Schools Division of Biñan City
RECORDS SECTION
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DIVISION MEMORANDUM
SGO-2025-___005

NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2024-2025

To: Assistant Schools Division Superintendent
        Chief, School Governance and Operations Division
        Chief, Curriculum Implementation Division
        All Schoolheads

1.   In reference to Joint Memorandum dated March 28, 2025 re: Guidelines on the Conduct of the National School Building Inventory (NSBI) for SY 2024-2025, this Office, through the Education Facilities Section and Planning and Research Section of the School Governance and Operations Division, announces the conduct of activities relative to the **National School Building Inventory (NSBI) for SY 2024-2025**.

2.   This activity aims to maintain a complete and accurate inventory of school infrastructure and facilities reported by the school in the NSBI via Learners Information System (LIS).

3.   All Schoolheads, Administrative Officer II/Property Custodians, and EBEIS/LIS Coordinators are reminded of the following schedule:

ACTIVITIES	TIMELINE
Submission of accomplished hardcopy of the School Building Inventory Form	April 21-25, 2025
Validation of NSBI Data	April 28 – May 16, 2025
Encoding in the System	May 12-20, 2025
Cut-off dates for data generation	April 21, 2025

4.   For queries and clarifications, please contact Engr. Precious Joy A. Coronado, Engineer III – Education Facilities Section at (049) 547-0105 or via email at sgod.sdobinancity@deped.gov.ph.

5.   Immediate dissemination of this Memorandum is desired.
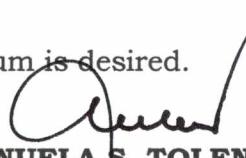
MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated
Reference: Joint Memorandum No.

SGOD/EF   /   PJAC   /   /   DM – National School Building Inventory (NSBI) for SY 2024-2025
               /   04/11/2025

Address: 102 P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
Contact Nos.: (049) 547-0105 | (049) 530-1592 | (049) 254-0565
Email Address: deped.binancity@deped.gov.ph
Website: www.depedbinancity.ph

Certificate No. PHP QMS
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Enclosure

SCHEDULE OF ONSITE VALIDATION ON THE NATIONAL SCHOOL BUILDING INVENTORY FOR SY 2024-2025

SCHOOL	DATE
Zapote Elementary School	April 28, 2025
Biñan City Senior High School – Sto. Tomas Campus	
Mamplasan Elementary School	
Mamplasan National High School	
Ganado Elementary School	
Loma Elementary School	April 29, 2025
Our Lady of Lourdes Elementary School	
Southville 5 Elementary School – Timbao	
Timbao Elementary School	
Biñan City Senior High School – Timbao Campus	April 30, 2025
Southville 5A Elementary School	
Southville 5A Integrated National High School	
Biñan City Senior High School – West Campus	
Langkiwa Elementary School	May 7, 2025
Sto. Tomas Elementary School	
Tomas A. Turalba Memorial Elementary School	
Biñan Secondary School of Applied Academics	
Biñan Science and Technology High School	May 8, 2025
San Francisco Elementary School	
St. Francis Integrated National High School	
Soro-Soro Elementary School	
Tubigan Elementary School	
Dr. Jose G. Tamayo Memorial Elementary School	May 9, 2025
San Vicente Elementary School	
Platero Elementary School	
Pedro H. Escueta Memorial Elementary School	
St. Anthony Integrated School	May 10, 2025
Jacobo Z. Gonzales Memorial National High School	
Pagkakaisa Elementary School	
Biñan City Senior High School – San Antonio Campus	May 13, 2025
Dr. Marcelino Z. Batista Memorial Elementary School	
Dela Paz West Elementary School	
Dela Paz National High School	
Malaban Elementary School	May 14, 2025
Malaban East Elementary School	
Nereo R. Joaquin National High School	
Dela Paz Main Elementary School	May 15, 2025
Canlalay Elementary School	
Biñan Elementary School	May 16, 2025
Biñan Integrated National High School	

