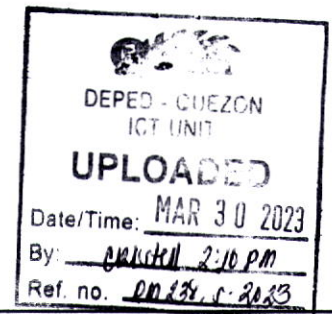




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



27 March 2023

DIVISION MEMORANDUM
DM No. 237, s. 2023

**DIVISION NATIONAL SCHOOL BUILDING INVENTORY (NSBI) ACTIVITIES
 FOR CALENDAR YEAR 2023**

To: Assistant Schools Division Superintendents
 Division Chiefs
 SGOD – Planning and Research Personnel
 EFS Personnel
 Supply Office Personnel
 Accounting Personnel
 Public Elementary and Secondary School Heads
 Administrative Officer II/ School Property Custodians
 All Others Concerned

1. In line with the implementation of National School Building Information System (NSBI) for SY 2022-2023, the School Heads, through the School Inventory Committee, are advised to revisit and update their NSBI data.
2. The following activities and corresponding schedule shall be done and be followed by the Division and School SBIC.

Activities	Responsible Person/Committee	Timeline
Online Orientation on NSBI for CY 2023	Division and School Building Inventory Committee	February 14, 2023
Updating of School Inventory and Encoding of NSBI Data in the Spreadsheet and System (may be done simultaneously at the Schools District level)	School Building Inventory Committee/ Administrative Officer II	March 20 – April 24, 2023
Submission of Final NSBI Hardcopy to SDO (Printed Spreadsheet)	School Building Inventory Committee	April 3 – April 28, 2023
Submission of Schools District Consolidated Scanned NSBI (approved NSBI)	School Building Inventory Committee	5 - 10 days after the receipt of the approved NSBI

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

Activities	Responsible Person/Committee	Timeline
Validation of NSBI Data	Division and School Building Inventory Committee, District BEIS Coordinator	April 10 – May 19, 2023

*Modification of Division timelines is due to the size of the Division.

- The NSBI presentations, guide and template shall be downloaded through <https://tinyurl.com/NSBIQuezon2023> using DepEd email.
- Duly filled out, validated and consolidated one set NSBI forms shall be printed on A4-size bondpaper and shall be registered in the DTS per school and received through the Records Section (Division/Sub-Office) following the routing plan: **1st-Records Section; 2nd-EFS Section; 3rd-Planning and Research (Planning); 4th-Supply Section and 5th-Records Section (for release).**
- Once the approved NSBI forms have been returned from the Division, the school shall scan and submit the NSBI form in PDF to the District Administrative Officer in-Charge of NSBI or District BEIS Coordinator which, in turn, should be sent to sdo.quezon.planning@deped.gov.ph using the email subject: **District NSBI 2023.**
- The School SBIC must take necessary action on NSBI related activities to ensure accurate and comprehensive school buildings, classrooms, furniture, 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 the Division Planning and Research Section (042-784-0321 local 165).
- Expenses relative to the conduct of the NSBI activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and strict compliance with this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Parmjdf03/27/2023

DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas
Kagawaran ng Edukasyon

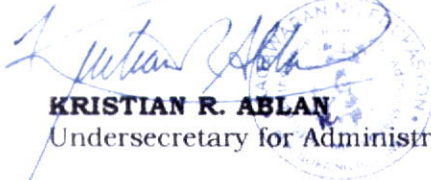
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-031523-004

MEMORANDUM

15 March 2023

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

FROM : 
KRISTIAN R. ABLAN
Undersecretary for Administration

SUBJECT : **GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL**
BUILDING INVENTORY (NSBI) FOR SY 2022-2023

In line with the Department of Education's (DepEd) efforts to improve and accelerate the delivery of basic education facilities and services, the Department recognizes the importance of having a complete and accurate inventory of school infrastructure and its inclusions—buildings, classrooms, furniture, and other facilities—to support data-driven and evidence-based planning, budgeting, resource allocation, and decision making.

In this regard, there will be an updating of the **National School Building Inventory (NSBI) for School Year (SY) 2022-2023** as part of the annual collection and encoding of accurate and comprehensive inventory of school infrastructure and other facilities of DepEd in preparation for the budget for the Fiscal Year (FY) 2024. This also aims to gather recent data of all public schools nationwide to address new parameters of classroom requirements for the safe operations of schools post COVID-19 pandemic.

The guidelines for the conduct of NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all governance levels in the basic education are outlined in the succeeding portion of this Memorandum. All public schools offering elementary, junior high school, and senior high school shall comply with the prescribed guidelines set forth in this Memorandum and actively participate in collecting and encoding data in the Basic Education Information System (BEIS).

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,

Meralco Avenue, Pasig City; Landline 8638-1780

Email: useforadministration@deped.gov.ph

I. PROCEDURES

In order to collect, encode, and report accurate and high-quality data in the NSBI Module, personnel at the school level shall observe the following:

- a. Organize a School Building Inventory Committee composed of the following:
 - School Head (as Chairperson)
 - School Property Custodian (SPC)
 - Engineering Facilities Coordinator (EFC)
 - BEIS Coordinator
- b. Hold a meeting to discuss procedures in conducting the inventory
- c. Conduct the School Building Inventory and manually accomplish the NSBI Data Gathering Forms
- d. Review and validate the inventory by the School Head
- e. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO)
- f. Validate and issue approval (by SDO through the School Governance and Operations Division or SGOD) to the school for online encoding of data in the BEIS

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error/s committed through a letter addressed to the Division Planning Officer.

II. ROLES AND RESPONSIBILITIES

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

DepEd Central Office	Responsible Office/s
Orient the Regional and Schools Division Offices on NSBI	PS-EMISD, SIF-EFD, ICTS, AS-AMD
Provide technical assistance on the orientation of very large SDOs (when necessary)	PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-SDD
Regional Office	
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
Division Level	
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators (by cluster)	SGOD-PRS, Division Engineers (including COS Engineers assigned in SDOs), Supply Officer
Create BEIS accounts for Engineers (plantilla)	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, SPC, EFC, BEIS Coordinator

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

III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2022-2023 (see Annex A) consists of seven (7) tables, some of which have new data requirements that schools need to accomplish in the reporting of the NSBI. The NSBI Data Gathering Forms can be accessed and downloaded from the NSBI.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities/Amenities
Table 7	Access Going to School

The NSBI Data Gathering Forms were updated with the inclusion of new data elements as a result of DepEd's reportorial commitment to other agencies related to school buildings and facilities. For proper guidance and information, an Answering Guide (see Annex B) that contains the common definitions and examples will be disseminated to all concerned personnel.

Table	New Data Element
Table 1. Summary of Existing Building	Number of Functional Ramps
Table 6. Other Facilities/Amenities	Type of Facilities/Amenities
	Bike Racks
	Paved Pathway from Entrance Gate to Building
	Pathway Cover/Roofing
Table 7. Access going to School	Biking

Accomplished NSBI Data Gathering 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:

Division Level	
Site Validation	Division Engineer, Planning Officer, Supply Officer (plantilla)
Online Validation	

School Level	
NSBI Data Gathering Forms	School Head, EFC, BEIS Coordinator
Online Validation	

IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

In determining the school coordinates, the location of the flagpole shall be the reference point. The School Head may use devices such as mobile phones, smartphones (iOS or Android phones), tablets, or laptops to access Google Maps to identify the latitude and longitude of the school and ensure accuracy of the information or data.

Using smartphones/tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Input the name of the place in the Search bar. You may manually locate by clicking on the specific location in the map, or by scrolling and zooming in and out on the map.
4. Tap and hold to the specific location. A red pin will appear on the determined location.
5. The coordinates will appear on the description page of the pinned location, then copy or take a screenshot of the coordinates.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the Search bar.
3. Navigate the location you want to determine the coordinates. Use the scroll wheel to zoom in/out of the location.
4. Right-click on the location.
5. Click on 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, DepEd reiterates that all personnel shall comply with the existing Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) guidelines and local restrictions subject to the alert risk level of the local government units (LGUs).

The criteria or quota for the data validation depending on the category/size of the division are shown below:

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 of the NSBI for SY 2022-2023 shall be guided accordingly by the following timelines:

Activity	Timeline
Start of Orientation on NSBI for SY 2022-2023 for School Personnel	March 13, 2023
Encoding of NSBI Data	March 20, 2023-May 31, 2023
Validation of NSBI Data	April 10, 2023 – May 31, 2023
Closing of the System	June 1, 2023

***Cut-off date to be reported in the NSBI is as of 31 December 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 SDO. The SDOs shall do the same to all schools under their respective jurisdiction. Also, the Division Planning Officer (DPO) and the Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data in the BEIS.

The DepEd Central office through the Planning Service-Education Management Information System Division (PS-EMISD) shall inform all regions and divisions their respective statuses of submission and validation in coordination with the RPO, while updates and changes in the encoding and reporting of NSBI data will be only disseminated through the issuance of an Advisory or a Memorandum.

VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

Education Facilities Division (EFD)

Landline: (+63) 28 633 7263/(+63) 28 638 7110/
(+63) 28 636 4877
Email: as.ctd@deped.gov.ph
Address: 5th Floor, Mabini Building
DepEd Complex, Meralco Avenue, Pasig City

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

Landline: (+63) 28 638 2251/(+63) 28 635 3986
Telefax: (+63) 28 635 3986
Email: ps.emisd@deped.gov.ph
Address: 2nd Floor, 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/(+63) 977 771 2285
Email: support.cbais.usd@deped.gov.ph / ict-usd@deped.gov.ph
Facebook: www.facebook.com/groups/lis.helpdesk/
Address: 2nd Floor, Bonifacio Building
DepEd Complex, Meralco Avenue, Pasig City

For immediate dissemination and strict compliance.



National School Building Inventory (NSBI) Encoding/Updating for SY 2022-2023

USER GUIDE



I. CONTENTS:

I. Important Updates

II. Reminders

III. How to Download NSBI Forms

IV. NSBI Encoding/Updating Procedure

V. Validation Procedure





VI. Reversion Procedure

i. School Requesting for Reversion

ii. Division Office for Reversion of request by the school

iii. Division Office requesting for reversion to Regional Office

NSBI for SY 2022-2023 Important Updates

ADDITIONAL DATA	DESCRIPTIONS
	For Schools WITH previous (SY 2021-2022) Data in NSBI can opt to use this to preload and update NSBI data for SY 2022-2023.
	If red, the school location is not updated/blank.
	If the location pin logo appears in the Actions column, it means the school coordinates are not updated.
	If the exclamation point logo appears in the Actions column, user needs to add Room Details in order to submit for validation.
Number of Functional Ramps	Additional data elements to Table 1 - Summary of Existing Building
Bike Racks	Additional data elements to Table 6 – Other Facilities / Amenities
Paved Pathway from Entrance Gate to Building	Additional data elements to Table 6 – Other Facilities / Amenities
Pathway Cover/Roofing	Additional data elements to Table 6 – Other Facilities / Amenities

NSBI for SY 2022-2023 Important Updates

ADDITIONAL DATA	DESCRIPTIONS
Biking	Additional data elements to Table 7 – Access going to School
Date of Acquisition	Click the X icon if the data elements is unknown.
Acquisition Cost	Click the X icon if the data elements is unknown.
Book Value	Click the X icon if the data elements is unknown.
Insurance Information	Click the X icon if the data elements is unknown.

REMINDERS

- All public schools without any school buildings (but only borrowed) should inform their respective Division Planning Officer for consolidation.
- Division Planning Officer shall consolidate all the schools with borrowed school buildings and report it to the Planning Service – Education Management Information System Division (EMISD) thru e-mail at: ps.emisd@deped.gov.ph
- E-mail should include the school name and school ID with the subject: List of schools with the borrowed school building.

HOW TO DOWNLOAD NSBI FORM

- ✓ Go to the LIS **website** <http://lis.deped.gov.ph> and log in using the LIS **School Head account**.
- ✓ Once logged in, click the **National School Building Inventory link**.
- ✓ Click the **Continue** button.
- ✓ Under the **Cut-off Date of Encoding** column, click the link to proceed.
- ✓ Click the **download link** after the word School Building Inventory Forms.

Home SY 2022 2023

Welcome to National School Building Inventory Data Facility

School Building Inventory Form [↓ \(click to download\)](#)

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities

NSBI Encoding Procedure:

1.) Go to **LIS** website <http://lis.deped.gov.ph> and log in using the LIS **School Head** account.

