



December 19, 2016

Division Memorandum
No. 342, s. 2016

ORIENTATION ON NATIONAL SCHOOL BUILDING INVENTORY FORMS AND SYSTEMS

To: OIC, Assistant Schools Division Superintendents
Chief Education Supervisors – SGOD
Public School District Supervisors
Public Elementary/Secondary/Senior High School Heads

1. In line with the goal of the Department of Education (DepEd) to establish accurate and comprehensive data on school buildings, all public elementary, secondary and senior high schools are directed to participate in the National Inventory of DepEd Public School Buildings for SY 2016-2017.
2. As preparatory activity to the nationwide inventory, an Orientation on National School Building Inventory Forms and System will be conducted which aims to:
 - 2.1. orient the School personnel on NSBI forms, system, policies and standards
 - 2.2. capacitate the School personnel in the conduct of National Inventory of DepED Public School Buildings
 - 2.3. provide technical assistance for schools an updated and comprehensive baseline data of school buildings in all DepEd public schools for use in planning, budgeting and decision making.
3. The schedule of the different schools are as follows:

DATE	DISTRICT	VENUE
January 4, 2017 (<i>Morning</i>) (8:00am – 12:00 noon)	District 1, 2, 3, 9 and 10 Elementary Schools	DepEd, Training Center DepEd, 5 th Floor
January 4, 2017 (<i>Afternoon</i>) (1:00pm – 5:00 pm)	District 4, 5, 6, 7 and 8 Elementary Schools	DepEd, Training Center DepEd, 5 th Floor
January 5, 2017 (<i>Morning</i>) (8:00am – 12:00 noon)	All Public Junior & Senior High Schools	DepEd, Training Center DepEd, 5 th Floor

4. The participants for this orientation will be the school heads and school property custodians or Physical Facilities Coordinators.
5. Transportation and snacks relative to this conference shall be charged against School MOOE funds subject to the usual accounting and auditing rules and regulations and to the availability of the same.
6. Immediate dissemination of and strict compliance with this memorandum is directed.

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Schools Division Superintendent