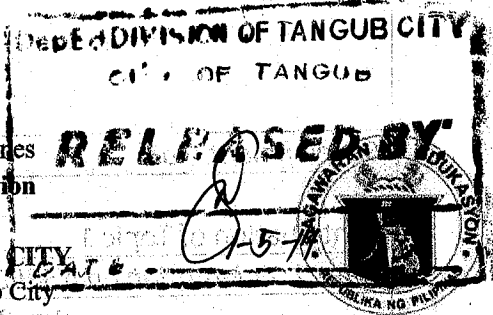




Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF TANGUB CITY**  
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**Division Memorandum**

No. 1, s. 2017

To: **Elementary School Heads**  
**Junior High School Heads**  
**Teachers-In-Charge**  
**This Division**

From: **VICTORIA V. GAZO, Ph.D., CESO V**  
 Schools Division Superintendent

Subject: **Orientation on National School Building Inventory (NSBI) Forms and System**

Date: **January 4, 2017**

- The Department of Education has been improving its data collections, validation and analysis of standards and procedures. It has also endeavored to establish accurate and comprehensive data on school buildings of all public elementary and secondary schools.
- Thus, this Office, through the School Governance and Operations Division, will conduct an Orientation on National School Building Inventory (NSBI) Forms and System on **January 19-20, 2017, 8:00 AM – 5:00 PM, at Function Hall 2, Tangub City to all Elementary and Junior High School Heads as well as all Teacher-In-Charge.**
- Expected number of participants are as follows:
 

Participants from elementary level	55
Participants from junior high school level	11
Facilitators	<u>6</u>
<b>Total</b>	<b>72</b>
- The following is the indicative program of activities:

Activity	Time Frame
<b>Day 1</b>	<b>January 19, 2017</b>
Registration	7:30 AM – 8:00 AM
Opening Program	8:00 AM – 8:30 AM
<i>Topic 1: Orientation on the Crafting of School Site</i>	8:30 AM – 12:00 NN

<b>Development Plan</b>	
Lunch	12:00 NN – 1:00 PM
Continuation of Topic 1	1:00 PM – 3:00 PM
<b>Topic 2: Orientation on NSBI Data Gathering Forms</b>	3:00 PM – 5:00 PM
<b>Day 2</b>	<b>January 20, 2017</b>
<b>Activity 1: Simulation of Actual School Building Inventory</b>	8:00 AM – 12:00 NN
<b>Activity 2: Presentation and Processing of Insights to the Simulation</b>	1:00 PM – 2:30 PM
<b>Topic 3: NSBI Online System</b>	3:00 PM – 4:00 PM
<b>Closing Program</b>	4:00 PM – 4:30 PM

5. Expenses incurred during this orientation like meals, snacks and incidental expenses, shall be charged against *Financial Assistance for EBEIS and LIS implementation with Sub-ARO No. 269002000500000* subject to accounting and auditing rules and regulations.

6. For immediate and wide dissemination.

Orientation on National School Building Inventory (NSBI) Forms and System

January 19, 2017

The Department of Education has been improving its data collection, validation and analysis of records and procedures. It has also endeavored to establish accurate and comprehensive data on school buildings of all public elementary and secondary schools.

This office, through the School Governance and Operations Division, will conduct an Orientation on National School Building Inventory (NSBI) Forms and System on January 19-20, 2017, 8:00 AM – 5:00 PM at the Convention Hall 2, Taguig City to all elementary and junior high school heads as well as school officers.

The expected number of participants are as follows:

- 33 Participants from elementary level
- 11 Participants from junior high school level
- 6 Participants
- 55 Total

The following is the indicative program of activities:

Time Period	Activity
January 19, 2017	Day 1
7:00 AM – 8:00 AM	Registration
8:00 AM – 8:30 AM	Closing Program
8:30 AM – 12:00 PM	Topic 1: Orientation on the Objectives of School Bldg