



DepEd – DIVISION OF QUEZON

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Registration Number:
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January 29, 2020

DIVISION MEMORANDUM

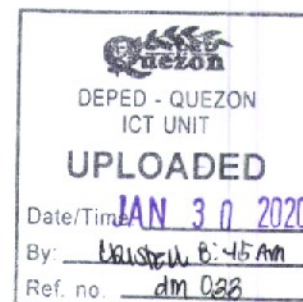
DM No. 038, s. 2020

CORRIGENDUM TO DM 284, S. 2019 DIVISION NATIONAL SCHOOL BUILDING INVENTORY (NSBI)

To: Assistant Schools Division Superintendent, SGOD Chief, CID Chief, Public Schools District Supervisors, Elementary and Secondary School Heads, Property Custodians, LIS/EBEIS Coordinators, All Others Concerned

1. Relative to the Guidelines on the Conduct of the National School Building Inventory (NSBI) for School Year 2019-2020 and the Division National School Building Inventory (NSBI) Activities, all districts are advised to conduct simultaneous encoding of NSBI data on or before *February 6, 2020*.
2. It is expected that all schools are in '**submitted**' status on *February 7, 2020* to give time for the system validation in the Division.
3. Final NSBI forms (1 copy only, in A4 bondpaper) shall be submitted at the SGOD – Planning and Research thru the Records Section on or before *February 21, 2020*.
4. Those schools affected by the recent calamity (ie. Typhoon Tisoy) shall update the status of their classroom as of *December 31, 2019*.
5. Inventory shall include those building which are in the following conditions; new, needs minor repair, needs major repair, for completion, on-going construction, for condemnation, condemned/for demolition as of *December 31, 2019*.
6. Travel and other incidental expenses relative to the conduct of this activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.


CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent



parmjdf01/29/2020

DEPEDQUEZON-TM-SDS-04-009-002

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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2020-00002

FOR : MOHAGHER IQBAL, Minister of Basic, Higher, and Technical Education,
BARM
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM :  JESUS L. R. MATEO
Undersecretary

SUBJECT : GUIDELINES ON THE CONDUCT OF THE NATIONAL SCHOOL
BUILDING INVENTORY (NSBI) FOR SCHOOL YEAR 2019-2020

DATE : January 06, 2020

In accordance with the data validation processes stipulated in **DepEd Order No. 27, s. 2019** (*Guidelines on the Yearly Collection of Data/ Information Requirements and Validation Processes*), the Department of Education (DepEd) will conduct a National School Building Inventory (NSBI) for SY 2019-2020. The NSBI aims to gather and ensure the accuracy and comprehensive baseline data of school facilities in all DepEd schools which shall be used as reference and basis for planning, budgeting and decision making.

In this regard, all public schools nationwide are instructed to participate in gathering and encoding of necessary data on school facilities such as buildings, classrooms, furniture and fixtures, and other facilities, as well as their current conditions, in the Basic Education Information System (BEIS).

Procedures at the School Level on the Conduct of Inventory

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

DepEd personnel involved in the reporting, collection, and validation of necessary data shall have the following roles and responsibilities per governance levels:

<i>DepEd Central Office</i>	<i>Responsible Office/s</i>
Provide Technical Assistance on the orientation of extra-large SDOs (if necessary)	EMISD-PS
Update the system and provide a facility to print generated data for verification purposes	USD-ICTS

Regional Level	
Provide Technical Assistance on the orientation and implementation for large and extra-large SDOs	PPRD
Monitor and validate submissions from schools	PPRD
Division Level	
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators by cluster	SGOD-PRS, Division Engineers (including COS Engineers assigned in the SDOs)
Provide BEIS accounts to Engineers (plantilla) w/ editing facilities (provided that the necessary clearances from School Head and SGOD are secured)	SGOD-PRS
Provide TA to schools (answering all kinds of queries re: NSBI)	Division Engineers
Monitor and validate submissions from schools	SGOD-PRS, Division Engineer
School Level	
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

School Building Inventory Forms

Attached are the revised and simplified forms designed for electronic processing using the NSBI modules in the BEIS to maintain the inventory of DepEd School Buildings and Facilities. Answering guide is also provided.