Please sign in

Username

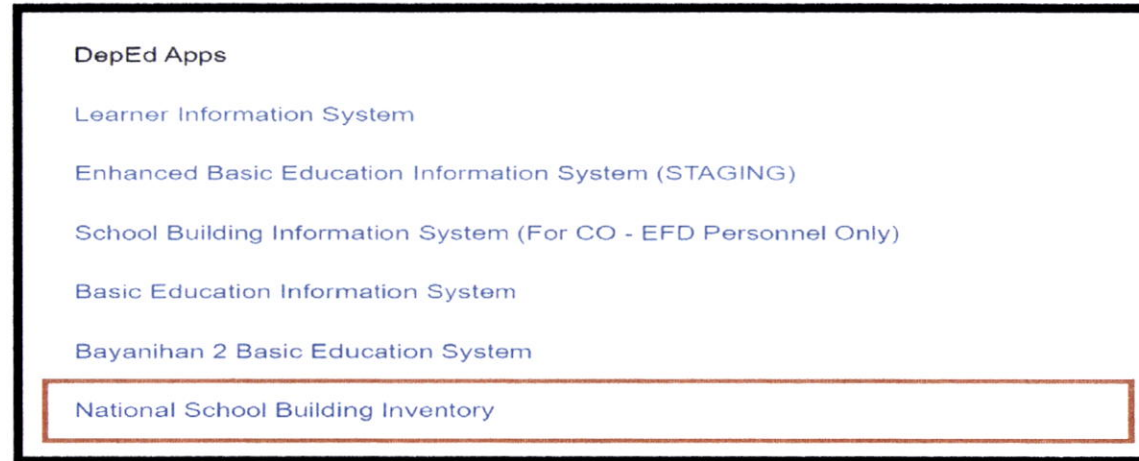
Password

Sign in

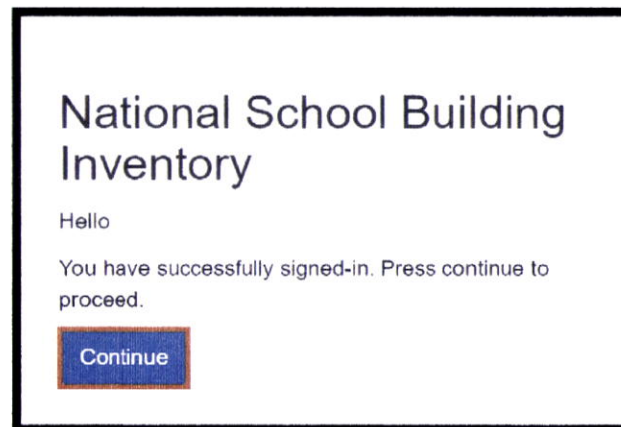
Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2.) Once logged in, click the **National School Building Inventory** link.



3.) Click the Continue button.



4.) Under the **Cut-off Date of Encoding (*December 31, 2022*) column, click the link to proceed.**

Home

Welcome to National School Building Inventory Data Facility

Rationale

The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school. In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information. For this year, DepEd aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2022 - 2023.

Inventory School Building for Marikina Heights NHS

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2023 - Mar 20	2023 - 2022	Not Prepared	No	2023, Feb 23		2023, Mar 28		2023, Mar 30	

5.) To download the School Inventory Form, click the link “click to download”.

Home SY 2022 - 2023

Welcome to National School Building Inventory Data Facility

School Building Inventory Forms [↓ \(click to download\)](#)

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.

The following are the school building inventory forms:

- Table 1 - Summary of Existing Building/Structures
- Table 2 - Existing Rooms per Building
- Table 3 - Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
- Table 4A & 4B - Existing Number of Water and Sanitation Facilities & Stand-Alone Water and Sanitation Facilities
- Table 5 - Existing Number of Usable Furniture
- Table 6 - Other Facilities
- Table 7 - Access going to school

[Proceed to Building Encoding](#) [Update School Coordinates](#) [Import Data](#) [Back](#)

6.) Click the **TAB** that you need to encode or update.

Home SY 2022 - 2023

Welcome to National School Building Inventory Data Facility

School Building Inventory Forms [↓ \(click to download\)](#)

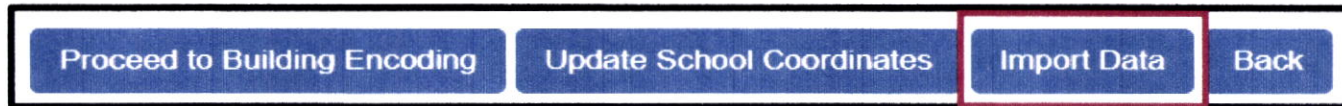
Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities

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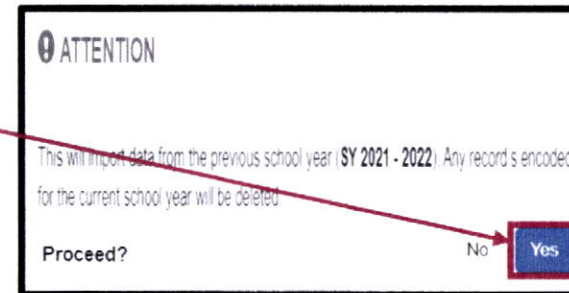
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- Table 7 - Access going to school

[Proceed to Building Encoding](#) [Update School Coordinates](#) [Import Data](#) [Back](#)

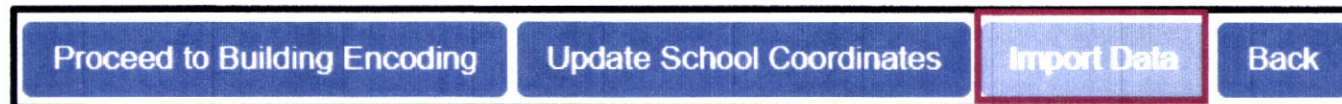
7a.) For Schools **WITH** previous (SY 2021-2022) Data in NSBI, **click** the **Import Data** button to preload and update NSBI data for SY 2022-2023.



- A pop-up message will appear. Click the **YES** button to proceed.

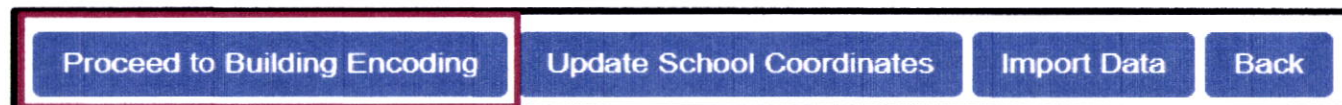


- The Import Data Button is disabled this means the data has been preloaded.



Note : **Import Data** (from previous SY) can **only** be used **once**.

7.b) For Schools **WITHOUT** previous (SY 2021-2022) Data in NSBI, click the **Proceed to Building Encoding** button.



8.) Click the button **Proceed to Building Encoding for updating data.**

Home SY 2022 - 2023

Welcome to National School Building Inventory Data Facility

School Building Inventory Forms [↓ \(click to download\)](#)

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.

The following are the school building inventory forms:

- Table 1 - Summary of Existing Building/Structures
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- Table 5 - Existing Number of Usable Furniture
- Table 6 - Other Facilities
- Table 7 - Access going to school

[Proceed to Building Encoding](#) [Update School Coordinates](#) [Import Data](#) [Back](#)

9.) Under the **Building Structure** tab,

- A. If the **Import Data** button was used, the NSBI data from previous SY will be preloaded. Click the **Edit** link under the Action column to update the Building Structure Table.
- B. If without NSBI data from previous SY, click the **Add School Building** tab then accomplish the Building Structure Table.

Home SY 2022 2023 Building Structure

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Add School Building Update School Coordinates Back

Previous school year is imported.

Table 1 - Summary of Existing Building/Structures

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	1	1	Bagong Lipunan School Building (LUSB) Type I	DepEd National Funded		Needs Minor Repair	1	1988	Concrete	View

➤ Accomplish the **Building Structure** table:

- A. Input the **Building Name/Number**.
- B. In **Building Type**, select **Others** if the building type is not included in the choices. You do not need to specify the building type.
- C. In **Building Condition**, select the current condition of the building, but if you selected For Completion, no need to answer the Year Completed.
- D. In **Building Classification**, select it's either Permanent or Semi-Permanent
- E. In **Building Materials**, multiple selections are allowed.
- F. In **Fund Source/s**, you may select multiple funding sources.
- G. In **Specific Fund Source/s**, you may also select multiple specific fund sources.
- H. Input the **Number of Storey**.
- I. In **Year Completed**, select the year of completion.
- J. In the **Date of Acquisition**, select the year acquired.
- K. In **Acquisition Cost** and **Book Value**, input the digits manually with separators such as comma and period. The maximum value is **999,999,999,999.99**
- L. In **Insurance Information**, you may input in words or by description.
- M. In the lower part of the table, Radio buttons were set to **No** by default.
- N. Click **Save**.

- Encode the correct details and click the **SAVE** button.

Home SY 2022 - 2023 Building Structure Add

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Save **Back**

Building Name EPIFANIO DELOS SANTOS **Year Completed** 1985

Building Type * Bagong Lipunan School Building (BLSB) T... **Date of Acquisition** x 1970

Building Condition * Condemned / For Demolition **Acquisition Cost** x Enter acquisition cost

Building Classification * Permanent **Book Value** x Enter book value

Building Materials * Concrete Wood **Insurance Information** x Enter insurance information

Fund Source/s * LGU Funded Private Sector Funded **Number of Functional Ramps** 2

Specific Fund Source/s * City Fund Municipality Fund

Number of Storey * 1

Is PWD Accessible? Yes No

Does the building undergone a major repair? Yes No

With certificate of acceptance? Yes No

Is the school building included in the DepEd Book of Accounts? Yes No

- A confirmation message “ **Building data for (Bldg #/name) was saved**” will appear once the Building Structure table has been updated/completed.

Building data for 1 was saved.

10.) To Add rooms for the building,

- click the **View** button under **Room Details** column.

Table 1 - Summary of Existing Building/Structures

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	1	EPIFANIO DELOS SANTOS	Bagong Lipunan School Building (BLSB) Type II	LGU Funded Private Sector Funded	City Fund Municipality Fund	Condemned / For Demolition	1	1985	Concrete Wood	View 0 *

- click the **Add room/s** button

Add room/s for 1
Back

Table 2 - Existing Rooms per Building

Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action
				Width	Length	
-- No room/s data. Please add existing room. --						

- Accomplish the **Room Details**.
 - ✓ Select **Room Condition**.
 - ✓ In **Room Usage**, select Instructional, Non – Instructional, or Combination.
 - ✓ You may select Multiple in **Actual Usage**.
 - ✓ Input the **Room Dimension** manually.
 - ✓ Click **Save**.

Note: asterisk (*) indicates that the field is required.

Room Number	Room Condition *	Room Usage *	Actual Usage/s *	Room Dimension (in Meters)	
				Width *	Length *
1	Select a room condition...	Select a room usage first...	Select a room usage first...	Enter width...	Enter length...

- Confirmation message **“Room data updated”** will appear once Room Details has been updated

Room data updated.

- The Room Details/Data can be edited or deleted by clicking the **Edit/ Delete** button in the Action column in Table 2 – Existing Rooms per Building

Table 2 - Existing Rooms per Building

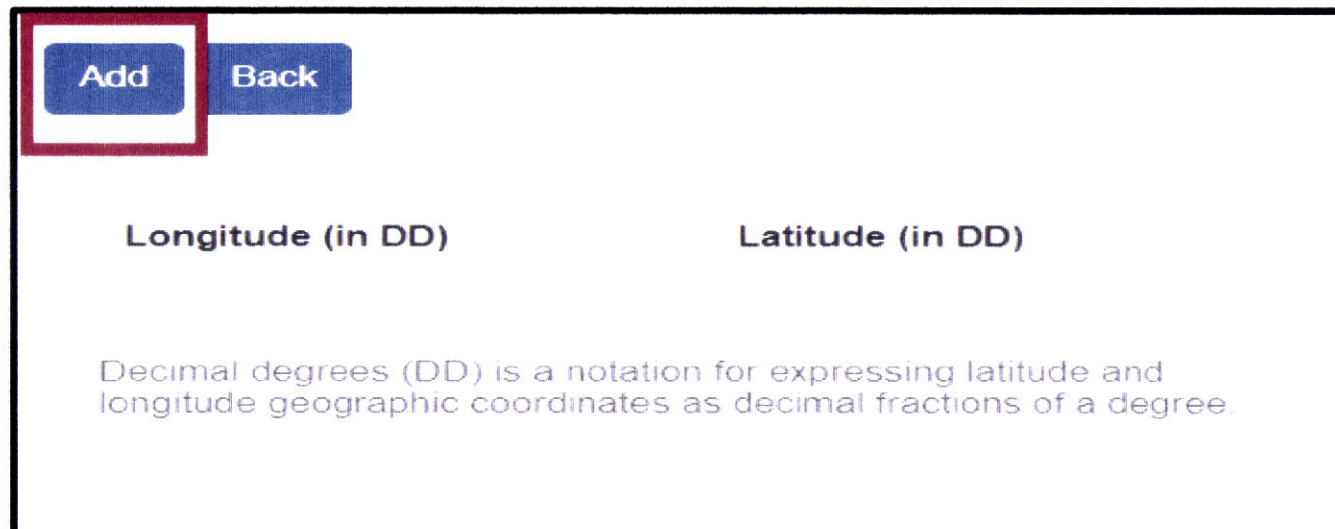
Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action
				Width	Length	
2	Good Condition	Instructional	Grade 5 Classroom	8.0	6.0	Edit Delete

11.) To Add/Update **School Coordinates**,

- Click the **Update School Coordinates** tab. (The tab will be color red when the School Coordinates is not updated)



- Click the **Add** button



Add **Back**

Longitude (in DD) Latitude (in DD)

Decimal degrees (DD) is a notation for expressing latitude and longitude geographic coordinates as decimal fractions of a degree.

