



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

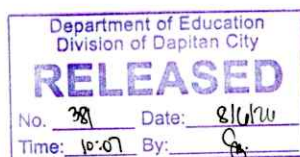
03 Agosto 2026

MEMORANDUM PANDIBISYON
SGOD-2026- 38

**PANGANGALAP NG DATOS PARA SA NATIONAL SCHOOL BUILDING INVENTORY (NSBI)
PARA SA SY 2025-2026**

Para sa: Assistant Schools Division Superintendent
Chief Education Supervisors
Mga Punong-Guro ng Pampublikong Paaralan
Lahat ng Iba Pang Kinauukulan

1. Kaugnay ng Memorandum na may pamagat na "National School Building Inventory Data Collection" na may petsang Hulyo 24, 2026, inaatasan ng Tanggapang ito ang lahat ng pampublikong paaralan na magsagawa ng pangangalap ng datos para sa NSBI para sa Taong Panuruan 2025-2026.
2. Ang punong-guro ang pangunahing opisyal sa pangangalap, pag-encode, pagpapatunay, at pagsusumite ng de-kalidad na datos sa NSBI at kinakailangang:
 - Pangunahan ang pagsasagawa ng imbentaryo ng mga gusali ng paaralan, pagsusuri, pag-encode, at pagpapatunay ng lahat ng datos sa sistema, na dapat suportado ng aktuwal na pisikal na inspeksiyon ng lahat ng gusali at pasilidad ng paaralan; at
 - Magsumite ng dalawang (2) kopya ng wastong nakumpletong NSBI forms sa Schools Division Office (SDO), na suportado ng umiiral na mga rekord ng paaralan at aktuwal na kalagayan ng lugar, Attention: ENGR. ANJIE C. RABE, Education Facilities Section. Ang mga kopyang ito ay dapat mabuo mula sa NSBI bago mag-Agosto 20, 2026. Ang lahat ng kinauukulang kawani ay inaasahang susunod sa kani-kanilang mga tungkulin at pananagutan gaya ng nakasaad sa nabanggit na Memorandum.
3. Kaugnay nito, magsasagawa ng **Orientation on the NSBI Data Collection for SY 2025-2026** ngayong **Agosto 6, 2026, alas-1:30 ng hapon** sa **SDO Conference Hall**. Ang mga kalahok ay mga non-teaching personnel na siyang magsasagawa ng pagkumpleto ng mga porma at pag-encode/pag-update ng datos sa NSBI database.
4. Para sa mga katanungan, paglilinaw, o teknikal na tulong, maaaring makipag-ugnayan sa Education Facilities Section, School Governance & Operations Division (SGOD).
5. Inaatasan ang agarang pagpapalaganap at mahigpit na pagsunod sa Memorandum na ito.



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Pansangay na Tagapamanihala ng mga Paaralan



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT,
POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

MEMORANDUM

FOR : **MINISTER OF BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION PLANNING OFFICERS
REGIONAL AND DIVISION ENGINEERS
SCHOOL HEADS OF PUBLIC ELEMENTARY AND
SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM : **WILFREDO J. CABRAL**
Undersecretary
Human Resource and Organizational Development
and Infrastructure

MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Officer-in-Charge
Office of the Undersecretary for Philippine Qualifications
Framework Secretariat, Planning Service, and Education
Center for Artificial Intelligence Research

SUBJECT : **NATIONAL SCHOOL BUILDING INVENTORY DATA
COLLECTION**

DATE : July 24, 2026

The Department of Education (DepEd) remains committed to improving learning outcomes by providing safe, conducive learning environments supported by adequate school facilities. Central to effective planning, resource allocation, and decision-making is the availability of quality data on school buildings, classrooms, facilities, and furniture.

The National School Building Inventory (NSBI) serves as the primary source of official statistics on these assets. It shall also serve as one of the official references of the Education Facilities Division (EFD) in determining infrastructure priorities, school building programming, repair and rehabilitation requirements, disaster response planning, and the monitoring of education facilities nationwide.

In line with this, DepEd shall conduct the NSBI data collection from 01 August 2026 to 31 August 2026 and validation from 10 August 2026 to 04 September 2026.

All public schools are instructed to report accurate data in the system through their respective School Heads. This Memorandum provides the instructions, processes, and timeliness for the conduct of the NSBI data collection and validation.

I. PROCEDURE

The school head shall be responsible for the collection, encoding, validation, and submission of high-quality data in the NSBI and shall:

- a. Lead the conduct of the school building inventory, review, encoding, and validating all data entries in the system, which shall be supported by actual physical inspection of all school buildings and facilities; and
- b. Submit two (2) signed copies of duly accomplished NSBI forms to the Schools Division Office (SDO) supported by existing school records and actual site conditions, Attention: Division Engineer. These copies should be generated from the NSBI.

If errors are identified in the submitted NSBI data, the School Head shall immediately rectify the data in the system and notify the Schools Division Office (SDO) of the corrections made. The notification shall be addressed to the Division Planning Officer for system-related concerns and the Division Engineer for matters concerning the NSBI Forms.