Table	Data Element
1	Summary of Existing Buildings
2	Existing Forms per Building
3	Number of Temporary Learning Space (TLS) & Makeshift Rooms
4.A	Number of Water and Sanitation Facilities
4.B	Stand-Alone Water and Sanitation Facilities
5	Existing Number of Usable Furnitures
6	Other Facilities

The cut-off date of data shall be *As of December 31, 2019*.

Signatories

Division Level	
Site Validation	Division Engineer & Planning Officer (plantilla)
Online Validation	

<i>School Level</i>	
NSBI Forms	School Head, EFC, BEIS
Online Validation	Coordinator

Timeline

<i>Deliverables</i>	<i>Date</i>	<i>Responsible Office/Person</i>
Accomplishment of the forms	First week of October 2019- January 31, 2020	Schools
Deployment of the NSBI Module and encoding of data in the BEIS	2 nd week of January 2020	ICTS
Validation of NSBI forms	2 nd week of October 2019- January 31, 2020	Engineers & Planning Officers
Validation of system	2 nd week of January 2020- February 29, 2020	

Funds

In ensuring the smooth implementation of the data requirements for National School Building Inventory, the Planning Service downloaded funds to all Regional and Division Offices to orient the personnel involved in data collection and validate the inventory submitted by the schools. Further, they will also provide technical assistance to school heads and school ICT coordinators, provision of computers and internet connectivity when necessary and the like.

In this regard, below is the eligible expenses:

- a. board and lodging;
- b. supplies and materials;
- c. meals;
- d. computer/internet expenses;
- e. communication expenses;
- f. travelling expenses;
- g. other expenses in the implementation of NSBI

The entire listed above are subject to existing accounting rules and regulations. Please refer to **Attachment 1** for the Regional and Division Offices allocation.

For clarifications and queries, please contact the following offices:

Education Facilities Division- Administrative Service (EFD-AS)

Landline: +63 28 633 7263/ +63 28 638 7110/+63 28 636 4877

E-mail: as.efd@deped.gov.ph

Address: 5th Floor, Mabini Building,
DepED Complex, Meralco Avenue, Pasig City

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

Landline: +63 28 638 2251/+63 28 635 3986

Telefax: +63 28 635 3986

E-mail: ps.emisd@deped.gov.ph



Address: 2nd Floor, Teodora Alonzo Building,
DepED Complex, Meralco Avenue, Pasig City

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

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/ icts.usd@deped.gov.ph

Facebook: www.facebook.com/groups/lis.helpdesk/

Address: Ground Floor, Bonifacio Building
DepED Complex, Meralco Avenue, Pasig City

For immediate action and strict compliance.





Department of Education
School Building Inventory Form
(as of December 31, 2019)

ANSWERING GUIDE

Table 1. Summary of Existing Building

¹ Building Number	Refers to the number of the building in the school.
² Building Type	Refers to the different design of school buildings within the school site.

