



Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

**Memorandum:**

**To :** Assistant Schools Division Superintendents  
District Supervisors  
District Education Facilities Coordinators  
District Statisticians ( Elem, JHS, SHS)

**From :** Schools Division Superintendent

**Subject :** National Inventory of DepEd Public Schools Buildings for SY 2016-2017

**Date :** December 29 , 2016


1. All public Elementary, Junior High schools and Senior High Schools are to gather and establish accurate and comprehensive data on school buildings for the National Inventory of DepEd Public Schools Buildings for SY 2016-2017.
2. In line with this, an orientation and workshop will be conducted by the Division Education Facilities Section and Division Planning Section for all District Supervisors, District Education Facilities Coordinators and District Statisticians ( Elem., JHS & SHS) . It will be held at the Division Conference Room with the following schedule:

Third Cong. District	January 6, 2017
Second Cong. District	January 9, 2017
First Cong. District	January 10, 2017

3. The orientation and workshop intend to orient the participants on NSBI Forms, system policies, standards and to update and provide a more accurate and comprehensive baseline data on school buildings for use in planning, budgeting and decision making.
4. The schedule for other activities are as follows:

ACTIVITY	DATE	Persons Responsible	Venue/Office	Reports Needed
Manual Validation of Hardcopies with Site Development Plan	January 16 to 20 Jan. 16-3 <sup>rd</sup> Cong. Dist Jan. 17-3 <sup>rd</sup> Cong. Dist Jan. 18- 2 <sup>nd</sup> Cong. Dist Jan. 19-1 <sup>st</sup> Cong. Dist Jan. 20-1 <sup>st</sup> Cog. Dist.	District Education Facilities Coordinators	Division Education Facilities Section	Accomplished 2016 NSBI forms with Site Dev't Plan 2014 NSBI
Orientation of NSBI System	Feb. 1, 2, 3	Dist. Supervisors, Dist. Educ. Fac. Coord., Dist. Statisticians	Division Conference Room	2016 NSBI reports Laptops
Validation of Manual copies against the NSBI system and submission of validated hard copies	Feb. 13 to 17 Feb. 13-2 <sup>nd</sup> Cong. Dist Feb. 14-3 <sup>rd</sup> Cong. Dist Feb. 15 -3 <sup>rd</sup> Cong. Dist Feb. 16- 1 <sup>st</sup> Cong. Dist Feb. 17-1 <sup>st</sup> Cong. Dist.	District Statisticians	Division Planning Section	2016 NSBI Reports soft and hard copies

5. The orientation and workshop will start at 8:30 a.m. Meals and snacks shall be served during the activities.
6. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For your information and guidance.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC, Office of the Asst. Regional Director, NIR  
Concurrent DIC Office of the Schools Division Superintendent

12/29/16

mtf

29 DEC 2016