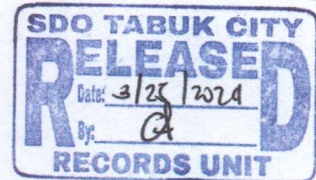




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

March 22, 2024

Division Memorandum

No. 117 s. 2024

To: **ALL SCHOOL HEADS**
PSDSs
CID Chief
SGOD Chief
Division Engineer

CONDUCT OF THE BEIS DATA GATHERING AND THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-2024

1. This is to inform all schools in the division that the Basic Education Information System Data Collection for SY 2023-2024 will commence on March 25, 2024 at the same time, the SY 2023-2024 National School Building Inventory (NSBI) for public schools also commences. In connection to this, all school heads are hereby directed to declare actual inventories to help in achieving quality education data. The data collected shall aid in allocating crucial resources, budgeting, policymaking, monitoring and evaluation, and improving the delivery of quality basic education in the country as well as in the pursuit of accomplishing the goals of the MATATAG Agenda.
2. The BEIS and NSBI systems will be opened by the central office starting March 25, 2024. Timelines of the division in accomplishing the NSBI and BEIS tasks are presented below.

ACTIVITY	SCHEDULE	RESPONSIBILITY
BEIS Activities		
Orientation per District	March 26: WTD & NTD Elementary - 8:30 AM ALL SECONDARY SCHOOLS - 1:00 PM March 27: STD & ETD Elementary - 8:30 AM ALL Private Schools	Planning Officer
Data Gathering	March 26-April 9, 2024	School Heads
Online Uploading	April 1 -12, 2024	School Heads



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
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Online validation	April 12 to May 15, 2024	Planning Officer
NSBI Activities		
Onsite Validation and Orientation	April 1-2, 2024 – NTD April 3-4, 2024 – ETD April 5-8, 2024 – STD April 9-11, 2024 – WTD	Division Engineer
Online Encoding	April 15 – 19, 2024	School Heads
Online Validation and submission	April 20-31, 2024	Planning Officer

3. Attached are the memoranda for reference.

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BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

Attachment:

Memorandum on Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2023-2024

Memorandum on the Basic Education Information System (BEIS) School Year 2023-2024 Data Collection



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