DepEd National Funded Building Types	Start of Implementation
Academic Classroom Buildings:	
<i>Army Type School Building</i>	1957
<i>Bagong Lipunan School Building (BLSB) Type I</i>	1975
<i>Bagong Lipunan School Building (BLSB) Type II</i>	
<i>Bagong Lipunan School Building (BKSB) Type III</i>	1975
<i>DepED Modified School Building (7 x 7)</i>	2006
<i>DepED Standard School Building</i>	2005
<i>DPWH-BOD School Building</i>	
<i>FVR 2000 Building</i>	2000
<i>Gabaldon School Building</i>	1920
<i>Home Economics Building</i>	2005
<i>Imelda Type school Building</i>	1983
<i>Industrial Arts Building</i>	2005
<i>Learning and Public Use School (LAPUS) Building</i>	2007
<i>Magsaysay Type</i>	1950
<i>Marcos Pre-Fabricated School Building (Marcos Type)</i>	1970
<i>Multi-Purpose Workshop Building</i>	2006
<i>Pre-School/Kindergarten Building</i>	2011
<i>Public-Private School Infrastructure Project (PSIP School Building)</i>	2013
<i>Readily Assembled Multi-Option Shelter (RAMOS) Type</i>	
<i>Science Laboratory Building</i>	2006
<i>Public-Private Partnership (PPP)</i>	
<i>Ramos Demountable School Building</i>	
<i>Pre-FAB</i>	
Technical Vocational School Buildings:	
<i>Aqua-Culture NC II Building</i>	2013
<i>Automotive Servicing NCII Building</i>	2013
<i>Beauty Care NC II Building</i>	2013
<i>Carpentry NC II Building</i>	2013
<i>Commercial Cooking NC II Building</i>	2013
<i>Consumer Electronic Technician NC II Building</i>	2013
<i>Dress Making NC II Building</i>	2013
<i>Electrical Installation Maintenance NC II Building</i>	2013
<i>Food Processing NC II Building</i>	2013
<i>Shielded Metal Arc Welding NC II Building</i>	2013
<i>State of the Art Tech Voc Bldg</i>	



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LGU Funded Building Types	
<i>Joson Type</i>	
<i>Ynares Type</i>	
<i>Provincial School Board</i>	
<i>Municipal Building</i>	
<i>Espino Building</i>	
<i>UMALI Building</i>	
<i>Tulagan Building</i>	
<i>Violago Type</i>	
<i>Gonzales Type</i>	
<i>Joey Lina Building</i>	
<i>Lazaro Building</i>	
<i>Agbayani Bldg.</i>	
<i>Celeste Building</i>	
<i>Rodriguez Building</i>	
<i>Alfelor Type</i>	
<i>Estrella</i>	
<i>Mandanas Building</i>	
<i>Montelibano Type</i>	
<i>San Luis Building</i>	
<i>Deloso Type Building</i>	
<i>Maliksi Building</i>	
<i>Lajara Type Building</i>	
<i>Gatuslao Building</i>	
<i>Luna Building</i>	
<i>Dy Building</i>	
<i>Espino</i>	
<i>Gwen Bldg.</i>	
<i>Mathay Building</i>	
<i>Agbayani Type</i>	
<i>Duque Building</i>	
<i>Gustilo Type</i>	
<i>Others</i>	
Foreign Funded Building Types	
Start of Implementation	
<i>Economic Support Fund (ESF) School Building</i>	1985
<i>JICA - Educational Facilities Improvement Program (EFIP)</i>	1994
<i>Government of Spain-Spanish Grant School Building</i>	
<i>SBP4BE Building-AusAid</i>	2013
<i>Secondary Education Development Improvement Program (SEDIP)</i>	
<i>Secondary Education Development Program (SEDP)</i>	2002
<i>SPHERE Building - Ausaid</i>	2011
<i>Third Elementary Education Projecy(TEEP) School Building</i>	1999-2006
<i>JICA - Typhoon Resistant School Building Program (TRSBP)</i>	1988
<i>Others</i>	



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Private Sector Funded Building Types

Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building

Little Red School House - Coca-Cola Philippines

ABS-CBN School Building

GMA Kapuso School Building

Private Foundation Building

Security Bank School Building

Petron School Building

Plan International School Building

AGAPSchool Building

Aboitiz School Building

PAMANA School Building

RPN School Building

Rotary School Building

Lions Club School Building

Jolibee School Building

Mc Donald School House

KABISIG School Building

Gawad-Kalinga School Building

PLDT Schoolm Building

SM Foundation School Building

TZU CHI Foundation School Building

Ayala School Building

JAYCEES School Building

Philip Morris School Building

RC Cola Building

DMCI School Building

KIWANIS School Building

SteelTech School Building

Others



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House of Representative / Senate Funded Building Types	
<i>Gonzales Type</i>	
<i>Cojuangco Building</i>	
<i>Umali</i>	
<i>Maceda</i>	
<i>Chipeco Type Building</i>	
<i>Tanada Building</i>	
<i>Villareal Building</i>	
<i>Ferrer</i>	
<i>Bayan Muna</i>	
<i>Angara Building</i>	
<i>Abaya Type</i>	
<i>Fuentebella Building</i>	
<i>Joson Type Building</i>	
<i>Legarda Building</i>	
<i>Drilon Building</i>	
<i>Enverga Building</i>	
<i>Andaya</i>	
<i>Diaz Type</i>	
<i>Recto Building</i>	
<i>Enrile Building</i>	
<i>Alvarez</i>	
<i>Loren Legarda Building</i>	
<i>Cibac</i>	
<i>Lagman Type</i>	
<i>Romulo</i>	
<i>Serbisyong Suarez Building</i>	
<i>Syjuco Building</i>	
<i>Villareal Bldg.</i>	
<i>Antonino</i>	
<i>Arenas</i>	
<i>Others</i>	
Other National Government Agency Funded Building Types	
<i>DOST Science Laboratory Building</i>	
<i>PAGCOR School Building</i>	
<i>KALAHI-CIDSS</i>	
<i>PAG-IBIG</i>	
<i>Others</i>	



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³ Fund Source/s	Refers to the source of budget for construction of buildings and rooms.
<i>DepEd National Funded</i>	Refers to the school building funded by DepEd.
<i>LGU Funded</i>	Refers to the school building funded by LGUs. (Provincial, City and Municipality)
<i>Foreign Funded</i>	Refers to the school building funded by foreign institution.
<i>Private Sector Funded</i>	Refers to the school building funded by private corporations, companies, individuals and associations.
<i>House of Representative / Senate Funded</i>	Refers to the school building funded through the house of representatives/senate. (CDF, PDAF, etc.)
<i>Other National Government Agency Funded</i>	Refers to the school building funded by other government agencies.
<i>Note: If building has multiple fund source, specify in column 3.</i>	
⁴ Specific Fund Source/s	Refers to the specific source of budget for construction of buildings and rooms. (Applicable only for LGU, Foreign & Private Sector Funded)
<i>Alumni</i>	
<i>JICA</i>	
<i>Worldbank</i>	
<i>AusAid</i>	
<i>Coca-Cola Philippines</i>	
<i>Others</i>	
<i>Note: If building has multiple specific fund source, specify in column 4.</i>	
⁵ Building Condition	Refers to the current physical state of a building.
<i>Good Condition</i>	Refers to a building which does not need repair.
<i>Needs Minor Repair</i>	Refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost less than fifty thousand (Php 50,000) of the cost of a standard building unit such as repair of windows, doors, partitions and the like.
<i>Needs Major Repair</i>	Refers to the repair or replacement of school building components which are subjected to critical structural loads and stresses and which are estimated to cost fifty thousand (Php 50,000) or more of the cost of a standard building unit such as roof frames, posts and exterior walls.
<i>On-going Construction</i>	Refers to the school building that are not yet completed.
<i>For Completion</i>	Refers to a building which was not completed according to the design (e.g. one storey building was completed using a two storey design building plan).
<i>For Condemnation</i>	Refers to the school building that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
<i>Condemned/For Demolition</i>	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
⁶ Number of Storeys	Refers to the number of levels/floors in a building.
⁷ Number of Rooms	Refers to the number of rooms.
⁸ Year Completed	Refers to the specific year when a building was completed and officially turned over to the school.



