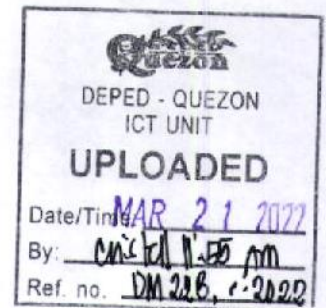




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 March 2022

DIVISION MEMORANDUM
DM No. 228, s. 2022

**DIVISION NATIONAL SCHOOL BUILDING INVENTORY (NSBI) ACTIVITIES
FOR SCHOOL YEAR 2021-2022**

To: Assistant Schools Division Superintendents
SGOD Chief
SGOD – Planning and Research Personnel
EFS Personnel
Supply Office Personnel
School Head in-Charge of Governance and Operations
Public Elementary and Secondary School Heads
District and School BEIS Coordinators
Administrative Officer II/ School Property Custodians
All Others Concerned

1. In line with the implementation of National School Building Information System as mandated by OUCOS-PS-2022 Guidelines on the Conduct of the National School Building Inventory for School Year 2021-2022, School Heads are advised to organize School Building Inventory Committee (SBIC) that is composed of School Head (Chair), School Property Custodian (SPC), Engineering Facilities Coordinator (EFC) and BEIS Coordinators.
2. The following activities and corresponding schedule shall be done and be followed by the Division and School SBIC.

Activities	Responsible Person	Timelines
Online Orientation on NSBI for SY 2021-2022	Division and School Building Inventory Committee	March 15, 2022
Conduct of School Inventory and Encoding of NSBI Data in the Spreadsheet	School Building Inventory Committee	March 15 – April 8, 2022
Presentation of Output (Data in NSBI Forms)	Division and School Building Inventory Committee	March 28 - 29, 2022

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Activities	Responsible Person	Timelines
Encoding of NSBI from Spreadsheet to the System (may be done simultaneously at the Schools District level thru the District BEIS Coordinator)	District BEIS Coordinator / School Building Inventory Committee/	March 28 – April 22, 2022
Presentation of Output (Data in NSBI System)	Division and School Building Inventory Committee	April 11 – 12, 2022
Submission of Final NSBI Hardcopy (Printed Spreadsheet)	School Building Inventory Committee	April 22, 2022
Submission of Schools District Consolidated Scanned NSBI (approved NSBI)	School Building Inventory Committee	one week after the return of NSBI
Validation of NSBI Data (May be done online and limited face to face following IATF protocols)	Division and School Building Inventory Committee, District BEIS Coordinator	March 28 – May 31, 2022

- NSBI presentations, guide and template shall be downloaded thru <https://tinyurl.com/NSBIQuezon2022> using DepEd email.
- To provide thorough Technical Assistance, the Division School Building Inventory Committee shall conduct culminating activity for the presentation of output both in the spreadsheet (to be presented by AO/Property Custodian) and NSBI system output (to be presented by School BEIS Coordinator). District BEIS Coordinator shall be present on the mentioned activities. Please refer to the attached schedule and presenters.
- Duly filled up, validated and consolidated one set NSBI forms shall be printed on A4-size bondpaper and shall be registered in DTS per school and received thru the Record Section.
- Once the approved NSBI forms has been returned from the Division, the school shall scan and submit the NSBI form in PDF to the School Head in-Charge of Governance and Operations thru the District BEIS Coordinator which in turn be sent to sdo.quezon.planning@deped.gov.ph using the email subject, **District_NSBI 2022**.
- School SBIC must take necessary action on NSBI related activities to ensure accurate and comprehensive school buildings, classrooms, furnitures, and other facilities for use in planning, resource allocation, and decision-making.
- 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).

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9. Expenses relative to the conduct of NSBI activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

Parmjdf03/14/2022

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Division Online Presentation and Validation of NSBI Outputs Schedule