JOINT MEMORANDUM

FOR	:	**MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION BARMM**
		REGIONAL DIRECTORS
		SCHOOLS DIVISION SUPERINTENDENTS
		ALL OTHERS CONCERNED

FROM	:	**RONALD U. MENDOZA, Ph.D.**
		Undersecretary for Strategic Management
		WILFREDO E. CABRAL
		Undersecretary for Human Resource and Organizational Development
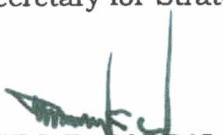
SUBJECT	:	**GUIDELINES ON THE CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2024-2025**
DATE	:	28 March 2025

The Department of Education (DepEd) aims to provide conducive learning environment as this contributes to better learning outcomes through adequate school buildings, classrooms, other infrastructure, and facilities in public schools. To strategically allocate its resources for school facilities, the Department maintains a complete and accurate inventory of school infrastructure and facilities which informs planning, budgeting, resource allocation, and decision making.

In this regard, the National School Building Inventory (NSBI) will be updated for SY 2024-2025 consistent with DepEd Order No. 1, s. 2017, otherwise known as the Guidelines on the National Inventory of DepEd Public School Buildings for SY 2016-2017. This memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, roles and responsibilities, and timelines. All public schools are required to comply and actively participate in collecting and encoding NSBI data in the information system, guided and assisted by the Schools Division Offices.

I. PROCEDURES

In order to collect, encode, and report high-quality data in the NSBI module, personnel at the school level, specifically the school head, shall observe the following:

a. The school head conducts the school building inventory and reviews, encodes, and validates the data in the system.
b. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer. These copies should be generated from the NSBI, newly available in the system.

Should there be errors in encoding the data in the system, the School Head shall update the data for accuracy and reliability. Take note that schools and DepEd offices benefit from correct and updated data, especially in producing an equitable allocation of resources and evidence-based policies.

II. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities of concerned DepEd personnel across governance levels:

OFFICE OR PERSONNEL	ROLES/RESPONSIBILITIES
DEPED CENTRAL OFFICE	
Education Facilities Division, Policy and Planning Service-Education Management Information System Division	Provide technical assistance on the implementation and orientation of Regions and SDOs on the NSBI
Information and Communications Technology Service (ICTS)-Solutions Development Division (SDD)	Develop, maintain, and update the system to ensure that it functions according to purpose and can be accessed by all intended users
Information and Communications Technology (ICTS)-User Support Division (USD)	Provide technical assistance in terms different NSBI system concerns
REGIONAL OFFICE	
Policy, Planning and Research Division (PPRD) and Education Support Services Division	Monitor status of submissions of SDOs
	Provide technical assistance on the implementation for all SDOs
DIVISION OFFICE	
School Governance Operations Division-Planning and Research Section (SGOD-PRS); SGOD-Division Engineer	Provide technical assistance to schools on queries regarding NSBI forms, system, and processes
	Create Basic Education Information System (BEIS) accounts for Engineers (Plantilla) with editing facilities (*provided that necessary clearances from School Head and SGOD are secured*)

OFFICE OR PERSONNEL	ROLES/RESPONSIBILITIES
	For SDOs without Plantilla engineers, the PRS shall create an account for the SGOD Chief.
	Monitor and validate submissions of schools
SCHOOL LEVEL	
School Head	Conduct accurate school building inventory
	Submit signed NSBI forms to SGOD
	Encode the data in the National School Building Inventory System

III. NSBI FORMS

The NSBI Data still consist of eight (8) tables.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms
Table 3	Number of Temporary Learning Spaces (TLS) & 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

Generated NSBI Data Gathering Forms shall be signed by the following school and division personnel attesting the accuracy and veracity of the encoded and reported data in both printed copy and in the system, as shown below:

DIVISION LEVEL	
PERSONNEL	**RESPONSIBILITY**
Division Engineer	Site Validation
Planning Officer	System Verifier
SCHOOL LEVEL	
School Head	NSBI Data Gathering Forms
	System Validation

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

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The School Head may use devices such as mobile phones, smartphones (iOS or Android phones), tablets, or laptops to open Google Maps and identify the latitude and longitude of the school to ensure accuracy of the information or data.

