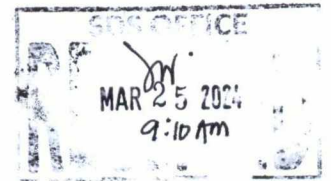




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY



Office of the Schools Division
Superintendent

MAR 27 2024

MEMORANDUM

No. 086, s. 2024

**ORIENTATION ON THE GUIDELINES IN THE CONDUCT OF THE NATIONAL
SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office announces the conduct of a virtual orientation on the aforementioned guidelines on Monday, April 1, 2024, via Microsoft Teams at 9:00 a.m. This Memorandum is issued in accordance with DepEd Memorandum dated March 11, 2024, titled, "Guidelines in the Conduct of the National Building Inventory (NSBI) for SY 2023-2024."
2. The participants are the following:
 - a. School Heads/OICs
 - b. BEIS Coordinators in-charge of the System Encoding, and
 - c. School Property Custodians and Physical Facilities Coordinators in-charge of the NSBI template data entry.
3. The access link for the said orientation on the Guidelines in the Conduct of the National Building Inventory (NSBI) for School Year 2023-2024 is **<https://tinyurl.com/M07-ORIENTATION-NSBI-23-24>**.
4. Immediate dissemination and compliance of this Memorandum is desired.

EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL
FORM

BUILDINGS
DATA

CLASSROOM

JDN/DM/Orientation on the Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2023-2024

086 / March 22, 2024

NUM-2024-086



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa C
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com

086

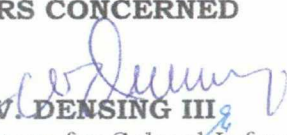



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

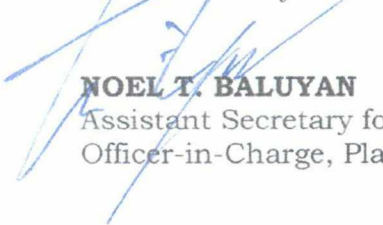
OUA-OUT- _____

MEMORANDUM

TO: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
ALL OTHERS CONCERNED

THRU: 
EPIMACO V. DENSING III
Undersecretary for School Infrastructure & Facilities


NOLASCO A. MEMPIN
Undersecretary for Administration

FROM: 
NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

SUBJECT: **GUIDELINES IN THE CONDUCT OF THE NATIONAL
SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-
2024**

DATE: 11 March 2024

The Department of Education continuously commit to improve the quality of education by providing safe and conducive learning environment through construction of more school buildings, other infrastructure, and facilities for schools. Furthermore, the Department recognizes the importance of maintaining a complete and accurate inventory of school infrastructure, including buildings, classrooms, furniture, and other facilities to be used in planning, budgeting, resource allocation, and decision making.

In preparation for the budget deliberations for the Fiscal Year 2025, there will be an update of the National School Building Inventory for SY 2023-2024 to capture the updated inventory of school infrastructure and other facilities. This will serve as basis for adjusting classroom requirements to ensure the safe operation of schools.

This Memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all levels of governance. All public schools offering elementary, junior high schools and senior high schools are required to comply with the prescribed guidelines and actively participate in collecting and encoding NSBI data in the Basic Education Information System.

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. The school head conducts the School Building Inventory and manually accomplish the NSBI Data Gathering Forms.
- b. Review, encode and validate the inventory.
- c. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer.

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error committed through a letter addressed to the Division Planning Officer (System related) and Division Engineer (NSBI Forms).

II. ROLES AND RESPONSIBILITIES

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

| DepEd Central Office | Responsible Office/Personnel |
|--|--|
| Provide technical assistance on the orientation of very large SDOs (when necessary) | SIF-EFD, PS-EMISD |
| Update the system and provide a facility to print generated data for verification purposes | ICTS-USD |
| Regional Office | |
| Provide technical assistance on the orientation and implementation for large and very large SDOs | PPRD, Regional Engineer |
| Monitor status of submissions of SDOs | PPRD |
| Assist in the onsite validation to schools | Regional Engineer |
| Division Level | |
| Orient School Heads (by cluster) | SGOD-PRS, Division Education Facilities Section (EFS), Supply Office |
| Create BEIS accounts for Engineers (plantilla) with editing facilities (provided) | SGOD-PRS |

| | |
|--|--|
| <i>that necessary clearances from School Head and SGOD are secured)</i> | |
| Provide technical assistance to schools on queries regarding NSBI forms, system, and processes | SGOD-PRS, Division Education Facilities Section, Supply Office |
| Monitor and validate submissions from schools | SGOD-PRS, SPC, EFS |
| School Level | |
| Conduct actual school building inventory | School Head |
| Submit signed NSBI forms to SGOD | |
| Encode NSBI data in the BEIS | |

