



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 01 2026

MEMORANDUM
No. 352, s. 2026

**DIVISION ONLINE ORIENTATION ON THE NATIONAL SCHOOL
BUILDING INVENTORY (NSBI) DATA COLLECTION**

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

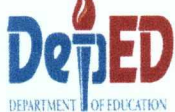
1. In line with **Division Memorandum No. 338, s. 2026**, and the Department of Education (DepEd) Memorandum dated July 24, 2026, entitled "**National School Building Inventory Data Collection**," the Office shall conduct a Division Online Orientation on the National School Building Inventory (NSBI) Data Collection to provide guidance to concerned personnel on the proper inventory, encoding, validation, and submission of NSBI data.
2. The NSBI serves as the primary source of official statistics on school buildings, classrooms, facilities, and furniture. The data shall serve as an official reference in infrastructure planning, resource allocation, school building programming, repair and rehabilitation requirements, disaster response planning, and monitoring of education facilities.
3. The Division Online Orientation shall be conducted with the following details:

Activity	Division Online Orientation on NSBI Data Collection
Date	5-Aug-26
Time	1:30 – 4:30 P.M.
Platform	MS Team
Orientation Link	https://tinyurl.com/M07-2025-2026-NSBI-ORIENTATION
Participants	School Heads, Administrative Officers/School Property Custodians, School LIS Coordinators/concerned personnel, Division Planning Officer, Division Engineer, and other concerned personnel

4. The orientation shall focus on the following:
 - a. Overview and purpose of the National School Building Inventory (NSBI);
 - b. NSBI data collection procedures and responsibilities of School Heads;
 - c. Proper accomplishment and interpretation of the NSBI Forms;
 - d. Encoding of NSBI data in the system;
 - e. Determination and verification of school coordinates, particularly latitude and longitude;

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- f. Proper inventory of existing buildings, rooms, temporary learning spaces, makeshift rooms, water and sanitation facilities, furniture, and other facilities and amenities;
- g. Data validation and correction procedures; and
- h. Timelines, monitoring, and submission requirements.

5. All School Heads are reminded that they are responsible for leading the conduct of the school building inventory, reviewing, encoding, validating, and submitting high-quality NSBI data. The inventory shall be supported by actual physical inspection of all school buildings and facilities.

6. The NSBI data to be encoded shall be based on the inventory as of **May 31, 2026**. The revised NSBI Form consists of eight (8) tables covering existing buildings, rooms, temporary learning spaces and makeshift rooms, water and sanitation facilities, usable furniture, other facilities/amenities, and access going to school.

7. School Heads shall ensure the maintenance of documentary evidence, photographs, and supporting records for all reported infrastructure data. Two (2) signed copies of the duly accomplished NSBI Forms generated from the NSBI shall be submitted to the Schools Division Office, Attention: Division Engineer, supported by existing school records and actual site conditions.

8. The following timelines shall be observed in the conduct of the NSBI data collection:

Activity	Timeline
Division Online Orientation on NSBI	August 5, 2026
NSBI Facility Deployment	August 1, 26
Encoding of NSBI Data	August 1–31, 2026
Validation of NSBI Data, including field validation	August 10, 2026–September 4, 2026
Correction of findings from validation	Within five (5) working days from receipt of findings/notification

9. The **Division Planning Officer** and **Division Engineer** shall provide technical assistance to schools on concerns related to the NSBI forms, system, and processes and shall monitor and validate school submissions. The Division Engineer shall conduct onsite validation, while the Division Planning Officer shall conduct online validation in the system.

10. All concerned School Heads are directed to attend the online orientation and ensure the participation of the personnel directly involved in the NSBI data collection and encoding. Participants are expected to prepare their school building records, existing NSBI data, and other relevant documents for reference during the orientation.



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11. For questions and concerns regarding the NSBI, schools may coordinate with the Division Planning Officer for system-related and data reporting concerns and with the Division Engineer for matters concerning the NSBI Forms and infrastructure validation.
12. Immediate dissemination of and strict compliance with this Memorandum is directed.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: none
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

BUILDING
CLASSROOM
FURNITURE
MAKESHIFT ROOMS
NATIONAL SCHOOL BUILDING INVENTORY
SANITATIONS FACILITIES
TEMPORARY LEARNING SPACES

JDN/DM/Division Online Orientation on the National School Building Inventory (NSBI) Data Collection
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