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⁹Classification of Building	Refers to the classification of how the building is constructed.
<i>Permanent</i>	Made of strong and durable materials, 80% of which is concrete (including Gabaldon Buildings).
<i>Semi-Permanent</i>	Made of a combination of materials such as concrete and 80% lumber.
¹⁰Is building PWD accessible?	Refers to buildings that are compliant with the BP No. 344 (Accessibility Law) and the RA No. 7277 (Magna Carta for Disabled Persons) which aims to make all buildings in the country accessible to persons with disabilities (PWDs).
¹¹Have undergone major repair for the last 5 years?	Refers to the building which underwent repair within the last 5 years.
¹²With Certificate of Acceptance?	Refers to newly constructed school buildings duly accepted by DepEd thru the Principal/School Head by way of signing of the Certificate of Acceptance.
¹³Is the school building included in the DepEd Book of Accounts?	Refers to buildings that were already booked as assets of DepEd following standard accounting procedures for the transfer and booking-up of the subject facilities.
<u>Table 2. Existing Rooms per Building</u>	
¹⁴Room Number	Refers to the number assigned to a room.
¹⁵Room Condition	Refers to the current physical state of a room.
<i>Good Condition</i>	Refers to a room which does not need repair.
<i>Needs Minor Repair</i>	Refers to the repair or replacement of room components which are not subjected to critical structural loads and stresses and which are estimated to cost <i>less than fifty thousand (Php 50,000)</i> of the cost of a standard room unit such as repair of windows, doors, partitions and the like.
<i>Needs Major Repair</i>	Refers to the repair or replacement of room components which are subjected to critical structural loads and stresses and which are estimated to cost <i>fifty thousand (Php 50,000) or more</i> of the cost of a standard room.



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<p>¹⁶ Actual Usage/s</p>	<p>Refers to the manner by which a room is currently being utilized, it should correspond to the number of usages (e.g. If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom).</p>
<p><i>Instructional</i></p>	<p>Refers to rooms use for academic purposes: Classroom SPED, Classroom Elementary (Kindergarten, Grade 1, 2,3,4,5,6), Classroom JHS (Grade 7,8,9,10), Classroom SHS (Grade 11, 12), ALS Room, Audio Visual, Computer Room, Industrial Arts Room, Home Economic Room, Science Laboratory, Speech Laboratory, Research Laboratory, Not Currently Used.</p>
<p><i>Non-Instructional</i></p>	<p>Refers to rooms use for academic purposes: Library/Learning Resource Center, Canteen, Clinic, Conference Room, Offices, Faculty Room, Museum, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others.</p>
<p><i>Combination</i></p>	<p>Refers to the combination of instructional and non-instructional purposes: Combination of <i>Instructional</i> and <i>Non-Instructional</i>.</p>
<p>¹⁷ Room Dimension (in Meters)</p>	<p>Refers to the size of a room specifying the width and length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window.</p>
<p><u>Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s.</u></p>	
<p>¹⁸ Temporary Learning Space/s (TLS)</p>	<p>Refers to temporary structures provided to calamity-stricken areas/schools to ensure continuity of teaching and learning activities. It is intended for short-term use of schools while waiting for construction and/or rehabilitation of permanent classrooms.</p>
<p>¹⁹ Number of Classes / Sections using Temporary Learning Space/s</p>	<p>Refers to the number of classes or sections using Temporary Learning Space/s.</p>
<p>²⁰ Makeshift Room/s</p>	<p>Refers to classrooms made of non-standard or substitute materials and temporary in nature. It is usually made of used/salvaged materials or any material available/found on site.</p>
<p>²¹ Number of Classes / Sections using Makeshift Room/s</p>	<p>Refers to the number of classes or sections using makeshift room/s.</p>



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Table 4A & 4B. Existing Number of Water and Sanitation Facilities & Stand-Alone Water and Sanitation Facilities

²² Functional Toilet Bowls	Refers to the serviceable toilet bowls. (For Male, Female, PWD, Shared)
²³ Non-Functional Toilet Bowls	Refers to the non-serviceable toilet bowls.
²⁴ Sink/Washbasin	Refers to a sink or washbasin.
²⁵ Urinals	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
²⁶ Urinal Trough	Refers to a long, narrow open container used for urinating.
²⁷ Septic tank	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
²⁸ Faucets	Refers to a device by which water flows. It is may be with or without water supply.
<i>Stand-Alone Water and Sanitation Facilities</i>	Refers to water and sanitation facilities that houses a certain number of bowls, urinals and faucets and were constructed separately from the school buildings.
Table 5. Existing Number of Usable Furnitures	
²⁹ Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
³⁰ Kinder Chair	Refers to the chair used by kindergarten learner.
³¹ Armchair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
³² School Desk	Refers to a usable two-seater desks in the school.
³³ Other Classroom Table	Refers to the table used by learner in the classroom not mentioned in this <i>Table</i> .
³⁴ Other Classroom Chair	Refers to the chair used by learner in the classroom not mentioned in this <i>Table</i> .
³⁵ DepEd New Design 2-Seater Table and Chair	Refers to the new design of school furniture of which 1 set is equal to 2 chairs and 1 table on wood and steel finishes.



