



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 10 2025

MEMORANDUM

No. 271, s. 2025

**ROLES AND RESPONSIBILITIES OF THE SCHOOLS DIVISION OFFICES AND
PUBLIC SCHOOLS ON THE CONDUCT OF NATIONAL INVENTORY DAY**

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. Attached is DepEd Memorandum No. STR-25602-1653, dated June 2, 2025, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.

2. In relation to DepEd Memorandum No. 042, 2025 titled "2025 Brigada Eskwela Implementing Guidelines", the Office informs the specific roles and responsibilities of public schools and the Division Office in the conduct of National Inventory Day:

Public Elementary and Secondary School Heads

- The School Technical Working Group (STWG) should be formed by including community members.
- Act as the STWG's chair or head and make sure that the school data, including necessary resources and planned Program, Project, Activities (PPAs) for the school's financing proposal, is submitted to **nid.deped.gov.ph**. This is subject to review by the Strategic Management, if applicable.

Schools Division Superintendent

- Monitor the submission of respective schools and provide technical assistance, if necessary, specifically on the following areas:

SDO Personnel	Roles and Responsibilities
Planning Officer	Assist in accessing the school's account in the system
Supply Officer	Address questions related to revised K to 12 curriculum textbooks, and learning tools and equipment which covers science and mathematics equipment and technical-vocational and livelihood
IT Officer	Assist in downloading and uploading forms for schools without Internet Connectivity and address questions related to ICT equipment
Human Resource Management Officer	Provide data on unfilled or vacant positions for non-implementing units (IUs)

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NUM-2025-271



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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- To foster strong transparency and collaboration with their corresponding LGU, school leaders should make sure that school data is shared with their LGU and other pertinent stakeholders. Assist schools that lack electricity and internet as needed to guarantee that the NID data gathering form is submitted.

3. For NID concerns, please contact the following:

Concern	Service Office	Contact Details
Policy and Process	Policy and Planning Service - Planning and Programming Division (PPS-PPD); and - Education Management Information System Division	ps.ppd@deped.gov.ph or through (02) 8638 8634 ps.emisd@deped.gov.ph or through (02) 8635 3958
For system related	Information and Communication Technology Service User Support Division	icts.usd@deped.gov.ph or through (02) 8633 2658

4. For any questions or concerns, please contact SGOD - Planning & Research Section via email at planning.sdomuntinlupa@deped.gov.ph.

5. Immediate dissemination of, and strict compliance with this Memorandum is hereby directed.


VIOLETA M. GONZALES

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

Enclosure: none

References: as stated

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

INVENTORY
ROLES & RESPONSIBILITIES

JDN/DM/Roles and Responsibilities of the Schools Division Offices and Public Schools on the Conduct of National Inventory Day

271 /June 5, 2025

NUM-2025-271



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)

STR-250602-1653

MEMORANDUM

FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARM
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHER CONCERNS

FROM : **ROGER B. MASAPOL**
Assistant Secretary, Strategic Management
Officer-in-Charge
Office of the Undersecretary for Strategic Management

SUBJECT : **ROLES AND RESPONSIBILITIES OF THE SCHOOLS DIVISION
OFFICES AND PUBLIC SCHOOLS ON THE CONDUCT OF
NATIONAL INVENTORY DAY**

DATE : JUNE 02, 2025

In relation to **DepEd Memorandum No. 042 s. 2025** titled "2025 Brigada Eskwela Implementing Guidelines", the following are the specific roles and responsibilities of public schools and Schools Division Offices (SDOs) in the conduct of the **National Inventory Day**:

1. Public elementary and secondary school heads
 - Engage community members to form the School Technical Working Group (STWG).
 - Serve as the Chair/head of the STWG and ensure submission of the school data at nid.deped.gov.ph which includes essential resources and proposed Program, Project, or Activities (PPAs) for funding request of the school, subject to evaluation by the Strategic Management, if any.
2. School Division Office Superintendents
 - Monitor the submission of respective schools on their area of responsibilities and provide technical assistance, if necessary, specifically on the following areas:



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SDO Personnel	Roles and Responsibilities
Planning Officer	Assist in accessing the school's account in the system
Supply Officer	Address questions related to revised K to 12 curriculum textbooks, and learning tools and equipment which covers science and mathematics equipment and technical-vocational and livelihood
IT Officer	Assist in downloading and uploading forms for schools without Internet Connectivity and address questions related to ICT equipment
Human Resource Management Officer	Provide data on unfilled or vacant positions for non-implementing units (IUs)

- With school heads, ensure that school data shall be shared with their Local Government Units (LGUs) and other relevant stakeholders to promote stronger transparency and partnership with their counterpart LGUs. Provide necessary assistance to schools without internet and electricity, to ensure the submission of the NID data capture form.

For NID concerns, please contact the following:

Concern	Service/Office	Contact Details
Policy and process	Policy and Planning Service - Planning and Programming Division (PPS-PPD); and - Education Management Information System Division	ps.ppd@deped.gov.ph or through (02) 8638-86-34 ps.emisd@deped.gov.ph or through (02) 8635-39-58
For system related	Information and Communication Technology Service User Support Division	icts.usd@deped.gov.ph or through (02) 8633-2658

3. For guidance and strict compliance.