access Going to School
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The NSBI Forms were updated with the inclusion of new data/information requirements as result of the Department's reportorial commitment to other agencies related to school buildings and facilities. For proper guidance and information, an Answering Guide (*Annex B*) that contains the common definitions and examples will be disseminated to all concerned personnel.

Table	New Data Elements/Information
School Information	Longitude
	Latitude
Table 1	Building Material
	Date of Acquisition
	Acquisition Cost
	Book Value
	Insurance Information
Table 6	Flood Marker
	Exit Gate
Table 7. Type of Access Road	Paved
	Unpaved
	Levelled
	Unlevelled/ Rough Road
	On-going Construction
Table 7. Accessible by type of transportation	Private 4-Wheel Vehicle
	Private Motorcycle
	Boat
	UV Express
	Pedicab
	Tricycle
	Jeepney



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	Habal-habal
	Train
	Bus
	Walking/Hiking

Accomplished NSBI Forms shall be signed by the following school and division personnel attesting the accuracy and veracity of the encoded and reported data in both printed copy and in the system, as shown below.

<i>Division Level</i>	
Site Validation	Division Engineer, Planning Officer, Supply Officer (plantilla)
Online Validation	
<i>School Level</i>	
NSBI Forms	School Head, EFC, BEIS Coordinator
Online Validation	

**IV.**

**PROCESS IN DETERMINING THE SCHOOL COORDINATES  
(LONGITUDE/LATITUDE)**

In determining the school coordinates, the location of the flagpole shall be the reference point. The School Head may use device/s such as mobile phones, smartphones (iOS or android phones), tablets, or laptops in opening the Google Maps in identifying the longitude and latitude of the school to ensure accuracy of the information or data.

**Using the smartphones/tablets:**

1. Turn on the GPS on your device.
2. Open the Google Maps application.
3. Navigate the place you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold on the specific location. A red pin will appear on the determined location.
5. The coordinates will appear on the search bar then copy or screenshot the coordinates.

**Using the LAPTOP**

1. Open your browser (Chrome/IE,Firefox, etc).
2. Type Google Maps in the URL bar.
3. Navigate the location you want to determine the coordinates. Use the mouse scroll to zoom in or out the location.



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4. Right click on the location
5. Click the coordinates and copy it.

For samples of the processes in determining the school coordinates, please refer to Annex C.

#### V. VALIDATION QUOTA

Paper/system and onsite validation of NSBI Data shall be conducted by the Division Planning Officers and Division Engineers. During school visits for the onsite validation, the Department reiterates that all personnel shall comply with the existing IATF guidelines and local restrictions subject to the alert risk level of the Local Government Unit/s (LGU/s).

Shown below are the criteria or quota for the data validation depending on the category/size of the Division:

Category/Size	Criteria/Quota
Small	100% of schools data validated
Medium	At least 80% of schools data validated
Large	At least 60% of schools data validated
Very Large	At least 40% of schools data validated

#### VI. TIMELINES

All personnel involved in the data collection, encoding, validation, and monitoring for the NSBI for School Year 2021-2022 shall be guided accordingly on the following activities and dates:

Activities	Timelines
Online Orientation on NSBI for SY 2021-2022 for Planning Officers, Engineers, and Supply Officers	March 02-03, 2022
Deployment of the NSBI Facility	March 14, 2022
Orientation of the NSBI for SY 2021-2022 for School Personnel	March 14-18, 2022
Encoding of NSBI Data	March 14-May 31, 2022
Validation of NSBI Data	April 04-May 31, 2022



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Cut-off date of data to be reported in the NSBI is as of 28 February 2022.

#### VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by Schools Division Offices and the latter shall do the same to all schools under their respective jurisdiction. Also, the Division Planning Officer (DPO) and Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data in the BEIS.

DepEd Central -Office through the PS-EMISD shall inform all regions and divisions their statuses of submission and validation in coordination with the Regional Planning Officer. While updates and changes in the encoding and reporting of NSBI data will be only disseminated through issuance of an Advisory or Memorandum.

#### VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

**Administrative Service- Education Facilities Division (AS-EFD)**

Landline: +63 28 633 7263/ +63 28 638 7110/+63 28 636 4877  
E-mail: [as.efd@deped.gov.ph](mailto:as.efd@deped.gov.ph)  
Address: 5<sup>th</sup> Floor, Mabini Building,  
DepED Complex, Meralco Avenue, Pasig City

**Planning Service - Education Management Information System (PS - EMISD)**

Landline: +63 28 638 2251/+63 28 635 3986  
Telefax: +63 28 635 3986  
E-mail: [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph)

Address: 2<sup>nd</sup> Floor, Teodora Alonzo Building,  
DepED Complex, Meralco Avenue, Pasig City

**Information and Communications Technology Service- User Support Division (ICTS- USD)**

Landline: +63 28 636 4878/+63 28 633 2658  
Mobile: +63 939 436 1390 (SMART)/ +63 977 771 2285 (GLOBE)  
E-mail: [support.ebeis-lis@deped.gov.ph](mailto:support.ebeis-lis@deped.gov.ph)/[icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)  
Facebook: [www.facebook.com/groups/lis.helpdesk/](http://www.facebook.com/groups/lis.helpdesk/)  
Address: Ground Floor, Bonifacio Building  
DepED Complex, Meralco Avenue, Pasig City





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For immediate dissemination and strict compliance.