



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

July 30, 2026

DIVISION MEMORANDUM
PRS-2026- 305

**CONDUCT OF THE NATIONAL SCHOOL BUILDING
INVENTORY (NSBI) FOR SY 2025-2026**

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

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 unnumbered memorandum (OUSM-OUHROD) dated July 24, 2026, which outlines the guidelines for the conduct of the National School Building Inventory (NSBI) for SY 2025-2026, 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 Aug. 6-18, 2026**, at SDO Conference Hall.
4. Participants to the said activity will be clustered into four (4) groups to ensure successful validation of building inventory data. The School Head shall be the sole participant representing each school. In the event that the School Head is unable to attend, a designated PROXY may participate on their behalf, provided that the PROXY is fully responsible for representing and validating all required data and supporting documents during the validation process.

Cluster No.	Clustered Districts	Date and Time	Venue
1	Calbayog 1, 2 and 3	Aug. 6, 2026(Thu)/ 1-5PM	Education
2	Calbayog 4, 5 and 6	Aug. 7, 2026(Fri)/ 1-5PM	Facilities
3	Oquendo 1,2 and 3	Aug. 17, 2026(Mon) / 1-5PM	Section/Planning
4	Tinambacan 1,2 and 3	Aug. 18, 2026(Tue)1-5PM	Office/Supply Office/HNU

5. **NSBI facility for SY 2025-2026 is already available for encoding.** School Heads may start encoding before the schedule.

6. 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.

7. Bring the encoded **NSBI** in your Laptop during the scheduled validation.

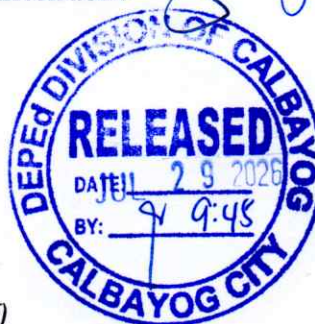
The assigned **Division Validators** for this activity are as follows:

No.	Name of Validator	Position
1	Engr. Jordan B. De Veyra	Division Engineer
2	Engr. Wilson a. Montes	DPE
3	Engr. John Paul Anthony V. Abaigar	DPE
4	Gennerson T. Nabual	AO IV (Supply Officer)
5	Nikki Ivy S. Dollado	Nurse II
6	Galina V. Panela	EPS – PRS
7	Ma. Marlie M. Mendoza	Planning Officer III

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

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

for: 
MARGARITO A. CADAYONA JR. PhD, CESO VI
 Schools Division Superintendent
 SO. # 44 S. 2026



Enclosure: Sample Photos

Reference: Unnumbered Memorandum(UHRODI)

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

2026 NSBI

DATA COLLECTION

INVENTORY

SGOD-PRS/EFS

NATIONAL SCHOOL BUILDING INVENTORY DATA 2025-2026

SAMPLE OF PHOTOS:
Size : 3" Width, 2" Height

Note: Bring during Validation



Bldg. No. :
Bldg. Type:
No. of Classroom:



EDUCATION FACILITIES SECTION