➤ Input the **Longitude** and **Latitude** then click the **Save** button.

Home SY 2022 - 2023 School Coordinates Edit

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Save Back

Longitude 121.0983031

Latitude 14.6346734

Guide to acquire the school coordinates using built-in map.

Use the map on the right side of the page as guide. To get started navigating with your mouse, simply position the cursor in the middle of the map and press the left mouse button.

Use the mouse wheel to zoom in/out. Locate the school.

Click on the area of the map where the school is located. A red circle will appear on the map. You'll notice that the Longitude and Latitude will be populated. Click the save button.

Note:

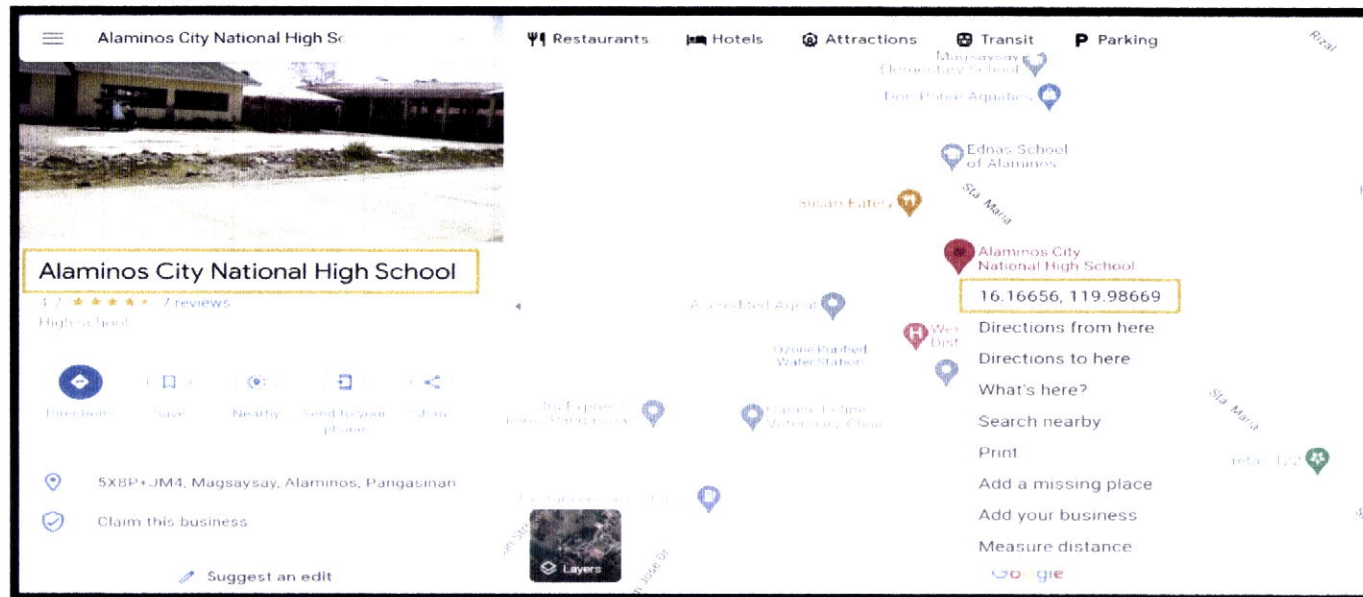
School Latitude and Longitude

- Limited to Philippine Spatial only
 - Latitude : 4.1 – 29.9 (allowed range)
 - Longitude : 112.1 – 127.1 (allowed range)
- Schools with incorrect school coordinates (outside the Philippine range) will require updating.
- Schools will not be able to submit if school coordinates are not within the Philippine spatial.

❖ How to locate your **School Coordinates**.

- ✓ Open your browser and type **Google Maps**.
- ✓ Type your **school name or school address**.
- ✓ Look at the **Location Logo** on the Map.
- ✓ Right click the logo.
- ✓ The left part shows the **Latitude** and **Longitude** to the right.

Longitude : 119.98669 and Latitude : 16.16656



- Confirmation message “ **Coordinates saved**” will appear once Latitude and Longitude has been updated.

Coordinates saved.

12.) Under the Action Column, you may **Edit** or **Delete** the saved information in all fields.

School Building Data Facility

Building Structure
Water and Sanitation
Furniture
TLS and Makeshift
Access to the School
Other Facilities

Add School Building
Update School Coordinates
Back

Table 1 - Summary of Existing Building/Structures

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Edit Delete </div>		EPIFANIO	Bagong Lipunan	LGU Funded	City Fund	Condemned / For	1	1985	Concrete	View 0 *
		DELOS SANTOS	School Building (BLSB) Type II	Private Sector Funded	Municipality Fund	Demolition			Wood	

13.) Under the **Water and Sanitation** tab,

- click the **Add Water and Sanitation** or **Add Standalone Water and Sanitation** buttons.



- Under Add Water and Sanitation Table,
 - ✓ Select a building in the dropdown;
 - ✓ Input the correct details. (Accepted values are **0 – 999 only.**);
 - ✓ and click **Save**

Save Back

Add Water and Sanitation Select a building

Number of Functional Toilet Bowls				Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank?	Number of Faucets	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply

Yes No

- Under **Add Standalone Water and Sanitation** tab,
 - ✓ Input the correct details. (Accepted values are **0 – 999 only**.)
 - ✓ Once done, click **Save**.

Home SY 2022 - 2023 Water and Sanitation Add Standalone Water and Sanitation

Add Standalone Water Sanitation

Save Back

Add Standalone Water and Sanitation

Number of Functional Toilet Bowls			Shared	Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank?	Number of Faucets	
Male	Female	PWD							With Water Supply	Without Water Supply
5	7	0	1	4	2	5	6	<input type="radio"/> Yes <input checked="" type="radio"/> No	2	1

- A confirmation message will appear once the Building Water and Sanitation data and Standalone Water and Sanitation has been updated/completed

Water and Sanitation data updated.

Standalone Water and Sanitation data updated.

14.) Under the **Furniture** tab,

- Click **Add Furniture** button.

Add Furniture

Table 5 - Existing Number of Usable Furniture

Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair	
				JHS	SHS

No data

- Fill out the fields in the Existing Number of Usable Furniture.
 - Accepted values are **0-19,999** only.
 - DepEd New Design 2-Seater Table and Chair is for **JHS** and **SHS** only.
- Once done, click **Save**

Save Back

Add Existing Number of Usable Furniture

Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair	
				JHS	SHS

- A confirmation message “**Furniture data updated**” will appear once the Existing Number of Usable Furniture Table has been updated.
- To edit/update the Furniture data, click the **Edit Furniture** button.

Furniture data updated.

[Edit Furniture](#)

Table 5 - Existing Number of Usable Furniture

Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair	
				JHS	SHS
5000	1000	1000	1000	1000	1000

15.) Under the **TLS and Makeshift Rooms** tab,

➤ click **Add TLS and Makeshift Room** button.

Add TLS and Makeshift Room

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	No. of Classes/Sections using Temporary Learning Space/s	No. of Makeshift Room/s	No. of Classes/Section using Makeshift Room/s
<i>No Data</i>			

➤ Fill out the fields for Temporary Learning Space/s (TLS) & Makeshift Room/s table. (Accepted values are **0 – 999** only.)

➤ Click the **Save** button.

Save
Back

Add Temporary Learning Space/s (TLS) & Makeshift Room/s

Temporary Learning Space/s		Makeshift Room/s	
No. of Temporary Learning Space/s	No. of Classes/Sections using Temporary Learning Space/s	No. of Makeshift Room/s	No. of Classes/Section using Makeshift Room/s

- click **Edit TLS and Makeshift Room** button to edit/update the Temporary Learning Space/s (TLS) & Makeshift Room/s table .
- A confirmation message **“TLS and Makeshift Room data updated”** once the Temporary Learning Space/s (TLS) & Makeshift Room/s table has been updated.

TLS and Makeshift Room data updated.

[Edit TLS and Makeshift Room](#)

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	No. of Classes/Sections using Temporary Learning Space's	No. of Makeshift Room's	No. of Classes/Section using Makeshift Room's
1	2	2	2

16.) Under the Access to the School tab,

➤ click the **Edit** button (Default answer is **NO**)

Note: Asterisk (*) means new data element/field.

Edit

Click Edit to modify answer

Table 7 - Access going to school

Type of Access Road		Accessible by type of Transportation	
Paved	No	Private 4 wheel Vehicle	No
Unpaved	No	Private Motorcycle	No
Levelled	No	Boat	No
Unlevelled/ Rough road	No	Pedicab	No
On-going construction	No	Tricycle	No
		Jeepney	No
		Bus	No
		Habal-habal	No
		Train	No
		UV Express	No
		Biking *	No
		Walking/Hiking	No

- tick the boxes according to school details
- and click **Save**.

Note:* Tick boxes were set to **No by default.

[Save](#) [Back](#)

Access going to the School

Type of Access Road <i>(Check all applicable)</i>		Accessible by type of transportation <i>(Check all applicable)</i>	
Paved	<input type="checkbox"/>	Private 4 Wheel Vehicle	<input type="checkbox"/>
Unpaved	<input type="checkbox"/>	Private Motorcycle	<input type="checkbox"/>
Levelled	<input type="checkbox"/>	Boat	<input type="checkbox"/>
Unlevelled/ Rough road	<input type="checkbox"/>	Pedicab	<input type="checkbox"/>
On-going construction	<input type="checkbox"/>	Tricycle	<input type="checkbox"/>
		Jeepney	<input type="checkbox"/>
		Bus	<input type="checkbox"/>
		Habal-habal	<input type="checkbox"/>
		Train	<input type="checkbox"/>
		UV Express	<input type="checkbox"/>
		Biking	<input type="checkbox"/>
		Walking/Hiking	<input type="checkbox"/>

- A confirmation message will appear once the Access to the School has been updated.

Access to school data recorded.

17.) Under the **Other Facilities** tab,

➤ click the **Edit** button (Default answer is **NO**)

Note: Asterisk (*) means new data element/field

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Edit

Click Edit to modify answer.

Table 6 - Other Facilities / Amenities

Type of Facilities	Present in the campus? (Yes/No)
Covered Court	No
Gymnasium	No
Entrance Gate	No
Exit Gate	No
Permanent Perimeter Fence	No
Temporary Perimeter Fence	No
Flood Marker	No
Playground	No
School Garden	No
Solar Panel	No
Bike Rack *	No
Paved Pathway from Entrance Gate to Building *	No
Pathway Cover/Roofing *	No

- Select "Yes" or "No" if facilities/amenities are existing in school or not
- then click **Save** button.

***Note:** Radio buttons were set to **No** by default.

Home SY 2022 - 2023 Other Facilities Edit

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Save Back

Select "Yes" or "No" if facilities/amenities are existing in school or not then click Save button.

