



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**DATA CAPTURE ON BUILDINGS/ROOMS FOR DELETION
IN THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI)**

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

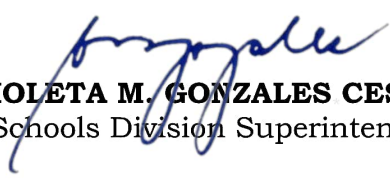
1. This Office, through the School Governance and Operations Division - Planning and Research Section, informs all concerned personnel of the receipt of an email from the Policy and Planning Service – Education Management Information System Division (PPS-EMISD), subject: **“NSBI MAPPING OF BUILDINGS/ROOMS PROPOSED FOR DELETION.”**
2. The said communication requested the submission of information to collect data and assess the extent of building/room records that cannot be deleted in the National School Building Inventory (NSBI).
3. In this regard, all concerned schools are requested to accomplish the prescribed Data Capture Template and provide complete and accurate information for consolidation, validation, and appropriate action.
4. The following guidelines shall be observed:
 - a. All concerned schools shall accomplish the Data Capture Template and provide all necessary information **not later than 18 August 2026**.
 - b. Requests for the deletion of building/room records in the NSBI shall be strictly limited to the following:
 - **For NSBI School Year 2024–2025:** building/room records that were **mistakenly created**; and
 - **For the ongoing NSBI data collection:** building/room records that were **mistakenly created and have already been validated in the system**.
 - c. **Demolished buildings shall not be included** in the deletion request, as these shall remain available in the NSBI facility and shall be reflected through the appropriate **building condition/status**.



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- d. School Heads and/or designated School Facilities Coordinators shall ensure that the information submitted through the Data Capture Template is **complete, accurate, and consistent with the actual physical inventory and records of the school.**
 - e. The **Planning and Research Section** shall consolidate and review the submitted data and coordinate with the concerned personnel for validation and appropriate action.
 - f. Concerned schools are advised to coordinate with the **Division Planning Officer** for clarifications, validation, and other concerns related to the submitted building/room records.
5. The **Data Capture Template** may be accessed through the following link: **<https://tinyurl.com/M07-BUILDINGS-ROOMS-DELETION>.**
6. Immediate dissemination of and compliance with this Memorandum are 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:

BUILDINGS
CLASSROOMS
NATIONAL SCHOOL BUILDING INVENTORY

JDN/DM/Data Capture on Buildings/Rooms for Deletion in the National School Building Inventory (NSBI)
322 /August 14, 2026

UN-2026-322



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PS - Education Management Information System Division

  Reply  Reply all  Forward     ...

To:  Stephanie Alyssa Montemayor;  Chastity Eillen Tungcul;  BRYAN SILVESTRE;  Adrian Bullo;  Jona Malonzo;  Jayson Ealdama;  Mercy Trio;  ALAN PORNEL;  JANINE GALINDO;  Ada Dayondon;  Hyde Fri 8/14/2026 10:22 AM

Cc:  Mercy Trio;  Deogracias Genito;  AIVAN KHARLO SUENO;  Salome Genito;  Josephine Martinez;  Marion Gapultos;  Julius Briones;  Ched Allen Martinez;  Ma. Concepcion Avena;  Alexandra Maris Sali

 MAPPING-ON-THE-DELETION-...
14 KB**Sirs/Mesdames:**

Good day!

We deployed the template to collect information and assess the extent of those buildings/rooms that cannot be deleted in the NSBI.

In filling out the attached template for consolidation and submission by the Regional Planning Officers to the Policy and Planning Service -Education Management Information System Division (PPS-EMISD) through the email ps.emisd@deped.gov.ph, please be guided accordingly by the following instructions:

1. Kindly fill out the template by providing all necessary information **not later than 18 August 2026**.
2. Requests for the deletion of buildings/rooms records in the National School Building Inventory (NSBI) shall be limited to the following:
 - a. For NSBI SY 2024–2025: Only building/room records that were **mistakenly created in the system**
 - b. For the ongoing NSBI data collection: **Only building/room records that were mistakenly created and have already been validated in the system**
3. Demolished building shall not be included in the request for deletion since it will later be available as a "building condition status" in the NSBI facility.

Likewise, the Regional Planning Officers are requested to coordinate this matter with all the Division Planning Officers under their respective jurisdictions.

For any clarifications, please contact the PPS-EMISD through the abovementioned email.

Thank you.

-MERCY C. TRIO

Project Development Officer IV

Officer-in-Charge

Education Management Information System Division

Policy and Planning Service

Department of Education

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Your feedback matters to us!

We would like to request you to participate in answering the EMISD Client Satisfaction Survey. Please click this link to access the survey: [PS-EMISD Client Satisfaction Survey](#)