II. ROLES AND RESPONSIBILITIES

All concerned personnel shall be guided according to their roles and responsibilities, as enumerated below:

ROLES AND RESPONSIBILITIES	OFFICE/PERSONEL-IN-CHARGE
Central Office	
• Provide technical assistance on the implementation and orientation of Regions and Schools Division Offices (SDOs) on NSBI	• Education Facilities Division (EFD) • Policy and Planning Service Education Management Information System Division (PPS-EMISD) • Information and Communications Technology Service – User Support Division (ICTS-USD)
• Develop, maintain, and update the system to ensure that it functions according to purpose and can be accessed by all authorized users	• Information and Communications Technology Service – Solutions Development Division (ICTS-SDD)

Regional Office	
• Provide technical assistance on NSBI implementation for all SDOs • Monitor the status of submissions of SDOs	• Policy, Planning and Research Division (PPRD) • Education Support Services Division
Schools Division Office	
• Provide technical assistance to schools on concerns related to NSBI forms, system, and processes	• School Governance Operations Division – Planning and Research Unit (SGOD-PRS)/Division Planning Officer • Division Engineer • Supply Office
• Create Basic Education Information System (BEIS) accounts for Engineers (Plantilla) with editing facilities (provided that necessary clearances from School Head and SGOD are secured) For SDOs without plantilla engineers, the Division Planning Officer shall create an account for the SGOD Chief.	• Division Planning Officer
• Monitor and validate submissions of schools	• Division Planning Officer • Division Engineer
School	
• Conduct accurate school building inventory • Accomplish and submit signed NSBI Forms to SGOD • Encode the data in the NSBI Module • Maintain documentary evidence, photographs, and supporting records for all reported infrastructure data	• School Head

III. NSBI FORMS

The NSBI Form has eight (8) tables::

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms
Table 3	Number of Temporary Learning Spaces and Makeshift Rooms
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities

Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities or Amenities
Table 7	Access Going to School

The revised NSBI form includes inventory of 1-Seater Table and Chair in Table 5, and the inclusion of Guidance Office and Principal's Office in the dropdown option for non-instructional rooms in Table 2.

NSBI data to be encoded in the system shall be based on the inventory **as of 31 May 2026**.

IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE AND LONGITUDE)

All schools that have previously submitted their school coordinates in the NSBI SY 2024-2025 may retain their previous submission if said information is deemed accurate. Additionally, for newly established schools in School Year 2025-2026, they need to report this data in the NSBI.

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The School Head may use devices such as smartphones (iOS or Android phones), tablets, or laptops to access Google Maps and obtain accurate latitude and longitude information for the school.

Using smartphones or tablets:

1. Turn on the GPS of your device.
2. Open Google Maps.
3. Navigate to the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold the specific location. A red pin will appear at the determined location.
5. The coordinates will appear on the search bar; then, copy or take a screenshot of the coordinates.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the search bar.
3. Navigate to the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Right-click on the location.
5. Click on the coordinates and copy them.

Please get the whole decimal number and do not round it off, since each numeral number corresponds to a certain kilometer. You can verify the accuracy of the school location obtained by inserting the determined school coordinates, in both latitude and longitude, into Google Maps.

V. DATA VALIDATION

To improve data quality, the Division Engineers shall conduct onsite validation, and the Division Planning Officers shall conduct online validation in the system following the validation criteria/quota, as shown below:

Category/Size	Criteria/Quota
Small	100% of schools data validated
Medium	At least 80% of schools data validated
Large	At least 60% of schools data validated
Very Large	At least 40% of schools data validated

VI. TIMELINES

All concerned personnel across all levels of governance shall adhere to the following timelines for the NSBI data collection activities:

Activity	Timeline
Online Orientation on NSBI	July 30 - 31, 2026
NSBI Facility Deployment	August 01, 2026
Encoding of NSBI Data	August 01 - 31, 2026
Validation of NSBI Data (<i>including the field validation of engineers</i>)	August 10, 2026 – September 04, 2026

Corrections resulting from the validation process shall be completed within five (5) working days from receipt of the validation findings or notification.

VII. MONITORING AND EVALUATION

The PPRD, through the RPO, shall monitor the status of submissions by SDOs and the Regional Engineers to track the status of onsite validation by Division Engineers. Meanwhile, the SDOs shall monitor the status of submissions of all schools under their respective jurisdiction. Necessary technical assistance shall be provided to schools with difficulties in encoding NSBI data by the DPOs and Division Engineers.

The PPS-EMISD and EFD shall inform all Regional and Schools Division Offices of their respective statuses of submission and validation in coordination with the RPOs.

VIII. CONTACT INFORMATION

For any clarifications and assistance required from the Central Office, please contact the following offices, depending on the nature of the concern.

- For engineering or infrastructure-related concerns, please contact EFD through efd@deped.gov.ph.
- For NSBI Data reporting concerns, please contact the PPS-EMISD through ps.emisd@deped.gov.ph
- For NSBI system-related concerns, please contact ICTS-USD through icts.usd@deped.gov.ph

Thank you.