

## Republic of the Philippines Department of Education

CORDILLERA ADMINISTRATIVE REGION

Schools Division of Tabuk City

DEP-ED - TABUK CIT

Office of the Schools Division Superintendent

April 17, 2023

Division Memorandum No. 486, s. 2023

## PROCESSES AND TIMELINES OF THE 2022-2023 NATIONAL SCHOOL BUILDING INVENTORY (NSBI)

ALL SCHOOL HEADS To: PUBLIC SCHOOL DISTRICT SUPERVISORS SGOD

- 1. This is to inform all concerned of the on-going conduct of the Nationwide National School Building Inventory for 2023 which started March 13, 2023. With regards to it and for proper coordination a process flow is attached for your guidance.
- 2. For concerns on the parameters set in the NSBI form, coordinate with the Division Physical Facilities focal.
- 3. It is hereby reminded to follow the procedures set forth by the Division Office in order to make the conduct of this activity organized.
- 4. For immediate dissemination and compliance.

BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent

For the authority of the SDS:

JAN NOWEL E. PEÑA

OIC, Assistant Schols Division Superintendent



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## PROCESS FLOW AND TIMELINES FOR THE 2022-2023 NSBI

**START** School Head prepares the school NSBI data by accomplishing the NSBI form. April 17-21, 2023 School Head requests Division Engineer for onsite validation of the contents of NSBI form. April 24 - May 5, 2023. Division Engineer conducts onsite validation of Schools data and signs NSBI form. April 24 – May 15, 2023. After the Division Engineeer signed the NSBI form, School Head encodes the validated data in the BEIS and submits the NSBI form signed by the engineer to the Division Planning Office. For concerns on uploading and BEIS, coordinate with the planning office. Online validation of the encoded NSBI data by the Division Planning Team. Y Discrepancy? N **END**