Type of Facilities/Amenities	Present in the campus? (Yes/No)
Covered Court	<input checked="" type="radio"/> Yes <input type="radio"/> No
Gymnasium	<input type="radio"/> Yes <input checked="" type="radio"/> No
Entrance Gate	<input checked="" type="radio"/> Yes <input type="radio"/> No
Exit Gate	<input checked="" type="radio"/> Yes <input type="radio"/> No
Permanent Perimeter Fence	<input checked="" type="radio"/> Yes <input type="radio"/> No
Temporary Perimeter Fence	<input type="radio"/> Yes <input checked="" type="radio"/> No
Flood Marker	<input type="radio"/> Yes <input checked="" type="radio"/> No
Playground	<input type="radio"/> Yes <input checked="" type="radio"/> No
School Garden	<input checked="" type="radio"/> Yes <input type="radio"/> No
Solar Panel	<input type="radio"/> Yes <input checked="" type="radio"/> No
Bike Rack	<input checked="" type="radio"/> Yes <input type="radio"/> No
Paved Pathway from Entrance Gate to Building	<input checked="" type="radio"/> Yes <input type="radio"/> No
Pathway Cover/Roofing	<input type="radio"/> Yes <input checked="" type="radio"/> No

- A confirmation message will appear once the Other Facilities/Amenities table has been updated.

Other facilities data recorded.

18.) After accomplishing all the tables, go back to the **School Building Inventory** link in the left side panel of the page. Under the Actions, column click **Submit**.

- ✓ School can no longer **Update** or **Edit** the tables once it has been submitted.
- ✓ Request for **“Reversion”** to Division Office if necessary.

Inventory School Building for Secondary School

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Preparing	No	2022, Jan 26		2022, Jun 20		2022, Jun 30	Submit

- ✓ Status was changed to Submitted.

Inventory School Building for Secondary School

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Submitted	No	2022, Jan 26	2022, Mar 02	2022, Jun 20		2022, Jun 30	



VALIDATION and REVERSION

Division Dashboard View

Division Office Dashboard

BEIS Report

Secondary School

School Year

2022 - 2023

List

Number of Schools : 16

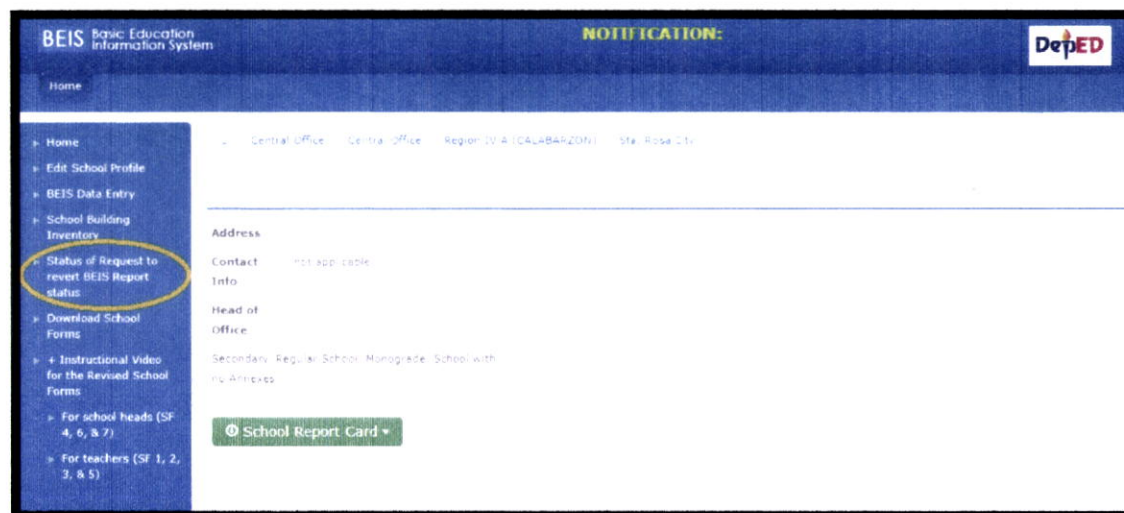
Total no. of schools with "Preparing" status : 1
Total no. of schools with "Submitted" status : 1
Total no. of schools with "Validated" status : 0
Total no. of Schools with "Not Prepared" status : 14

School ID	School Name	Date Submitted	Date Validated	Status	Action
XXXXXX	ABAKA NHS			Not Prepared	
XXXXXX	ABESEDE NHS	2023-03-16 07:00:12		Submitted	View Validate

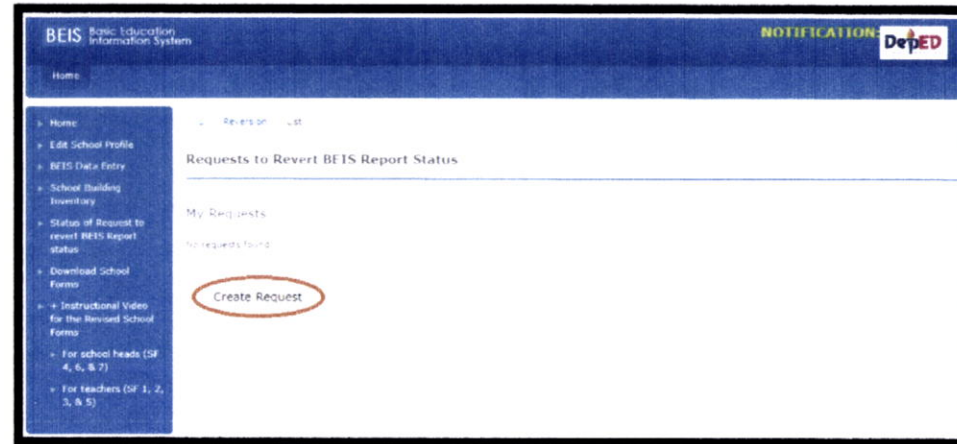
School Requesting for Reversion

Procedure on How to request reversion from **School** to **Division Office**.

- ✓ Go to **LIS** website **<http://lis.deped.gov.ph>** and log in using the LIS **School Head account**. Once logged in,
- ✓ Click the **EBEIS link** and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.

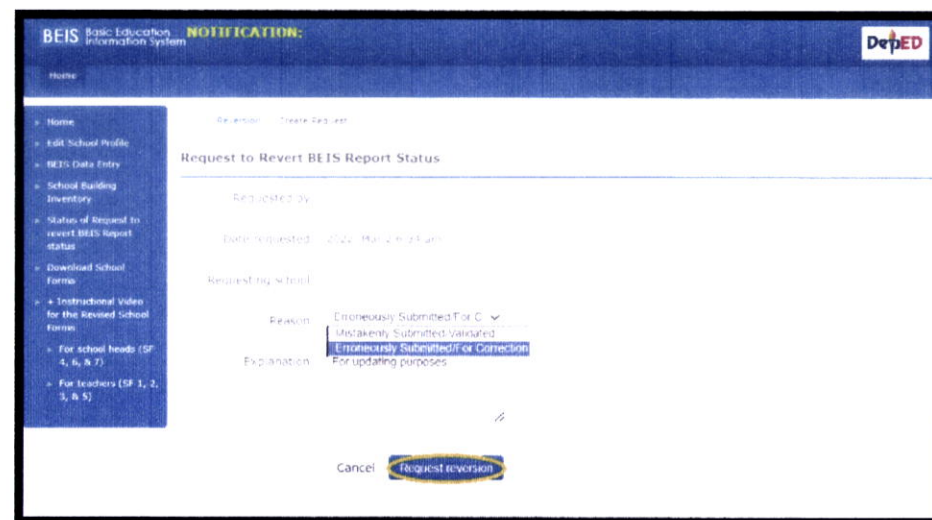


✓ Click **Create Request** button.

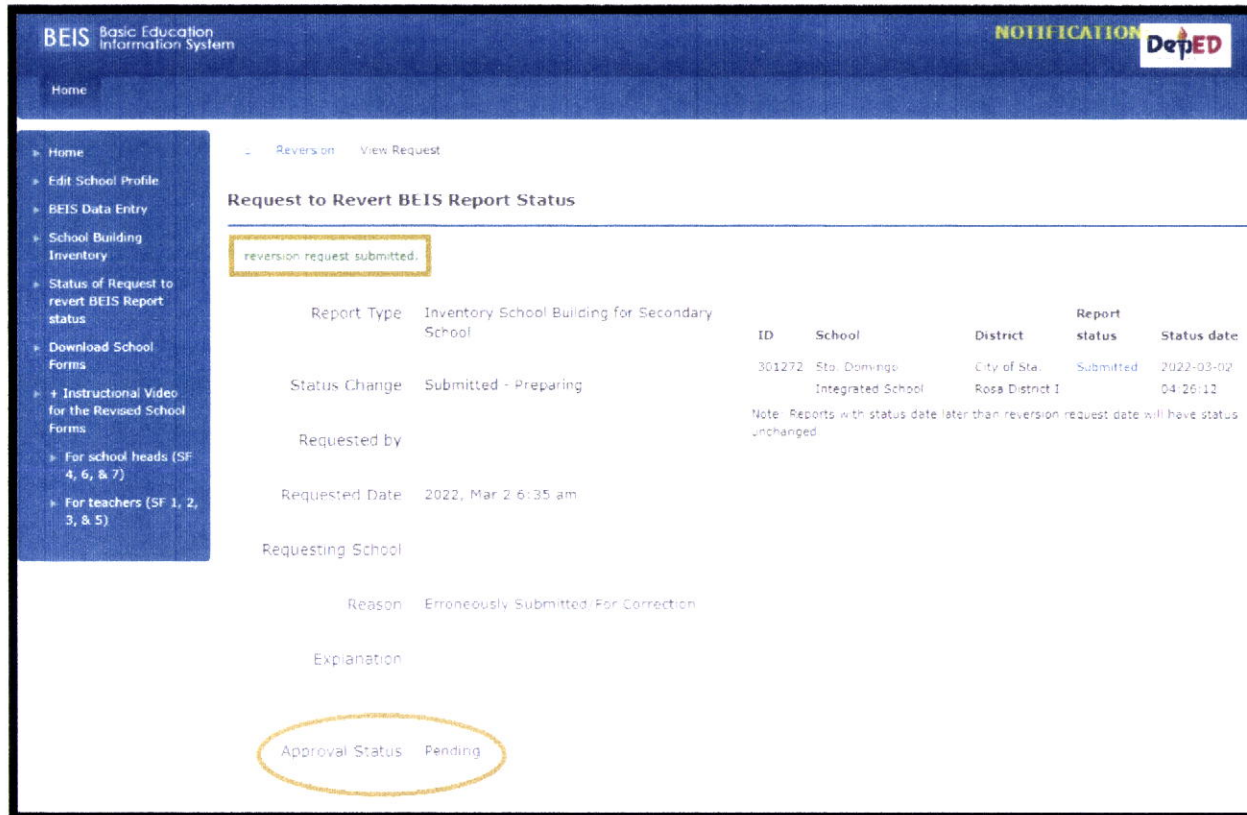


✓ Choose the **Reason** from the drop-down list and input the **Explanation**.

✓ Click the **Request reversion** button.



✓ Shows Approval Status is Pending.



BEIS Basic Education Information System

NOTIFICATION DepED

Home

Reversion View Request

Request to Revert BEIS Report Status

reversion request submitted.

Report Type: Inventory School Building for Secondary School

ID	School	District	Report status	Status date
301272	Sta. Dominga Integrated School	City of Sta. Rosa District I	Submitted	2022-03-02 04:26:12

Note: Reports with status date later than reversion request date will have status unchanged.

Status Change: Submitted - Preparing

Requested by:

Requested Date: 2022, Mar 2 6:35 am

Requesting School:

Reason: Erroneously Submitted For Correction

Explanation:

Approval Status: Pending

Division Office for Reversion of request by the school

Procedure on how to approve the request for reversion.

- ✓ Go to **LIS** website <http://lis.deped.gov.ph> and log in using the LIS **Division Planning Officer** account. Once logged in,
- ✓ Click the **EBEIS** link and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.

The screenshot shows the BEIS (Basic Education Information System) interface. The top navigation bar includes the BEIS logo and a notification area with the DepED logo. The left sidebar contains a menu with the following items: Home, Division Profile, Masterlist of Schools, BEIS Reporting, Status of School Submissions, Summary Reports, Division Performance Indicator, Download SSN/QC, **Status of Request to revert BEIS Report status** (circled in yellow), Division Report Card, Download School Forms, LIS Status of Updating, Backend, and EMIS Toolbox. The main content area displays the profile for 'Sta. Rosa City' with the following information:

- Address: [Blank]
- Contact Info: [Blank]
- Head of Office: [Blank]
- Districts (3):
 - City of Sta. Rosa (City)
 - City of Sta. Rosa (City)
 - City of Sta. Rosa (City)

At the bottom of the page, there is a tip: "Tip: Charts are interactive. Try to hover or click on data points."

- ✓ Under the Pending column, click the Request date link.