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Table 6. Other Facilities

³⁶ Covered Court	Refers to an area within the school campus covered by roof and usually supported by steel trusses. It is commonly used for school activities like sports, physical exercises and other activities of the school.
³⁷ Gymnasium	Refers to a room or building within the school equipped for gymnastics, games, and other physical exercises. It is also often used as venue for various indoor school programs and activities and some others even has spectator accommodations(bleachers).
³⁸ Entrance Gate	Refers to a barrier used as an entrance and exit of the school, which can be closed and locked beyond school hours.
³⁹ Permanent Perimeter Fence	Refers to a permanent structure used to demarcate the perimeter of the school to prevent access.
⁴⁰ Temporary Perimeter Fence	Refers to a structure that has the same purpose as a permanent perimeter fence but is temporary in nature and may not be as sturdy as a permanent one.
⁴¹ Playground	Refers to an outdoor area specifically provided for learners to play on.
⁴² School Garden	Refers to an area used for growing plants.
⁴³ Solar Panel	Refers to a set/s of panel/s designed to absorb the sun's rays as a source of energy for generating electricity for the school building or other facilities.



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 School Building Inventory Form
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Region :	School ID :
Division :	School Name :

Table 1. Summary of Existing Building

Building Number ¹	Building Type ²	Fund Source/s ³	Specific Fund Source/s ⁴	Building Condition ⁵	Number of Storeys ⁶	Number of Rooms ⁷	Year Completed ⁸ (If not provided, refer to building type)	Classification of Building ⁹	Is building PWD accessible? ¹⁰ (Yes/No)	Have undergone major repair for the last 5 years? ¹¹ (Yes/No)	With Certificate of Acceptance? ¹² (Yes/No)	Is the school building included in the DepEd Book of Accounts? ¹³ (Yes/No)
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13

Prepared by:	Certified True and Correct by:	Validated by:	Validated by:
_____ School Property Custodian/ School Engineering Facilities Coordinator	_____ School Head	_____ Planning Officer III (Schools Division Office)	_____ Engineer III (Schools Division Office)



Department of Education
 School Building Inventory Form
 (as of December 31, 2019)

Region :	School ID :
Division :	School Name :

Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s.

Temporary Learning Space/s		Makeshift Room/s	
No. of Temporary Learning Space/s ¹⁸	No. of Classes/Sections using Temporary Learning Space/s ¹⁹	No. of Makeshift Room/s ²⁰	No. of Classes/Sections using Makeshift Room/s ²¹
Col. 1	Col. 2	Col. 3	Col. 4

Table 4A. Existing Number of Water and Sanitation Facilities

Building Number ¹	Number of Functional Toilet Bowls ²²				Number of Non-Functional Toilet Bowls ²³	Number of Sink/Washbasin ²⁴	Number of Urinals ²⁵	Number of Urinal Trough ²⁶	With Septic Tank ²⁷ (Yes/No)	Number of Faucets ²⁸	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12

Prepared by:	Certified True and Correct by:	Validated by:	Validated by:
_____ School Property Custodian/ School Engineering Facilities Coordinator	_____ School Head	_____ Planning Officer III (Schools Division Office)	_____ Engineer III (Schools Division Office)



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Region :	School ID :
Division :	School Name :

Table 4B. Existing Number of Stand-Alone Water and Sanitation Facilities

Number of Functional Toilet Bowls ²²				Number of Non-Functional Toilet Bowls ²³	Number of Stnk/Washbasin ²⁴	Number of Urinals ²⁵	Number of Urinal Trough ²⁶	With Septic Tank ²⁷ (Yes/No)	Number of Faucets ²⁸	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11