III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2023-2024 (see Annex A) consist of eight (8) 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 BEIS.

| 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 | Building PWD Accessible |
| Table 2 | Room Condition: For Condemnation Condemned/For Demolition |

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 |
| System Verifier | Planning Officer |
| School Level | |
| NSBI Data Gathering Forms | School Head |
| System Validation | |

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

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

Using smartphones/tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold to the specific location. A red pin will appear at the determined location.
5. The coordinates will appear on the Search bar; 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 to 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 them.

For samples of the processes in determining the school coordinates, please refer to Annex C.

V. VALIDATION QUOTA

Paper and onsite validation of NSBI data shall be conducted by the Division Engineers while the Division Planning Officers will verify the accuracy of the data encoded in the system.

The criteria or quota for the data validation will depend on the category/size of the division as 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 for the NSBI for School Year 2023-2024 shall be guided accordingly on the following timelines as shown below:

| Activity | Timeline |
|--------------------------------------|-------------------------|
| Orientation on NSBI for SY 2023-2024 | Starting March 22, 2024 |
| Encoding of NSBI Data | March 25, 2024 |
| Validation of NSBI Data | May 1-31, 2024 |
| End of Encoding in the System | June 01, 2024 |

The cut-off date of the data to be reported in the NSBI is as of **February 29, 2024**.

VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by Schools Division Offices (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.

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 Regional Planning Officer.

Updates and changes in the encoding and reporting of NSBI data will only be disseminated through issuance of an Advisory or a Memorandum.

VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

School Infrastructure and Facilities – Education Facilities Division (SIF-EFD)

Landline: (+63) 28 633 7263 / (+63) 28 638 7110 / (+63) 28 636 4877
Email: ousif.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 Communication Technology Service – User Support Division (ICTS-USD)

Landline: (+63) 28 636 4878 / (+63) 28 633 2658
Mobile: (+63) 939 436 1390 (SMART) / (+63) 977 771 2285 (GLOBE)
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

For immediate dissemination and strict compliance.



Department of Education
School Building Inventory Form
(as of February 29, 2024)



ANSWERING GUIDE

| | |
|------------------------|--|
| School Location | 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). |
| Longitude | 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. |
| Latitude | 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 |
|--|--------------------------------|
| Academic Classroom Buildings: | |
| <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> | |
| Technical Vocational School Buildings: | |
| <i>Aqua-Culture NC II Building</i> | 2013 |
| <i>Automotive Servicing NCII Building</i> | 2013 |
| <i>Beauty Care NC II Building</i> | 2013 |
| <i>Carpentry NC II Building</i> | 2013 |
| <i>Commercial Cooking NC II Building</i> | 2013 |
| <i>Consumer Electronic Technician NC II Building</i> | 2013 |
| <i>Dress Making NC II Building</i> | 2013 |
| <i>Electrical Installation Maintenance NC II Building</i> | 2013 |
| <i>Food Processing NC II Building</i> | 2013 |
| <i>Shielded Metal Arc Welding NC II Building</i> | 2013 |
| <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>Lajora 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> | <i>1985</i> |
| <i>JICA - Educational Facilities Improvement Program (EFIP)</i> | <i>1994</i> |
| <i>Government of Spain-Spanish Grant School Building</i> | |
| <i>SBP4BE Building-AusAid</i> | <i>2013</i> |
| <i>Secondary Education Development Improvement Program (SEDIP)</i> | |
| <i>Secondary Education Development Program (SEDP)</i> | <i>2002</i> |
| <i>SPHERE Building - Ausaid</i> | <i>2011</i> |
| <i>Third Elementary Education Projecy(TEEP) Schiool Building</i> | <i>1999-2006</i> |
| <i>JICA - Typhoon Resistant School Building Program (TRSBP)</i> | <i>1988</i> |
| <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 Philippines</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> | |

| | |
|--|--|
| ⁴ Specific 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> | |

| | |
|---------------------------------|---|
| ⁵ Building 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 less than fifty thousand (Php 50,000) 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 fifty thousand (Php 50,000) or more 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. |

| | |
|--------------------------------|--|
| ⁶ Number of Storeys | Refers to the number of levels/floors in a building. |
|--------------------------------|--|

| | |
|------------------------------|--------------------------------|
| ⁷ Number of Rooms | Refers to the number of rooms. |
|------------------------------|--------------------------------|