The screenshot shows the BEIS notification page. A table titled 'Requests to Revert BEIS Report Status' is displayed. The table has columns for 'Request date', 'Report', 'Report Status', and 'Approval Status'. A row is highlighted with a yellow border, showing a request for 'SAMPLE NATIONAL HIGH SCHOOL' with a 'Pending' status. A red circle highlights the 'Pending' status in the 'Approval Status' column.

Request date	Report	Report Status	Approval Status
Private Senior High School Profile (Requesting of the 6x Data)	Validated	Submitted	Approved
Township Elementary School Profile (Requesting of the 6x Data)	Validated	Submitted	Approved
Division School Building for Secondary School	Validated	Submitted	Approved

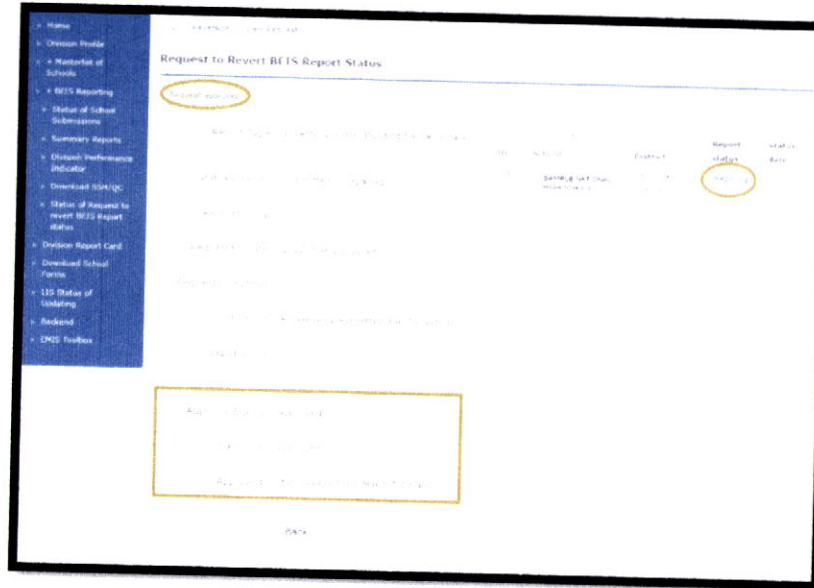
- ✓ Input the Comment and click Approve/Disapprove button.

The screenshot shows the 'Request to Revert BEIS Report Status' form. The form contains the following information:

- Report Type:** Inventory School Building for Secondary School
- ID:** School
- District:** District
- Report Status:** Submitted
- Status Date:** 2022-04-20 11:56:12
- Requesting User:** [Name]
- Requested Date:** 2022-04-20 11:56:12
- Requested School:** [Name]
- Reason:** Erroneously Submitted For Correction
- Explanation:** [Text]
- Approval Status:** Pending
- Comment:** Approved.

At the bottom of the form, there are three buttons: 'Back', 'Approve', and 'Disapprove'. The 'Approve' button is highlighted with a red border.

✓ Shows **Request approved** Successfully.



✓ The status of encoding of School was already **Reverted to Preparing Status** and ready for **re-submission**.

Welcome to National School Building Inventory Data Facility

Rationale

The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school. In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information. For this year, DepEd aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2021 - 2022.

Inventory School Building for Secondary School

Cut-off Date of Encoding	School Year	School Profile Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Preparing	No	2022, Jan 26	2022, Mar 02	2022, Jun 20		2022, Jun 30	Submit

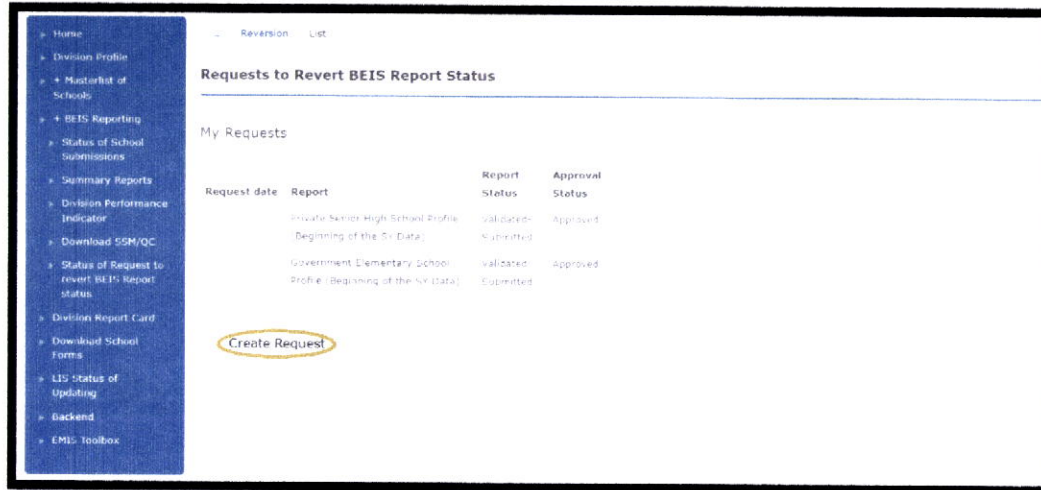
Division Office requesting for reversion to Regional Office

Procedure on How to request reversion from **Division Office** to **Regional Office** with **“Validated Status”**.

-
- ✓ Go to **LIS** website <http://lis.deped.gov.ph> and log in using the LIS **Division Planning Officer** account. Once logged in,
- ✓ Click the **EBEIS** link and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.

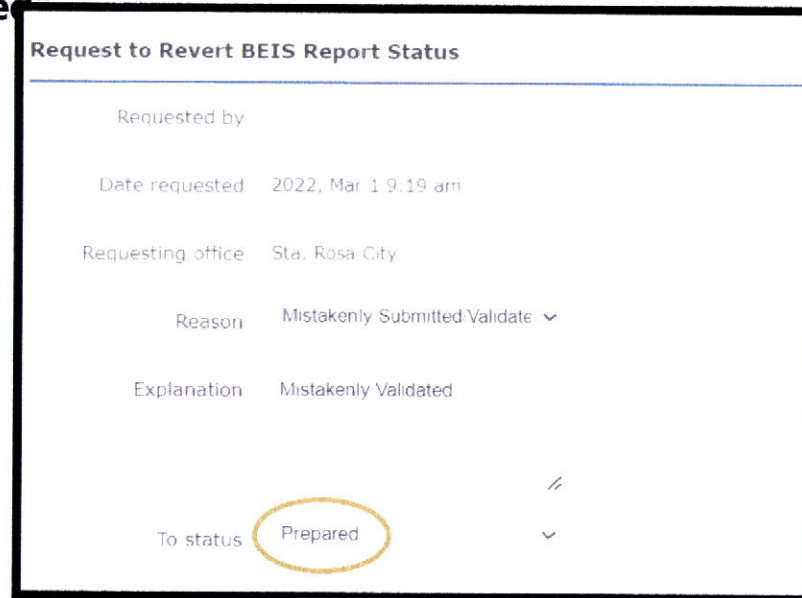
The screenshot shows the BEIS Basic Education Information System interface. The left sidebar menu is visible, with the item "Status of Request to revert BEIS Report Status" highlighted by a yellow circle. The main content area displays the profile for "Sta. Rosa City" (Region IV-A - CALABARZON). The profile includes fields for Address, Contact Info, Head of Office, and Districts (3). The Districts list includes "City of Sta. Rosa District", "City of Sta. Rosa District", and "City of Sta. Rosa District".

✓ Click **Create Request** tab.



Choose the **Reason** from the drop-down list and input **Explanation**.

✓ **To status** is set to be **"Prepared"** and **from status** must be **"Validated"**



- ✓ Click the **Filter tab** to proceed.

Search school for batch reversion

Report type Inventory School Building for : ▾

From status ▾

Filter

ID	School	District	Report status	Status date
----	--------	----------	---------------	-------------

- ✓ Click the link under the **ID** column.

Search school for batch reversion

Report type Inventory School Building for : ▾

From status Validated ▾

Filter

ID	School	District	Report status	Status date
342597	SAMPLE NHS	City of Sta. Rosa District I	Validated	2022-02-28 21:15:57

✓ Click for **Request Batch revision** tab.

Selected schools

ID	School	District	Report status	Status date
✘ 342597	Sinalhan Integrated High School	City of Sta. Rosa District I	Validated	2022-02-28 21:15:57

Cancel **Request Batch reversion**

✓ Request for **Reversion** submitted to **Regional Office** Successfully.

Request to Revert BEIS Report Status

Request ID: 342597

Report Type	Report ID	ID	School	District	Report Status	Status Date
Summary Report	342597	342597	SINALHAN INTEGRATED HIGH SCHOOL	CITY OF STA. ROSA DISTRICT I	Validated	2022-02-28 21:15:57

Request Description: Request to revert the report status of the report.

Requesting User: [Name]

Request Date: [Date]

Approval Status: Pending

Back

Regional Office View

BEIS: Basic Education Information System

NOTIFICATION

Requests to Revert BEIS Report Status

Request ID	Requestor	Report	Report Status	Approval Status
1
2

Regional Office may Approve/Disapprove the request.

Request to Revert BEIS Report Status

Report Type	Inventory School Building for Elementary Schools	ID	School	District	Report Status	Status date
Sample Check	Validates: Preparing	10000	SAMPLE NATIONAL HIGH SCHOOL	Division Office - Marikina	Completed	2022-09-01

Requested by: ...

Requested Date: 2022-09-01 11:11 AM

Requesting Division: Sta. Rowena

Reason: Mistakenly submitted, validated.

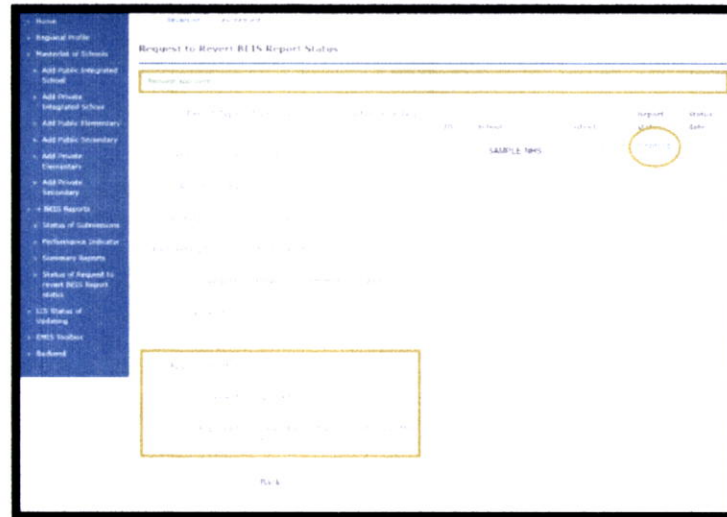
Explanation:

Approval Status: Pending

Comment: APPROVED.

Back | Approve | Disapprove

Regional Office Approved the request of the Division Office.



The School Account displays that the status of encoding of School was already **Reverted to Preparing Status** and ready for encoding/updating and **re-submission**.

Welcome to National School Building Inventory Data Facility

Rationale

The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school. In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information. For this year, DepED aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2021 - 2022.

Inventory School Building for Secondary School

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022 Jun 15	2021 - 2022	Preparing	No	2022, Jan 26	2022, Mar 02	2022, Jun 20		2022, Jun 30	Submit



THANK YOU!



Orientation on the Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2022-2023

*March 22, 2023 / 9:00 am- 4:00 pm
Via MS Teams*

Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2022-2023



OVERVIEW

The National School Building Inventory (NSBI) is a data gathering facility attached to the current basic education system, which aims to capture complete, accurate, and relevant school building data (e.g., buildings, classrooms, resources) in all DepEd public schools nationwide.

These data that will be taken from this facility are crucial in determining and allocating the necessary resources equitably to all schools.



PROCEDURES

In order to collect, encode, and report accurate and high-quality data in the NSBI Module, personnel at the school level shall observe the following:

- a) Organize a School Building Inventory Committee composed of the following:
 - School Head (as Chairperson)
 - School Property Custodian (SPC)
 - Engineering Facilities Coordinator (EFC)
 - BEIS Coordinator
- b) Hold a meeting to discuss procedures in conducting the inventory
- c) Conduct the School Building Inventory and manually accomplish the NSBI Data Gathering Forms
- d) Review and validate the inventory by the School Head
- e) Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO)
- f) Validate and issue approval (by SDO through the School Governance and Operations Division or SGOD) to the school for online encoding of data in the BEIS

*Should there be errors in the encoding of data in the system, the School Head shall notify the SDO of any error/s committed through a letter addressed to the Division Planning Officer.