Participating District	Output Presenters		Time	Participating District	Output Presenters	
	NSBI Form (AO)	NSBI System (BEIS)			NSBI Form (AO)	NSBI System (BEIS)
	March 28	April 11			March 29	April 12
SARIAYA EAST	Sariaya East CES	Quezon NHS	8:30 - 8:45 AM	BURDEOS	Bonifacio NHS	Burdeos CS
SARIAYA WEST	Bignay ES	Lutucan INHS	8:45 - 9:00 AM	GENERAL NAKAR I	General Nakar CS	Mararaot IS
TIAONG II	Lusacan NHS	Lagalag ES	9:00 - 9:15 AM	GENERAL NAKAR II	Magsikap IS	Paaralang Sekundarya ng Heneral Nakar
TIAONG I	Recto MNHS	Claro M. Recto MES	9:15- 9:30 AM	INFANTA	Binulasan IS	Dinahican ES
SAN FRANCISCO I	Mabuhay ES	Marcial Villanueva NHS	9:30 - 9:45 AM	INFANTA	Langgas NHS	Agos-Agos ES
SAN FRANCISCO II	Madagoldol IS	Aurora CES Annex	9:45-10:00 AM	PANUKULAN	Panukulan CS	Libo NHS
SAN NARCISO I	White Cliff ES	Godofredo M. Tan MSAT	10:00-10:15 AM	PATNANUNGAN	Katakian ES	Luod IS
SAN NARCISO II	Abuyon NHS	Guinhalinan ES	10:15-10:30 AM	JOMALIG	Jomalig CES	Jomalig NHS
UNISAN	Unisan NHS	Unisan CES	10:30-10:45 AM	POLILLO	Polillo NHS	Polillo CES
ALABAT	Alabat CES	Alabat INHS	10:45-11:00 AM	REAL	Ungos NHS	Real CES
ATIMONAN I	Villa Ibaba IS	Balubad IS	11:00-11:15 AM	GUINAYANGAN NORTH	Aloneros ES	Guinayangan SHS
ATIMONAN II	Rizal ES	Malinao Ilaya NHS	11:15-11:30 AM	GUINAYANGAN SOUTH	Nabangka NHS	Arbismen ES

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Participating District	Output Presenters		Time	Participating District	Output Presenters	
	NSBI Form (AO)	NSBI System (BEIS)			NSBI Form (AO)	NSBI System (BEIS)
	March 28	April 11			March 29	April 12
CALAUAG EAST	Calauag East CES	San Roque Ilaya NHS	11:30-11:45 AM	GUMACA EAST	Gumaca East CES	Lagyo ES
CALAUAG WEST	Villa San Isidro NHS	Sabang ES	11:45-12:00 AM	GUMACA WEST	Gumaca NHS	Gumaca IS

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Participating District	Presenters		Time	Participating District	Presenters	
	NSBI Form (AO)	NSBI System (BEIS)			NSBI Form (AO)	NSBI System (BEIS)
	March 28	April 11			March 29	April 12
LUCBAN	PEL 1	PSL	1:00 - 1:15 PM	BUENAVISTA I	Buenavista CES	Buenavista NHS
LUCBAN	Nagsinamo NHS	Nagsinamo ES	1:15 - 1:30 PM	BUENAVISTA II	Hagonghong ES	San Pedro NHS
MAUBAN NORTH	MSEMSAT	Tejero ES	1:30 - 1:45 PM	CATANAUAN I	Catanauan NHS	Don Abadilla NHS
MAUBAN SOUTH	Mauban South CES 1	Dr. Maria Pastrana NHS	1:45 - 2:00 PM	CATANAUAN II	Doongan Ilaya NHS	Tuhian ES
PAGBILAO I	Talipan ES	Pagbilao NHS	2:00 - 2:15 PM	GEN. LUNA	San Isidro ES	Sergio Balane IS
PAGBILAO II	Silangang Malicboy NHS	Binahaan IS	2:15 - 2:30 PM	MACALELON	Olongtao NHS	Macalelon CES
SAMPALOC	Adela Torres NHS	Sampaloc ES Main	2:30 - 2:45 PM	MULANAY I	Magsaysay ES	Bagupaye NHS
CANDELARIA EAST	Mangilag Sur ES	Sta. Catalina NHS	2:45 - 3:00 PM	MULANAY II	Ilayang Yuni INHS	Mulanay CES
CANDELARIA WEST	Candelaria ES Main	Bukal Sur NHS	3:00 - 3:15 PM	PADRE BURGOS	Polo IS	Padre Burgos CES
DOLORES	Sta. Lucia NHS	Dolores ES	3:15 - 3:30 PM	AGDANGAN	Elias Salvador NHS	Agdangan CES
SAN ANTONIO	San Antonio CES	Callejon NHS	3:30 - 3:45 PM	PITOGO	Pitogo ES II	Pitogo CHS
LOPEZ EAST	Don Emilio Salumbides ES	Veronica NHS	3:45 - 4:00 PM	SAN ANDRES	Segaras ES	Camflora NHS
LOPEZ WEST	Lopez NCHS	Hondagua ES	4:00 - 4:15 PM	QUEZON	Cesar Tan MNHS	Quezon CES
PEREZ	Rizal-Maabot ES	Severo Tejada IS	4:15 - 4:30 PM	TAGKAWAYAN I	Katimo ES	San Isidro IS
PLARIDEL	Concepcion NHS	Plaridel CES	4:30 - 4:45 PM	TAGKAWAYAN II	Tagkawayan NHS	Magsaysay ES

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