



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 07, 2025

MEMORANDUM

**OPENING OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI)
FACILITY 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 Elementary and Secondary School Heads/OICs
All Others Concerned

1. As per DepEd Learner Information System Advisory, this Office informs the Public Schools that the National School Building Inventory (NSBI) System Facility for SY 2024-2025 is now available for encoding.
2. In this regard, this Office required all Public-School Heads, Administrative Officers In-Charge of School Facilities, and Focal Persons for BEIS, to start encoding the data required in the system. The timeline of activities, as follows:

Activity	Timeline
Data Encoding	May 1, 2025, on wards <i>Encoding of updated data will be open all year round to establish live updates.</i>
Submission of Validated Printed Copies to the Division Office	May 14-20, 2025
Cut-off Dates for Data Generation	Last working day of May, July, September, and December 2025
Validation of NSBI (including the field validation of engineers)	May 2-30, 2025

3. To ensure the collection, encoding, and reporting of high-quality data in the NSBI Module, school-level personnel particularly the school head shall adhere to the following guidelines and procedures:
 - a. The school head conducts the school building inventory and reviews, encodes, and validates the data in the system.
 - b. Two (2) signed copies of duly accomplished forms must be submitted to the Schools Division Office (SDO), Attention: Division Engineer. These copies should be generated from the NSBI, newly available in the system.



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4. In the event of any inaccuracies or errors in data encoded into the NSBI Module, the School Head shall take immediate action to verify, correct, and update the information to maintain the accuracy and reliability of the data. It is imperative to recognize that correct and updated data directly benefit both schools and DepEd offices by supporting equitable allocation of resources and guiding the formulation of evidence-based programs, policies, and decisions.

5. The following are the roles and responsibilities of concerned DepEd Personnel across governance levels:

OFFICE OR PERSONNEL	ROLES/RESPONSIBILITIES
SCHOOLS DIVISION OFFICE	
Schools Governance Operations Division - Planning and Research Section (SGOD-PRS)	<ul style="list-style-type: none"> Provide technical assistance to schools on queries regarding NSBI forms, system, and processes Create Basic Education Information System (BEIS) accounts for Engineers (Plantilla) with editing facilities (provided that necessary clearances from School Head and SGOD are secured).
SGOD Division Engineer	<ul style="list-style-type: none"> Monitor and validate submission of schools
SCHOOL LEVEL	
School Heads	Conduct accurate school building Inventory
- Accountable and responsible for ensuring that all data encoded in the NSBI are true and correct	Submit signed NSBI Forms to SGOD
	Encode the data in the National School Building Inventory System

6. To attest to the accuracy and integrity of the encoded and reported data in both the printed copy and the NSBI system, the generated NSBI Data Gathering Forms shall be duly reviewed and signed by the designated school and division personnel listed below. Their signatures serve as official certification of the data's correctness and authenticity.

SCHOOLS DIVISION OFFICE	
OFFICE OR PERSONNEL	RESPONSIBILITIES
Division Engineer	Site Validation
Planning Officer	System Verification
SCHOOL LEVEL	
School Heads	NSBI Data Gathering Forms
	System Validation



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7. For any questions about this matter, please email the SGOD-Planning & Research Section at planning.sdomuntinlupa@deped.gov.ph.
8. For immediate dissemination and strict compliance of all concerned.


VIOLETA M. GONZALES

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

Enclosure: none

References: LIS System, DepEd Joint Memorandum

To be indicated in the Perpetual Index
under the following subjects:

SCHOOL BUILDING
INVENTORY

193/JDN/DM/NSBI FACILITY FOR SY 2024-2025 IS NOW AVAILABLE FOR ENCODING

UN-2025-193



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