ROLES AND RESPONSIBILITIES

DepEd Central Office	Responsible Office/s
Orient the Regional and Schools Division Offices on NSBI	PS-EMISD, SIF-EFD, ICTS, AS-AMD
Provide technical assistance on the orientation of very large SDOs (when necessary)	PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-SDD
Regional Office	Responsible Office/s
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



Division Level	Responsible Office/s
Orient School Heads, Property Custodians, Education Facilities or BEIS Coordinators (by cluster)	SGOD-PRS, Division Engineers (including COS Engineers assigned in SDOs), Supply Officer
Create BEIS accounts for Engineers (plantilla)	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, SPC, EFC, BEIS Coordinator
School Level	Responsible Office/s
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



NSBI FORMS

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities/Amenities
Table 7	Access Going to School



NEW DATA ELEMENTS

Table	New Data Element
Table 1. Summary of Existing Building	Number of Functional Ramps
Table 6. Other Facilities/Amenities	Type of Facilities/Amenities
	Bike Racks
	Paved Pathway from Entrance Gate to Building
	Pathway Cover/Roofing
Table 7. Access going to School	Biking



SIGNATORIES

Division Level	
Site Validation	Division Engineer, Planning Officer, Supply Officer (plantilla)
Online Validation	
School Level	
NSBI Data Gathering Forms	School Head, EFC, BEIS Coordinator
Online Validation	



PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

Using smartphones/tablets:

- 1.) Turn on the GPS on your device.
- 2.) Open Google Maps.
- 3.) Input the name of the place in the Search bar. You may manually locate by clicking on the specific location in the map, or by scrolling and zooming in and out on the map.
- 4.) Tap and hold to the specific location. A red pin will appear on the determined location.
- 5.) The coordinates will appear on the description page of the pinned location, then copy or take a screenshot of the coordinates.



PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

Using laptops:

- 1.) Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
- 2.) Type Google Maps in the Search bar.
- 3.) Navigate the location you want to determine the coordinates. Use the scroll wheel to zoom in/out of the location.
- 4.) Right-click on the location.
- 5.) Click on the coordinates and copy it.



VALIDATION QUOTA

Paper/System and onsite validation of NSBI data shall be conducted by the Division Planning Officers and Division Engineers.

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



TIMELINES

Activity	Timeline
Start of Orientation on NSBI for SY 2022-2023 for School Personnel	March 13, 2023
Encoding of NSBI Data	March 20, 2023-May 31, 2023
Validation of NSBI Data	April 10, 2023 - May 31, 2023
Closing of the System	June 1, 2023

***Cut-off date to be reported in the NSBI is as of 31 December 2022.**



MONITORING AND EVALUATION

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

The DepEd Central office through the Planning Service-Education Management Information System Division (PS-EMISD) shall inform all regions and divisions their respective statuses of submission and validation in coordination with the RPO, while updates and changes in the encoding and reporting of NSBI data will be only disseminated through the issuance of an Advisory or a Memorandum.



CONTACT SUPPORT

Education Facilities Division (EFD)

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

Email: as.efd@deped.gov.ph

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

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

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

Telefax: (+63) 28 635 3986

Email: ps.emisd@deped.gov.ph

Address: 2nd Floor, 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/
(+63) 977 771 2285

Email: support.ebeis-lis@deped.gov.ph /
icts.usd@deped.gov.ph

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

Address: 2nd Floor, Bonifacio Building
DepEd Complex, Meralco Avenue,
Pasig City



National School Building Inventory (NSBI) Data Gathering Forms (as of December 31, 2022)





Department of Education
School Building Inventory Form
 (as of December 31, 2022)



Region :	School ID :
Division :	School Name :
Longitude:	Latitude:

Table 1. Summary of Existing Building

Building Name/ 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	Number of Functional Ramps ¹⁰	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)	Building Materials ¹⁴	Date of Acquisition ¹⁵	Acquisition Cost ¹⁶	Book Value ¹⁷	Insurance Information ¹⁸
<i>Col. 1</i>	<i>Col. 2</i>	<i>Col. 3</i>	<i>Col. 4</i>	<i>Col. 5</i>	<i>Col. 6</i>	<i>Col. 7</i>	<i>Col. 8</i>	<i>Col. 9</i>	<i>Col. 10</i>	<i>Col. 11</i>	<i>Col. 12</i>	<i>Col. 13</i>	<i>Col. 14</i>	<i>Col. 15</i>	<i>Col. 16</i>	<i>Col. 17</i>	<i>Col. 18</i>

Prepared by:	Certified True and Correct by:	Validated 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)	Supply Officer (Schools Division Office)



Department of Education
School Building Inventory Form
(as of December 31, 2022)



Region :	School ID :
Division :	School Name

Table 2. Existing Rooms per Building

Building Number ¹	Room Number ^{1a}	Room Condition ^{2b}	Room Usage ²¹	Actual Usage/s ²²	Room Dimension (in Meters) ²³	
					Width	Length
<i>Col. 1</i>	<i>Col. 2</i>	<i>Col. 3</i>	<i>Col. 4</i>	<i>Col. 5</i>	<i>Col. 6</i>	<i>Col. 7</i>

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, 2022)**



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 ²⁴	No. of Classes/Sections using Temporary Learning Space/s ²⁵	No. of Makeshift Room/s ²⁶	No. of Classes/Sections using Makeshift Room/s ²⁷
<i>Col. 1</i>	<i>Col. 2</i>	<i>Col. 3</i>	<i>Col. 4</i>

Table 4A. Existing Number of Water and Sanitation Facilities

Building Number ¹	Number of Functional Toilet Bowls ²⁸				Number of Non-Functional Toilet Bowls ²⁹	Number of Sink/Washbasin ³⁰	Number of Urinals ³¹	Number of Urinal Trough ³²	With Septic Tank ³³ (Yes/No)	Number of Faucets ³⁴	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
<i>Col. 1</i>	<i>Col. 2</i>	<i>Col. 3</i>	<i>Col. 4</i>	<i>Col. 5</i>	<i>Col. 6</i>	<i>Col. 7</i>	<i>Col. 8</i>	<i>Col. 9</i>	<i>Col. 10</i>	<i>Col. 11</i>	<i>Col. 12</i>

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, 2022)**



Region :	School ID :
Division :	School Name :

Table 6. Other Facilities/Amenities

Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)
<i>Col. 1</i>	<i>Col. 2</i>	<i>Col. 3</i>	<i>Col. 4</i>	<i>Col. 5</i>	<i>Col. 6</i>
Covered Court ⁴²	<input type="radio"/> Yes <input type="radio"/> No	Flood Marker ⁴⁷	<input type="radio"/> Yes <input type="radio"/> No	Bike Racks ⁵²	<input type="radio"/> Yes <input type="radio"/> No
Gymnasium ⁴³	<input type="radio"/> Yes <input type="radio"/> No	Playground ⁴⁸	<input type="radio"/> Yes <input type="radio"/> No	Paved Pathway from Entrance Gate to Building ⁵³	<input type="radio"/> Yes <input type="radio"/> No
Solar Panel ⁴⁴	<input type="radio"/> Yes <input type="radio"/> No	School Garden ⁴⁹	<input type="radio"/> Yes <input type="radio"/> No	Pathway Cover/Roofing ⁵⁴	<input type="radio"/> Yes <input type="radio"/> No
Permanent Perimeter Fence ⁴⁵	<input type="radio"/> Yes <input type="radio"/> No	Entrance Gate ⁵⁰	<input type="radio"/> Yes <input type="radio"/> No		
Temporary Perimeter Fence ⁴⁶	<input type="radio"/> Yes <input type="radio"/> No	Exit Gate ⁵¹	<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)



Department of Education
School Building Inventory Form
(as of December 31, 2022)



Region :	School ID :
Division :	School Name :

Table 7. Access going to School
(Check all applicable)

Type of Access Road ⁵⁵	Accessible by type of transportation ⁵⁶	
<i>Col. 1</i>	<i>Col. 2</i>	
<input type="checkbox"/> Paved	<input type="checkbox"/> Private 4-Wheel Vehicle	<input type="checkbox"/> Jeepney
<input type="checkbox"/> Unpaved	<input type="checkbox"/> Private Motorcycle	<input type="checkbox"/> Habal-habal
<input type="checkbox"/> Levelled	<input type="checkbox"/> Boat	<input type="checkbox"/> Train
<input type="checkbox"/> Unlevelled / Rough road	<input type="checkbox"/> UV Express	<input type="checkbox"/> Bus
<input type="checkbox"/> On-going construction	<input type="checkbox"/> Pedicab	<input type="checkbox"/> Biking
	<input type="checkbox"/> Tricycle	<input type="checkbox"/> Walking/Hiking

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)

NSBI ANSWERING GUIDE





**Department of Education
School Building Inventory Form
(as of December 31, 2022)**



ANSWERING GUIDE

<u>School Location</u>	Refers to the specific location of the school in terms of the longitude and latitude (coordinate system by means of which the position or location of any place on Earth's surface can be determined and described).
<i>Longitude</i>	Refers to the angular distance of a place east or west of the meridian at Greenwich, England, or west of the standard meridian of a celestial object, usually expressed in degrees and minutes.
<i>Latitude</i>	Refers to the angular distance of a place north or south of the earth's equator, or of a celestial object north or south of the celestial equator, usually expressed in degrees and minutes.

Table 1. Summary of Existing Building

¹ **Building Name/Number**

Refers to the name or 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
<i>Academic Classroom Buildings:</i>	
<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 (BLSB) 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>	

<i>Technical Vocational School Buildings:</i>	
<i>Aqua-Culture NC II Building</i>	<i>2013</i>
<i>Automotive Servicing NCII Building</i>	<i>2013</i>
<i>Beauty Care NC II Building</i>	<i>2013</i>
<i>Carpentry NC II Building</i>	<i>2013</i>
<i>Commercial Cooking NC II Building</i>	<i>2013</i>
<i>Consumer Electronic Technician NC II Building</i>	<i>2013</i>
<i>Dress Making NC II Building</i>	<i>2013</i>
<i>Electrical Installation Maintenance NC II Building</i>	<i>2013</i>
<i>Food Processing NC II Building</i>	<i>2013</i>
<i>Shielded Metal Arc Welding NC II Building</i>	<i>2013</i>
<i>State of the Art Tech Voc Bldg</i>	

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>	

Private Sector Funded Building Types
<i>Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building</i>
<i>Little Red School House - Coca-Cola Philippiines</i>
<i>ABS- CBN School Building</i>
<i>GMA Kapuso School Building</i>
<i>Private Foundation Building</i>
<i>Security Bank School Building</i>
<i>Petron School Building</i>
<i>Plan International School Building</i>
<i>AGAP School Building</i>
<i>Aboitiz School Building</i>
<i>PAMANA School Building</i>
<i>RPN School Building</i>
<i>Rotary School Building</i>
<i>Lions Club School Building</i>
<i>Jolibee School Building</i>
<i>Mc Donald School House</i>

<i>KABISIG School Building</i>
<i>Gawad-Kalinga School Building</i>
<i>PLDT Schoolm Building</i>
<i>SM Foundation School Building</i>
<i>TZU CHI Foundation School Building</i>
<i>Ayala School Building</i>
<i>JAYCEES School Building</i>
<i>Philip Morris School Building</i>
<i>RC Cola Building</i>
<i>DMCI School Building</i>
<i>KIWANIS School Building</i>
<i>SteelTech School Building</i>
<i>Others</i>

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>

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>	

⁴Specific Fund Source/s	Refers to the specific source of budget for construction of buildings and rooms.
<i>DepEd Budget</i>	
<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>	

⁵Building 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 <i>less than fifty thousand (Php 50,000)</i> 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 <i>fifty thousand (Php 50,000) or more</i> 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.

⁶Number of Storeys

Refers to the number of levels/floors in a building.

⁷Number of Rooms

Refers to the number of rooms.

⁸Year Completed

Refers to the specific year when a building was completed and officially turned over to the school.

⁹Classification of Building

Refers to the classification of how the building is constructed.

Permanent

Made of strong and durable materials, 80% of which is concrete (including Gabaldon Buildings).

Semi-Permanent

Made of a combination of materials such as concrete and 80% lumber.

¹⁰Number of Functional Ramps

Refers to ramps that has a max slope of 1:12, has handrails on both sides, and has non-slip flooring.

