



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

April 24, 2024

DIVISION MEMORANDUM

No. 216 s. 2024

**DIVISION ORIENTATION ON SY 2023-2024
NATIONAL SCHOOL BUILDING INVENTORY**

To: Asst. Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
And all others Concerned

1. In preparation for the budget deliberations for the Fiscal Year 2025, there will be an update of the National School Building Inventory for SY 2023-2024 to capture the updated inventory of school infrastructure and other facilities. This will serve as basis for adjusting classroom requirements to ensure the safe operation of schools. As timely and relevant to the above-mentioned plan, the Schools Division of Bulacan will be holding an on-line Orientation on the redeployment of National School Building Inventory (NSBI) facility for SY 2023-2024 on May 2, 2024 at 9:00 A.M., thru Microsoft Teams platform.

2. As one of the Department's main thrusts to maintain the availability of accurate, quality, timely, and relevant data of school buildings, furniture and fixtures, for the allocation of crucial resources and support operational standards, this activity is primarily designed to:

1. Systematize mechanism of physical facilities inventory for speedy gathering and analysis.
2. Capacitate the members of School Education Facilities Coordinators and Division Validating Committee who will review the forms submitted by schools through a division-wide orientation.
3. Real-time accomplishment, encoding and validating of NSBI 2023 forms.



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4. Validation of data requirements by division personnel concerned.
3. Participants to this activity are the school heads, personnel in-charge of DepEd electronic systems in-charge of NSBI) and the school property custodian or school education facilities coordinators. Orientation link will be posted before the orientation date.
4. Participants must have copies of pre-accomplished NSBI Form.
5. Personnel in-charge of this orientation are the following :
Engr. Carl Paulo A. Fernando, Engineer III
Mr. Paulo Eduardo C. Cruz, Jr., Planning Officer III –
Ms. Maribel S. Perez - Senior Education Program Specialist, P&R
Ms. Raquel I. Climaco – Division Supply Officer
Ma. Bhella S. Fajardo – Education Program Specialist II, HRD
6. Meals and other incidental expenses relative to the orientation shall be charged against the Division MOOE Fund subject to the usual accounting rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.


NORMA P. ESTEBAN, Ed.D., CESO V
Schools Division Superintendent