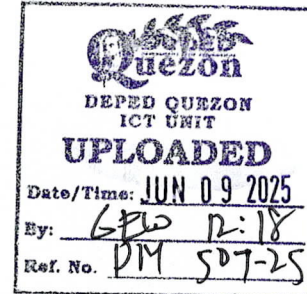




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 June 2025

DIVISION MEMORANDUM
DM No. 507, s. 2025

**REITERATION ON THE ROLES AND RESPONSIBILITIES OF THE SCHOOLS
DIVISION OFFICES AND PUBLIC SCHOOLS ON THE CONDUCT OF
NATIONAL INVENTORY DAY**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. In reference to **DepEd Memorandum STR-250602-1653**, this Office reiterates the roles and responsibilities of the Schools Division Offices and Public Schools in the conduct of the National Inventory Day.
2. Attached is the copy of the DepEd Memorandum for reference and guidance.
3. Immediate dissemination and strict compliance with this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf06/04/2025

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)

STR-250602-1653

MEMORANDUM

FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHER CONCERNS

FROM :  **ROGER B. MASAPOL**
Assistant Secretary, Strategic Management
Officer-in-Charge
Office of the Undersecretary for Strategic Management

SUBJECT : **ROLES AND RESPONSIBILITIES OF THE SCHOOLS DIVISION
OFFICES AND PUBLIC SCHOOLS ON THE CONDUCT OF
NATIONAL INVENTORY DAY**

DATE : JUNE 02, 2025

In relation to **DepEd Memorandum No. 042 s. 2025** titled “2025 Brigada Eskwela Implementing Guidelines”, the following are the specific roles and responsibilities of public schools and Schools Division Offices (SDOs) in the conduct of the **National Inventory Day**:

1. Public elementary and secondary school heads
 - Engage community members to form the School Technical Working Group (STWG).
 - Serve as the Chair/head of the STWG and ensure submission of the school data at nid.deped.gov.ph which includes essential resources and proposed Program, Project, or Activities (PPAs) for funding request of the school, subject to evaluation by the Strategic Management, if any.
2. School Division Office Superintendents
 - Monitor the submission of respective schools on their area of responsibilities and provide technical assistance, if necessary, specifically on the following areas:



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SDO Personnel	Roles and Responsibilities
Planning Officer	Assist in accessing the school's account in the system
Supply Officer	Address questions related to revised K to 12 curriculum textbooks, and learning tools and equipment which covers science and mathematics equipment and technical-vocational and livelihood
IT Officer	Assist in downloading and uploading forms for schools without Internet Connectivity and address questions related to ICT equipment
Human Resource Management Officer	Provide data on unfilled or vacant positions for non-implementing units (IUs)

- With school heads, ensure that school data shall be shared with their Local Government Units (LGUs) and other relevant stakeholders to promote stronger transparency and partnership with their counterpart LGUs. Provide necessary assistance to schools without internet and electricity, to ensure the submission of the NID data capture form.

For NID concerns, please contact the following:

Concern	Service/Office	Contact Details
Policy and process	Policy and Planning Service <ul style="list-style-type: none">• Planning and Programming Division (PPS-PPD); and• Education Management Information System Division	ps.ppd@deped.gov.ph or through (02) 8638-86-34 ps.emisd@deped.gov.ph or through (02) 8635-39-58
For system related	Information and Communication Technology Service <ul style="list-style-type: none">• User Support Division	icts.usd@deped.gov.ph or through (02) 8633-2658

3. For guidance and strict compliance.