Table 5. Existing Number of Usable Furnitures

Kinder Modular Table ²⁹	Kinder Chair ³⁰	Armchair ³¹	School Desk ³²	Other Classroom Table ³³	Other Classroom Chair ³⁴	DepEd New Design 2-Seater Table & Chair ³⁵		
						Elementary	Junior High School	Senior High School
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9

Table 6. Other Facilities

Type of Facilities	Present in Campus? (Yes/No)	Type of Facilities	Present in Campus? (Yes/No)
Col. 1	Col. 2	Col. 3	Col. 4
Covered Court ³⁶	<input type="radio"/> Yes <input type="radio"/> No	Temporary Perimeter Fence ⁴⁰	<input type="radio"/> Yes <input type="radio"/> No
Gymnasium ³⁷	<input type="radio"/> Yes <input type="radio"/> No	Playground ⁴¹	<input type="radio"/> Yes <input type="radio"/> No
Entrance Gate ³⁸	<input type="radio"/> Yes <input type="radio"/> No	School Garden ⁴²	<input type="radio"/> Yes <input type="radio"/> No
Permanent Perimeter Fence ³⁹	<input type="radio"/> Yes <input type="radio"/> No	Solar Panel ⁴³	<input type="radio"/> Yes <input type="radio"/> No

Prepared by:

Certified True and Correct by:

Validated by:

Validated by:

School Property Custodian/
School Engineering Facilities Coordinator

School Head

Planning Officer III
(Schools Division Office)

Engineer III
(Schools Division Office)



DepEd – DIVISION OF QUEZON

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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

October 21, 2019

DIVISION MEMORANDUM

DM No. 284, s. 2019

DIVISION NATIONAL SCHOOL BUILDING INVENTORY (NSBI) ACTIVITIES

To: Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Public Schools District Supervisors, Public School Heads, District and School LIS/EBEIS Coordinators, District and School Property Custodians, All Others Concerned

1. In line with the implementation of the National School Building Inventory for School Year 2019 – 2020, this Office announces the conduct of Division NSBI activities following the schedule below.

Activities	Responsible Person	Target Schedule
District Rollout on NSBI <i>(Can also be done during INSET)</i>	Planning Officer/ Education Facilities Section/ District Property Custodian/EBEIS Coordinator	October 14-18, 2019
School Based Preparation of NSBI Forms	School Property Custodian/EBEIS Coordinator/School Head	October 21-25, 2019
District/Division NSBI On-site Validation <i>(Document Validation for Schools in remote areas)</i>	Planning Officer/ Education Facilities Section/ District Property Custodian/EBEIS Coordinator/PSDS	October 28 – November 18, 2019
Division NSBI Document Validation <i>(Two sets of NSBI forms in A4 shall be submitted for signature of Division Engineer and Planning Officer, one of the sets will be left at the Planning Office)</i>	Planning Officer/ Education Facilities Section/ District Property Custodian/EBEIS Coordinator	November 19-25, 2019
Simultaneous Encoding and uploading of NSBI Forms <i>(a separate memo will be issued for this)</i>	Planning Officer/ Education Facilities Section/ District Property Custodian/EBEIS Coordinator	November 25 - December 2, 2019
Validation of Submitted Data Online	Planning Officer/ Education Facilities Section/	December 3 - 31, 2019

2. After the District/Division On-site Validation, District NSBI-in-Charge are advised to consolidate the signed NSBI forms (2 hardcopies in A4-size paper) before submission to the Division Office for document validation activities.

DEPEDQUEZON-TM-SDS-04-009-001

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629

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Registration Number
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3. NSBI presentation, template and answering guide were already provided to District EBEIS Coordinators/Property Custodians for reference.
4. Should you have any queries, please call the Division Education Facilities Section (042-784-0321 local 170) or Division Planning and Research Section (042-784-0321 local 165).
5. Travel and other incidental expenses related to these activities shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination and strict compliance to this Memorandum is directed.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent ✓
↑

Parmjdf10/21/2019
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