| | |
|-----------------------------|---|
| ⁸ Year Completed | Refers to the specific year when a building was completed and officially turned over to the school. |
|-----------------------------|---|

| | |
|--|--|
| ⁹ Classification of Building | Refers to the classification of how the building is constructed. |
| <i>Permanent</i> | Made of strong and durable materials, 80% of which is concrete (including Gabaldon Buildings). |
| <i>Semi-Permanent</i> | Made of a combination of materials such as concrete and 80% lumber. |

| | |
|--|--|
| ¹⁰ Is building PWD accessible? | Refers to school buildings that have at least one functional ramp and functional bathroom as assessed in Table 5. These buildings are compliant with the BP No. 344 (Accessibility Law) and the RA No. 7277 (Magna Carta for Disabled Persons) which aims to make all buildings in the country accessible to persons with disabilities (PWDs). |
|--|--|

| | |
|--|--|
| ¹¹ Have undergone major repair for the last 5 years? | Refers to the building which underwent repair within the last 5 years. |
|--|--|

| | |
|--|--|
| ¹² With 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. |
|--|--|

| | |
|---|---|
| ¹³ Is 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. |
|---|---|

| | |
|---|---|
| ¹⁴ Building 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. |

| | |
|--|---|
| ¹⁵ Date of Acquisition | Refers to the date of acceptance of the building. |
|--|---|

| | |
|---------------------------------------|---|
| ¹⁶ Acquisition Cost | Refers to the amount/cost of the building upon acquisition. |
|---------------------------------------|---|

| | |
|---------------------------------|---|
| ¹⁷ Book Value | Acquisition Cost less Depreciation Cost plus Cost of Repair plus Accumulation Cost. |
|---------------------------------|---|

| | |
|--|---|
| ¹⁸ Insurance 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 less than fifty thousand (Php 50,000) 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 fifty thousand (Php 50,000) or more of the cost of a standard room. |
| <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. |
| ²¹ Room Usage | Refers to the following: <i>Instructional Rooms</i> <i>Non-instructional Rooms</i> <i>Combination</i> |
| ²² Actual Usage/s | 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). |
| <i>Instructional</i> | 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. |
| <i>Non-Instructional</i> | Refers to rooms use for non-academic purposes: 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. |
| <i>Combination</i> | Refers to the combination of instructional and non-instructional purposes: Combination of Instructional and Non-Instructional. |
| ²³ Room 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. |

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

| | |
|---|--|
| ²⁴ Temporary 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. |
| ²⁵ Number of Classes / Sections using Temporary Learning Space/s | Refers to the number of classes or sections using Temporary Learning Space/s. |
| ²⁶ Makeshift 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. |
| ²⁷ Number 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

| | |
|--|---|
| ²⁸ Functional 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. |
| ²⁹ Non-Functional Toilet Bowls | Refers to the non-serviceable toilet bowls. |
| ³⁰ Sink/Washbasin | Refers to a sink or washbasin. |
| ³¹ Urinals | Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate. |
| ³² Urinal 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. |
| <i>Stand-Alone Water and Sanitation Facilities</i> | 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

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

| | |
|--|--|
| ⁴² Covered 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. |
| ⁴³ Gymnasium | 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). |
| ⁴⁴ Solar 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. |
| ⁴⁵ Permanent Perimeter Fence | Refers to a permanent structure used to demarcate the perimeter of the school to prevent access. |
| ⁴⁶ Temporary 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. |
| ⁴⁷ Flood Marker | Refers to a graduated post or pole to record the high water mark during a specific flood. |
| ⁴⁸ Playground | Refers to an outdoor area specifically provided for learners to play on. |
| ⁴⁹ School Garden | Refers to an area used for growing plants. |
| ⁵⁰ Entrance Gate | Refers to a barrier used as an entrance of the school, which can be closed and locked beyond school hours. |
| ⁵¹ Exit Gate | Refers to a barrier used as an exit of the school, which can be closed and locked beyond school hours. |
| ⁵² Bike Racks | Refers to the a row of frames where bikes can be securely left or parked. |
| ⁵³ Paved 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. |
| ⁵⁴ Pathway 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 |
|--|
| <i>Private 4-Wheel Vehicle</i> |
| <i>Private Motorcycle</i> |
| <i>Boat</i> |
| <i>UV Express</i> |
| <i>Pedicab</i> |
| <i>Tricycle</i> |
| <i>Jeepney</i> |
| <i>Habal-habal</i> |
| <i>Train</i> |
| <i>Bus</i> |
| <i>Walking/Hiking</i> |