



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 218 s. 2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD/CID
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

SUBJECT : **CONDUCT OF THE NATIONAL SCHOOL BUILDING
INVENTORY (NSBI) FOR SY 2024-2025**

DATE : **May 5, 2025**

1. The Department of Education continues to work towards making all schools a child-friendly, safe and conducive to learning. Part of this effort is providing appropriate facilities for each school based on data collected and standards set by policy makers. With this, the Department intends to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school.

2. The Department issued a joint memorandum (OUSM-OUHROD) dated March 28, 2025, which outlines the guidelines for the conduct of the National School Building Inventory (NSBI) for SY 2024-2025, procedures, roles and responsibilities of concerned personnel and timelines applicable across all government level in basic education

3. In line with the said guidelines, the School Governance and Operations Division (SGOD) through the Educational Facilities Unit and Planning and Research will conduct a **Clustered Table Validation/Technical Assistance on the National School Building Inventory (NSBI) for SY 2024-2025 on May 14-20, 2025**, at SDO Conference Hall.

Participants to the said activity will be clustered into five (5) groups to ensure successful validation of building inventory data. Schedule of the said activity will be strictly observed with the **School Head as the only participant for every school** and **NO PROXY** is allowed.

| Cluster No. | Clustered Districts | Date and Time | Venue |
|-------------|--------------------------|----------------------|------------------------------------|
| 1 | Calbayog 1, 2 and 3 | May 14, 2025 (Wed) | SDO Conference Hall (Old Building) |
| 2 | Calbayog 4, 5 | May 15, 2025 (Thurs) | |
| 3 | Calbayog 6 and Oquendo 1 | May 16, 2025 (Fri) | |
| 4 | Oquendo 2 and 3 | May 19, 2025 (Mon) | |
| 5 | Tinambacan 1,2 and 3 | May 20, 2025 (Tues) | |

4. **NSBI facility for SY 2024-2025 is already available for encoding.** School Heads may start encoding before the schedule.

5. Schools shall conduct the School Building Inventory prior to the above schedule and accomplish the NSBI forms. **Print** accomplished NSBI forms in **A4 size** and bring the same form during the scheduled validation.

6. The assigned **Division Validators** for this activity are as follows:

| No. | Name of Validator | Position |
|-----|---------------------------|------------------------|
| 1 | Engr. Jordan B. de Veyra | Division Engineer |
| 2 | Engr. Lyrian L. Montances | Engineer II |
| 3 | Gennerson T. Nabual | AO IV (Supply Officer) |
| 4 | Nikki Ivy S. Dollado | Nurse II |
| 5 | Galina V. Panela | EPS – PRS |
| 6 | Ma. Marlie M. Mendoza | Planning Officer III |

7. Travelling/meal expenses incurred by participants during this activity may be charged to school/division MOOE funds/NSBI funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this memorandum to all concerned are desired.

MARGARITO A. CADAYONA, JR. PhD, CESO VI
OIC-Schools Division Superintendent

For the OIC-Schools Division Superintendent:

Rhea P. Aguado
ATTY. RHEA P. AGUADO
Teacher III
Office In-Charge
CO #027 S. 2025

