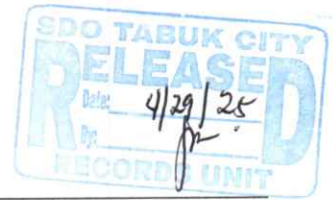




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



April 29, 2025

Division Memorandum

No. 185 s. 2025

To: PUBLIC SCHOOL HEADS
SGOD CHIEF
CID CHIEF
PLANNING OFFICE
ALL CONCERNED

CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY

This is to inform all school heads in the public schools of the conduct of the National School Building Inventory starting April 29 to May 15, 2025. The schedule below serves as our timeline in the Division of Tabuk City.

ACTIVITY	TIMELINE
Data Gathering	April 28-May 2, 2025
Onsite Validation by Division Engineer	May 2-9, 2025
Encoding in the system	May 2-12, 2025
Submission of Harcopy bearing signature of Division Engineer	May 9-13, 2025
Online Validation	May 13-20, 2025

The implementation process is attached to this memorandum to serve as guide. Clarifications and queries on the data and forms shall be communicated to the Division Engineer.

For immediate dissemination and compliance.

BENEDICTA B. GAMATERO PHD, CESO V
Schools Division Superintendent



NATIONAL SCHOOL BUILDING INVENTORY IMPLEMENTATION PROCESS

School Head

1. Downloads form online
2. Accomplish Form
3. Coordinate with Division engineer for onsite validation
5. Uploads DATA to NSBI and submit online
6. Submits form bearing the signature of Division Engineer to the records section.

Division Engineer

4. Conducts onsite validation and check correctness of entries in the form and signs corrected copy.

Planning Officer

7. Conduct online validation.

DATES TO REMEMBER

- Onsite Validation by Division Engineer starts **May 2-9, 2025**
- Online Validation starts May **12-31, 2025**