



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 15 2025

MEMORANDUM

**DIVISION ONLINE ORIENTATION ON THE GUIDELINES IN THE CONDUCT OF  
THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2024-2025**

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

1. Relative to the conduct of the National School Building Inventory (NSBI) for SY 2024-2025, this Office will initiate a Division Online Orientation on April 21, 2025, 2:00 PM via MS Teams through this link: <https://bit.ly/M07-ONLINE-ORIENTATION-NSBI-SY-2024-2025>
2. The said orientation aims to explain the following items:
  - a. NSBI Guidelines and Data Gathering forms
  - b. NSBI System User Guide
  - c. Engineer's Validation, School Location and Simulation Result
3. For any clarifications or inquiries, please contact the Planning & Research Section and Education Facilities Section through telephone numbers (02)84237560/61/62 or email at [planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph).
4. Immediate dissemination of, and compliance with this Memorandum is directed.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

SCHOOL BUILDING

INVENTORY

JMT/DM/Division Online Orientation on the Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2024-2025

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