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.
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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.
--	---

¹⁴Building Materials	Refers to the materials used during the construction of the building.
<i>Concrete</i>	Refers to the heavy, rough building material made from a mixture of broken stone or gravel, sand, cement, and water.
<i>Wood</i>	Refers to the hard fibrous material that forms the main substance of the trunk or branches of a tree or shrub.
<i>Steel</i>	Refers to the hard, strong, gray or bluish-gray alloy of iron with carbon and usually other elements, used extensively as a structural and fabricating material.
<i>Plastic</i>	Refers to the synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, etc., that can be molded into shape while soft and then set into a rigid or slightly elastic form.
<i>Stone</i>	Refers to the hard solid nonmetallic mineral matter of which rock is made, especially as a building material.
<i>Glass</i>	Refers to the hard, brittle substance, typically transparent or translucent, made by fusing sand with soda, lime, and sometimes other ingredients and cooling rapidly. It is used to make windows, drinking containers, and other articles.

¹⁵Date of Acquisition

Refers to the date of acceptance of the building.

¹⁶Acquisition Cost

Refers to the amount/cost of the building upon acquisition.

¹⁷Book Value

Acquisition Cost less Depreciation Cost plus Cost of Repair plus Accumulation Cost.

¹⁸Insurance Information

Refers to the current Insurance Policy of the building (state if none).

Table 2. Existing Rooms per Building

¹⁹ Room Number	Refers to the number assigned to a room.
²⁰ Room 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.

²¹Room Usage	<p>Refers to the following:</p> <p><i>Instructional Rooms</i> <i>Non-instructional Rooms</i> <i>Combination</i></p>
--------------------------------	---

²²Actual Usage/s	<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>
<i>Instructional</i>	<p>Refers to rooms use for academic purposes:</p> <p>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, Others.</p>
<i>Non-Instructional</i>	<p>Refers to rooms use for academic purposes:</p> <p>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>
<i>Combination</i>	<p>Refers to the combination of instructional and non-instructional purposes:</p> <p>Combination of Instructional and Non-Instructional.</p>

²³Room Dimension (in Meters)	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.
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Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s

²⁴Temporary Learning Space/s (TLS)	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.
--	--

²⁵Number of Classes / Sections using Temporary Learning Space/s	Refers to the number of classes or sections using Temporary Learning Space/s.
---	---

²⁶Makeshift Room/s	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.
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²⁷Number of Classes / Sections using Makeshift Room/s	Refers to the number of classes or sections using makeshift room/s.
---	---

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

²⁸Functional Toilet Bowls	Refers to the serviceable toilet bowls. (Male, Female, PWD, Shared) For PWD toilet bowls it should be with nearby grab bars on the wall.
²⁹Non-Functional Toilet Bowls	Refers to the non-serviceable toilet bowls.
³⁰Sink/Washbasin	Refers to a sink or washbasin.
³¹Urinals	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
³²Urinal Trough	Refers to a long, narrow open container used for urinating.

³³**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.

³⁴**Faucets**

Refers to a device by which water flows. It is may be with or without water supply.

Stand-Alone Water and Sanitation Facilities

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 Furniture

³⁵Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
³⁶Kinder Chair	Refers to the chair used by kindergarten learner.
³⁷Armchair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
³⁸School Desk	Refers to a usable two-seater desks in the school.
³⁹Other Classroom Table	Refers to the table used by learner in the classroom not mentioned in this <i>Table</i> .
⁴⁰Other Classroom Chair	Refers to the chair used by learner in the classroom not mentioned in this <i>Table</i> .
⁴¹DepEd 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.

Table 6. Other Facilities/Amenities

⁴²Covered 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.
⁴³Gymnasium	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).
⁴⁴Solar 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.
⁴⁵Permanent Perimeter Fence	Refers to a permanent structure used to demarcate the perimeter of the school to prevent access.
⁴⁶Temporary 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.
⁴⁷Flood Marker	Refers to a graduated post or pole to record the high water mark during a specific flood.

⁴⁸Playground	Refers to an outdoor area specifically provided for learners to play on.
⁴⁹School Garden	Refers to an area used for growing plants.
⁵⁰Entrance Gate	Refers to a barrier used as an entrance of the school, which can be closed and locked beyond school hours.
⁵¹Exit Gate	Refers to a barrier used as an exit of the school, which can be closed and locked beyond school hours.
⁵²Bike Racks	Refers to the a row of frames where bikes can be securely left or parked.
⁵³Paved Pathway from Entrance Gate to Building	Refers to a completely paved pathway which connects the entrance gate to the nearest building. Pathway must be at least 1.5 meters wide.
⁵⁴Pathway Cover or Roofing	Refers to the completely roofing or cover of the paved pathway from entrance gate to the nearest building.

Table 7. Access going to School

⁵⁵ Type of Access Road	
<i>Paved</i>	Refers to the road that is constructed, hard, smooth surface made of asphalt, concrete, or other pavement suitable for walking or driving.
<i>Unpaved</i>	Refers to the road that is not covered with a firm, level surface of asphalt, concrete, etc.
<i>Levelled</i>	Refers to the road on a horizontal plane and having a surface of completely equal height.
<i>Unlevelled Rough Road</i>	Refers to the road that is not smooth; uneven or irregular ground, rough grazing , covered with scrub, boulders, etc.
<i>On-going Construction</i>	Refers to the road that is being built in the area.

⁵⁶**Accessible by Type of Transportation**

Private 4-Wheel Vehicle

Private Motorcycle

Boat

UV Express

Pedicab

Tricycle

Jeepney

Habal-habal

Train

Bus

Walking/Hiking

NATIONAL SCHOOL BUILDING INVENTORY SY 2021-2022 DATA ISSUE













As of October 16, 2022



Region	Number of Schools with Issue	Number of buildings but without number of rooms			
		Good Condition	Needs Major Repair	Needs Minor Repair	Total
Region I	11	7	7	3	17
Region II	3	15	7	3	25
Region III	3	3		5	8
Region IV-A	65	168	93	155	416
Region IV-B	14	5	9	8	22
Region V	1			2	2
Region VI	17	15	30	65	110
Region VII	42	58	49	62	169
Region VIII	36	46	51	59	156
Region IX	35	107	43	41	191
Region X	15	16	31	19	66
Region XI	14	14	9	5	28
Region XII	89	137	105	105	347
CARAGA	85	54	248	112	414
BARMM	161	104	128	142	374
CAR	0	0	0	0	0
NCR	16	34	8	12	54
Grand Total	607	783	818	798	2,399

Schools with building but no classroom inputted

DON MANUEL RIVERA MEMORIAL INTEGRATED NATIONAL HIGH SCHOOL

7	Others	Private Sector Funded	PTA Fund	Needs Minor Repair	1	2022	Concrete	View 
8	Others	LGU Funded	Municipality Fund	Needs Major Repair	1	2002	Steel	View 
9	Others	LGU Funded	Municipality Fund	Needs Major Repair	1	2002	Steel	View 
10	Others	Private Sector Funded	PTA Fund	Needs Minor Repair	1	2010	Steel	View 
11	Home Economics Building	Private Sector Funded	PTA Fund	Needs Minor Repair	1	2010	Concrete	View 
12	Others	Private Sector Funded	PTA Fund	Needs Minor Repair	1	2017	Wood	View 
13	Others	Private Sector Funded	PTA Fund	Good Condition	1	2014	Steel	View 
14	Others	LGU Funded	Municipality Fund	Needs Minor Repair	1	2014	Concrete	View 
15	Others	LGU Funded	Municipality Fund	Needs Minor Repair	1	2014	Concrete	View 
16	Others	LGU Funded	Municipality Fund	Needs Minor Repair	1	2014	Concrete	View 
17	Others	DepEd National Funded Private Sector Funded	Others	Good Condition	1	2022	Steel	View 
18	Others	Private Sector Funded	Others	Needs Minor Repair	1	2015	Concrete	View 

Schools with building but no classroom inputted

19	Others	Private Sector Funded	PTA Fund	Good Condition	1	2016	Concrete	View 0
20	Others	DepEd National Funded Private Sector Funded	PTA Fund	Good Condition	1	2015	Steel	View 0
21	Others	Private Sector Funded	PTA Fund	Good Condition	1	2021	Concrete	View 0
22	Others	Private Sector Funded	PTA Fund	Good Condition	1	2022	Steel	View 0
23	Others	LGU Funded	Municipality Fund	Good Condition	1	2022	Concrete	View 0
24	Others	Private Sector Funded	PTA Fund	Good Condition	1	2019	Steel	View 0
25	Others	Private Sector Funded	Others	Good Condition	1	2021	Concrete	View 0
26	Others	Private Sector Funded	PTA Fund	Needs Minor Repair	1	2019	Concrete	View 0

Carmen National High School

Building Name/Number	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
1	Secondary Education Development Program (SEDP)	Foreign Funded	JICA	Good Condition	1	1992	Concrete	View 
2	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2018	Concrete	View 
3	Others	Private Sector Funded	PTA Fund	Needs Minor Repair	1	1996	Wood	View 
4	Bagong Lipunan School Building (BLSB) Type I	DepEd National Funded	DepEd Budget	Good Condition	1	1990	Wood	View 
5	Others	Private Sector Funded	PTA Fund	Condemned / For Demolition	1	Unknown	Wood	View 
6	Multi-Purpose Workshop Building	DepEd National Funded	DepEd Budget	Good Condition	1	2018	Concrete	View 
7	Others	DepEd National Funded	DepEd Budget	Good Condition	2	2016	Concrete	View 
8	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2000	Concrete	View 
9	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2014	Concrete	View 
10	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2014	Concrete	View 
11	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2014	Concrete	View 

Carmen National High School

12	Secondary Education Development Improvement Program (SEDIP)	DepEd National Funded	DepEd Budget	Good Condition	2	2006	Concrete	View 
13	Others	Private Sector Funded	PTA Fund	Needs Minor Repair	1	2018	Wood	View 
14	DepEd Standard School Building	DepEd National Funded	DepEd Budget	Good Condition	2	2013	Concrete	View 
15	DepEd Standard School Building	DepEd National Funded	DepEd Budget	Good Condition	2	2013	Concrete	View 
16	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	1990	Concrete	View 
17	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	1990	Concrete	View 
18	Others	Private Sector Funded	PTA Fund	Good Condition	1	1990	Concrete Steel	View 
19	Others	House of Representative / Senate Funded	Congressional Initiative	Good Condition	1	2009	Concrete Wood	View 
20	Bagong Lipunan School Building (BLSB) Type II	DepEd National Funded	DepEd Budget	Good Condition	1	1990	Concrete	View 
21	Bagong Lipunan School Building (BLSB) Type I	DepEd National Funded	DepEd Budget	Good Condition	1	1990	Concrete Wood	View 
22	Marcos Pre-Fabricated School Building (Marcos Type)	DepEd National Funded	DepEd Budget	Needs Minor Repair	1	1968	Concrete Wood	View 
23	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2018	Concrete	View 
24	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	2	2016	Concrete	View 
25	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	2	2016	Concrete	View 

Carmen National High School

26	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	2	2016	Concrete	View 0
27	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	3	2017	Concrete	View 0
28	DPWH-BOD School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2017	Concrete	View 0

School Building Data Facility

Building Structure

Water and Sanitation

Furniture

TLS and Makeshift Rooms

Access to the School

Other Facilities

Update

Back

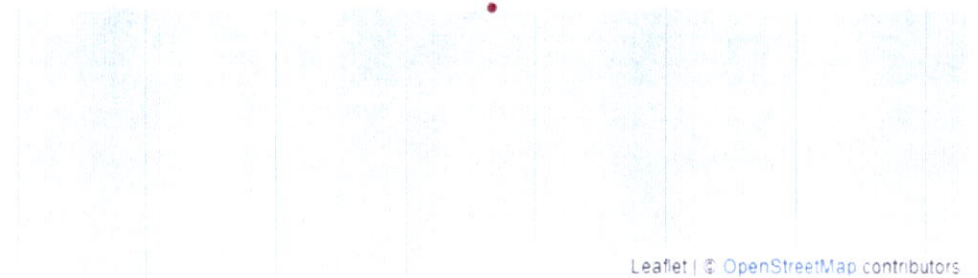
Longitude (in DD)

149 2910000

Latitude (in DD)

120 2456000

Decimal degrees (DD) is a notation for expressing latitude and longitude geographic coordinates as decimal fractions of a degree



Incorrect School Coordinate

An-Anonas Elementary School

School Building Data Facility

[Building Structure](#) [Water and Sanitation](#) [Furniture](#) [TLS and Makeshift Rooms](#) [Access to the School](#) [Other Facilities](#)

[Update](#) [Back](#)

Longitude (in DD)	Latitude (in DD)
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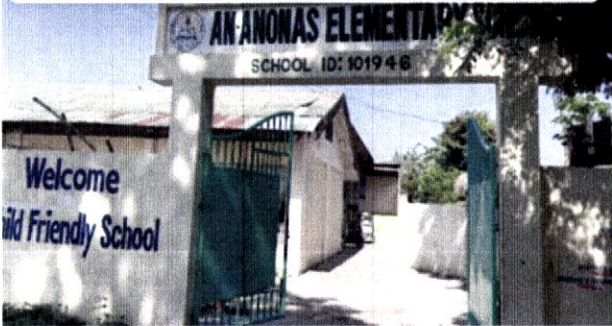
Decimal degrees (DD) is a notation for expressing latitude and longitude geographic coordinates as decimal fractions of a degree.



