




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM:**  
 No.: 020 - 2017

To: ALL SCHOOLS DIVISION SUPERINTENDENTS

From:   
**BEATRIZ G. TORNO, Ph. D., CESO IV**  
 Assistant Regional Director  
 Officer In-Charge  
 Office of the Regional Director

**RELEASED**  
 JAN 16 2017  
 DEPED-CAR Time: \_\_\_\_\_

Date: January 13, 2017

Subject: **REGIONAL SCHEDULE OF ACTIVITIES TO THE SY 2016-2017 NATIONAL SCHOOL BUILDING INVENTORY (NSBI)**

1. Pursuant to DepED Order No. 1, s. 2017 (Guidelines on the National Inventory of DepED Public School Buildings for SY 2016-2017), this Office announces the Schedule of Activities of the Regional Office.

| ACTIVITY  | DATE                      | LOCATION             | REMARKS  |
|---|---------------------------|----------------------|--|
| NSBI Day<br>Hanging of Streamer and Information Dissemination | January 16, 2017          | Regional Office      | During the Flag Ceremony                                   |
| NSBI System Orientation                                       | February 3, 2017          | TBA                  | To be attended by Division Engineers and Planning Officers |
| Monitoring of the Conduct of Orientation of School Heads      | January 16, 2017          | Baguio City Division | Per Final Schedule Submitted                               |
|   | January 17-19, 2017       | Benguet Division     |  |
| Technical Assistance and Validation                           | January 23-27, 2017       | Mt. Prov. Division   | Per Final Schedule Submitted                               |
|   | February 13-17, 2017      | Kalinga Division     |  |
|   | February 20-24, 2017      | Ifugao Division      |  |
|   | February 27-March 3, 2017 | Apayao Division      |  |

2. Other divisions not included in the above schedule may request the Regional Office Team for technical assistance.

3. Payment of overtime services shall be granted to all personnel involved to meet the target schedules as stipulated in item IV, letter G – b. of the said DepED Order.

4. For inquiries please contact Engr. Christopher Hadsan at [christopher.hadsan@deped.gov.ph](mailto:christopher.hadsan@deped.gov.ph) or Janet M. Ambucay at [janet.ambucay@deped.gov.ph](mailto:janet.ambucay@deped.gov.ph).

5. For information and guidance.

PPRO/EDE/janet/

|                            |           |                               |           |                              |           |                           |           |
|----------------------------|-----------|-------------------------------|-----------|------------------------------|-----------|---------------------------|-----------|
| Telephone Numbers:         |           |                               |           |                              |           |                           |           |
| Office of the Director IV  | -422-1318 | Budget and Finance Division   | -422-5155 | Cash Section                 | -309-3017 | Record Section            | -309-3015 |
| Fax Machine                | -422-4074 | Elementary Education Division | -422-7096 | Physical Facilities Unit/ICT | -309-3011 | Payroll Services Unit     | -424-3993 |
| Office of the Director III | -309-3013 | Alternative Learning System   | -422-5187 | Regional Planning Unit       | -309-1234 | Special Services Division | -424-5167 |
| Administrative Division    | -422-1804 | Secondary Education Division  | -309-3014 | Supply Unit                  | -422-2198 | Commission on Audit       | -422-7434 |