Leaflet | © OpenStreetMap contributors

Correct School Coordinate

☰ An Anonas San Vicente San M 🔍 ✕



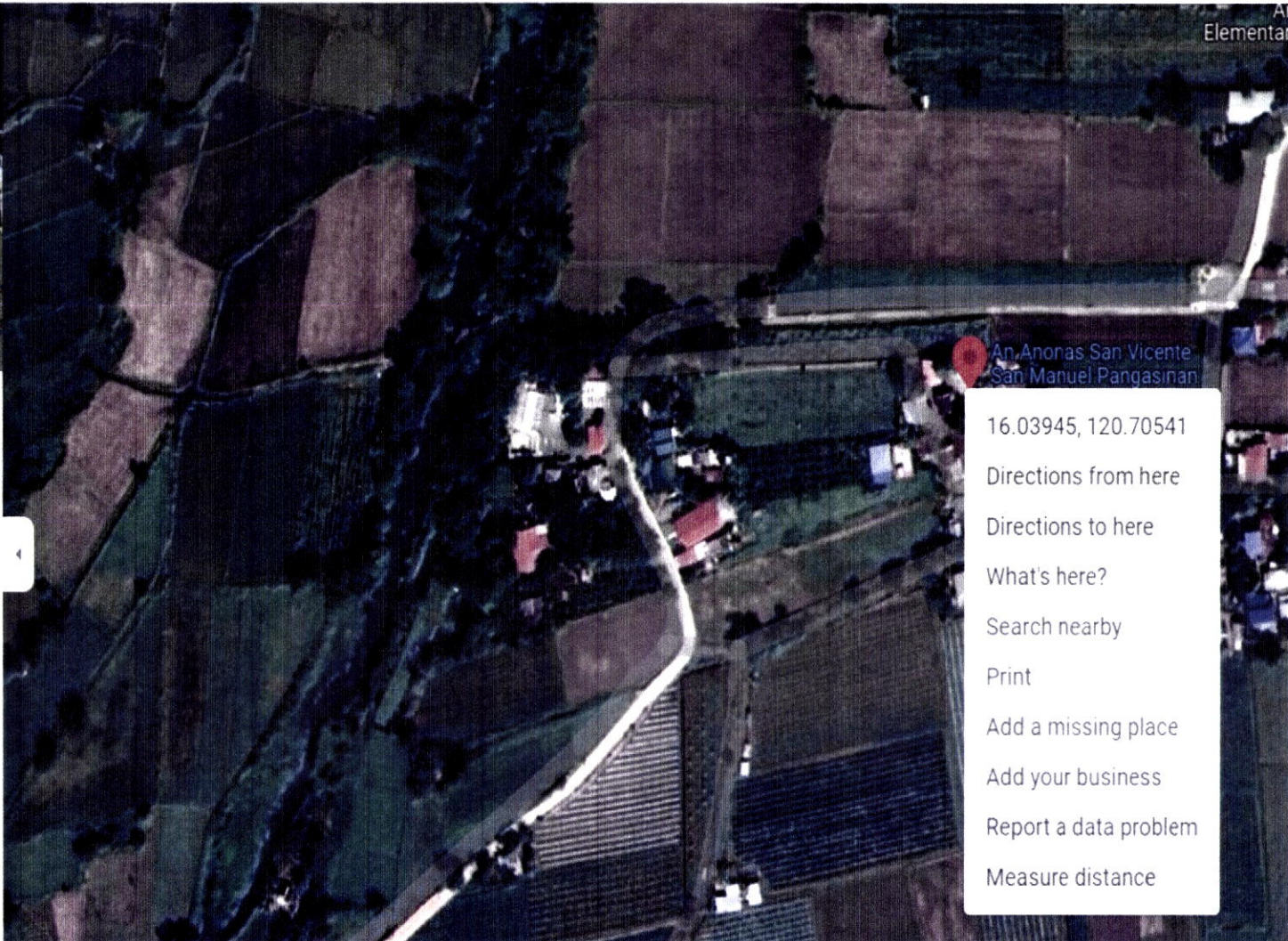
An Anonas San Vicente San Manuel Pangasinan

4.9 ★★★★★ 11 reviews
Supermarket

📍 Save Nearby 📱 Share

📍 2PQ4+Q5G, Unnamed Rd, Asingan, 2439 Pangasinan

🕒 Open - Closes 6 PM



- An Anonas San Vicente San Manuel Pangasinan
- 16.03945, 120.70541
 - Directions from here
 - Directions to here
 - What's here?
 - Search nearby
 - Print
 - Add a missing place
 - Add your business
 - Report a data problem
 - Measure distance

Building Condition (Condemned / For Demolition)

San Antonio ES (105909)

7	Marcos Pre-Fabricated School Building (Marcos Type)	DepEd National Funded	DepEd Budget	Condemned For Demolition	1	1970	Concrete Steel	View 3
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Room details (Good Condition)

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Rooms Access to the School Other Facilities

[Add rooms for building 7](#) [Back](#)

Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action
				Width	Length	
1	Good Condition	Instructional	Grade 4 Classroom	7.0	7.0	
2	Good Condition	Instructional	Grade 5 Classroom	7.0	7.0	
3	Good Condition	Instructional	Grade 6 Classroom	7.0	7.0	

More than 10 actual Usage in (1) One Room

Kibolos Manginsokor PS (133288)

Action	Building Name/Number	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
	1	DepED Standard School Building	DepEd National Funded	DepEd Budget	Needs Minor Repair	1	2017	Wood	View 2

Add room/s for building 1		Back							
Room Number	Room Condition	Room Usage	Actual Usage		Room Dimension (in Meters)		Action		
					Width	Length			
1	Needs Minor Repair	Instructional	<ul style="list-style-type: none"> Kindergarten Classroom Grade 1 Classroom 		7.0	9.0			
2	Needs Minor Repair	Combination	<ul style="list-style-type: none"> Grade 2 Classroom A.L.S Room Audio Visual Room Computer Room Library/Learning Resource Center Canteen Clinic Conference Room Offices Faculty Room Supply Room Data File Room/Records Room Student Co-Curricular Center Multi-Functioning Center 		7.0	9.0			

More than 10 actual Usage in (1) One Room

Procopio Mailig Memorial Integrated School (501015)

School Building Data Facility									
Building Structure			Water and Sanitation		Furniture	TESS and Makeshift Rooms		Access to the School	Other Facilities
Add School Building			Show School Coordinates		Back				
Action	Building Name/Number	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
	Procopio Mailig Building	Private Foundation Building	Private Sector Funded	Others	Good Condition	1	2015	Concrete	View ⓘ

Add rooms for building Procopio Mailig Building Back						
Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action
				Width	Length	
1	Good Condition	Combination	<ul style="list-style-type: none"> Kindergarten Classroom Grade 1 Classroom Grade 2 Classroom Grade 3 Classroom Grade 4 Classroom Grade 5 Classroom Grade 6 Classroom Grade 7 Classroom Grade 8 Classroom Grade 9 Classroom Grade 10 Classroom 	42.0	68.0	

Combination

↓
Instructional Only

- Kindergarten Classroom
- Grade 1 Classroom
- Grade 2 Classroom
- Grade 3 Classroom
- Grade 4 Classroom
- Grade 5 Classroom
- Grade 6 Classroom
- Grade 7 Classroom
- Grade 8 Classroom
- Grade 9 Classroom
- Grade 10 Classroom

→ Without non-Instruction Usage

Room Details – No Actual Usage Inputted

Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Ac
				Width	Length	
1	Needs Major Repair	Instructional	Kindergarten Classroom	7.0	9.0	
2	Needs Major Repair	Instructional	Kindergarten Classroom	7.0	9.0	
3	Needs Major Repair	Instructional	Grade 3 Classroom	7.0	9.0	
			Grade 4 Classroom			
4	Needs Major Repair	Instructional		7.0	9.0	
5	Needs Major Repair	Instructional	Grade 3 Classroom	7.0	9.0	
			Grade 4 Classroom			
6	Needs Major Repair	Instructional	Grade 3 Classroom	7.0	9.0	
			Grade 4 Classroom			

Room Details – Incorrect Room Usage

Building Structure		Water and Sanitation		Furniture		TLS and Makeshift Rooms		Access to the School		Other Facilities	
Add room/s for building 11		Back									
Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action					
				Width	Length						
1	Needs Major Repair	Instructional	Grade 3 Classroom	6.0	8.0						
2	Needs Major Repair	Non-Instructional	Clinic	6.0	8.0						
3	Needs Major Repair	Non-Instructional	Computer Room	6.0	8.0						

Based on Answering Guide

Instructional

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, Others.

Sanchez Mira Central Elementary School
-Enrollment (330) as of SY 2021-2022
-Toilet Bowl (357)

Toilet Bowls are greater than Enrollment

Existing Number of Water and Sanitation Facilities												
Building Name	Number of Functional Toilet Bowls				Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank?	Number of Faucets		Actions
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply	
Building No 4 - 1	0	0	0	3	0	3	0	0	Yes	3	0	
Building No 5 - 2	22	21	0	2	0	0	0	0	Yes	3	0	
Building No 6 - 3	0	0	0	1	0	1	0	0	Yes	1	0	
Building No 7 - 4	15	31	0	2	0	0	0	0	Yes	2	0	
Building No 8 - 5	57	75	0	5	0	7	0	0	Yes	7	0	
Building No 9 - 6	0	0	0	0	0	0	0	0	Yes	0	0	
Building No 10 - 7	20	21	0	2	0	0	0	0	Yes	2	0	
Building No 11 - 8	37	31	0	2	0	0	0	0	Yes	3	0	
Building No 12 - 9	0	0	0	0	0	0	0	0	Yes	1	0	
Building No 13 - 10	0	0	0	0	0	0	0	0	Yes	2	0	
Stand-alone	2	3	0	5	2	0	0	0	Yes	0	5	

Ranzo Elementary School
-Enrollment (451) as of SY 2021-2022
-Toilet Bowl (465)

Toilet Bowls are greater than Enrollment

Existing Number of Water and Sanitation Facilities

Building Name	Number of Functional Toilet Bowls				Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank?	Number of Faucets		Actions
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply	
Building No 1 - Building 1	33	34	0	2	0	2	2	0	Yes	1	1	
Building No 2 - Building 2	34	22	0	2	0	2	2	0	Yes	2	0	
Building No 3 - Building 3	53	58	0	3	0	3	3	0	Yes	3	0	
Building No 4 - Building 4	50	55	0	3	0	3	3	0	Yes	0	3	
Building No 5 - Building 5	29	24	0	2	0	2	2	0	Yes	0	2	
Building No 6 - Building 6	25	33	0	2	0	2	2	0	Yes	0	2	
Building No 7 - Building 7	0	0	0	1	0	1	1	0	Yes	1	1	
Stand-alone	0	0	0	0	0	0	0	0	No	0	0	

Boston Central Elementary School
-Enrollment (549) as of SY 2021-2022
- Furniture (1,039)

Total Seat are greater than Enrollment

School Building Data Facility						
Building Structure	Water and Sanitation	Furniture	TLS and Make-shift Rooms	Access to the School	Other Facilities	
<div style="background-color: #c8e6c9; padding: 5px; display: inline-block;">Edit Furniture</div>						
Existing Number of Usable Furniture						
Kinder Modular Table	Kinder Chair	Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair ELEM
0	0	925	114	56	67	0

Ambulong ES Annex - Bulwang PS

-Enrollment (15) as of SY 2021-2022

-Furniture (240)

School Building Data Facility						
Building Structure	Water and Sanitation	Furniture	TLS and Makeshift Rooms	Access to the School	Other Facilities	
Edit Furniture						
Existing Number of Usable Furniture						
Kinder Modular Table	Kinder Chair	Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair ELEM
0	0	175	0	6	21	65

THANK YOU!