Using smartphones or tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold on 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.
6. Please check the attached Annex A for example.

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 determine the coordinates. Use the scroll wheel to zoom in / out of the location.
4. Right-click on the location.
5. Click on the coordinates and copy them.
6. Please check the attached Annex B for example.

Please get the whole decimal number and not to round-off since each numeral number corresponds to a certain kilometer. You may verify the accuracy of the school location obtained by inserting the determined school coordinates, by latitude and longitude, in the google maps. For examples in google, please see annex A.

V.   VALIDATION PROCESS

The validation of NSBI data shall be conducted by the Division Engineers through field visit. For the Planning Officer, completeness of submission shall be its responsibility. The criteria or quota for the data validation through field visit of the engineers is **at least 50 schools**. Hence, Divisions with less than 50 schools shall visit all.

For effective targeting of the schools to be validated, random selection was adopted. The list of the schools to be validated by the DepEd Engineers are specified in this link: ***https://bit.ly/RandomSchools_NSBIValidation***. To ensure accountability and transparency of field validation, the process of validation shall be as follows:

1. Engineers will visit the schools under the list;
2. A generated and printed report from the system will be the basis in validating the school data;
3. If there are encoded data that needs to be corrected, the school head shall be notified by the engineer for appropriate action; and
4. A report on the field validation, together with a geotagged photo of engineers will be uploaded here: ***https://bit.ly/EngineerReportNSBI2025***. Use DepEd Microsoft Account to access, as uploading photos is required in this form.

VI. TIMELINES

The timelines for all the activities relative to the NSBI updating is as follows:

Activity	Timeline
Orientation on NSBI for SY 2024-2025 *For Region and SDO Engineers and Planning Officers, join online through MS teams:* **Please *register here to get the online link:* https://bit.ly/RegFormNSBI2025Orientation.** *For all school heads, Facebook Live will be available at* **DepEd Philippines** *Facebook page.* The orientation will be from **10:00 AM to 12:00 PM**.	April 10, 2025
Encoding	Starts on April 21, 2025 *Encoding of updated data will be open all year round to establish live updates.*
Submission of printed copies to the Division Office	May 14-20, 2025
Cut-off dates for data generation	Last working day of May, July, September, and December
Validation of NSBI Data (including the field validation of engineers)	May 2-30, 2025

To establish capacity of schools in continually updating its data, the NSBI will be open for encoding all throughout the year. Latest data of each school will also be based on the latest submission during the cut-off dates provided above.

VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by Schools Division Offices (SDO) and the Regional Engineers shall monitor the submission of SDO engineer's field validation report. The SDOs shall also monitor the schools under their respective jurisdiction. In addition, the Division Planning Officer (DPO) and the Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data.

The DepEd Central office, through the Education Facilities Division and Planning Service-Education Management Information System Division (PS-EMISD) shall inform all Regions and Divisions their respective statuses of submission and validation in coordination with the Regional Planning Officer.

VIII. CONTACT SUPPORT

Should there be a need for assistance from the Central Office, the following contact numbers can be contacted depending on the concern:

Education Facilities Division: Engineering or infrastructure-related concerns

Landline:	(+63) 28 633 7263 / (+63) 28 638 7110 / (+63) 28 636 4877
Email:	efd@deped.gov.ph

Policy and Planning Service - Education Management Information System Division (PS-EMISD): Data-related concerns on NSBI

Landline:	(+63) 28 638 2251 / (+63) 28 635 3986
Email:	ps.emisd@deped.gov.ph

Information and Communication Technology Service - User Support Division (ICTS-USD): NSBI system-related concerns

|	
Landline:	(+63) 28 636 4878 / (+63) 28 633 2658
Mobile:	(+63) 939 436 1390 (SMART) / (+63) 977 771 2285 (GLOBE)
Email:	support.ebeis-lis@deped.gov.ph /icts.usd@deped.gov.ph
Facebook:	www.facebook.com/groups/lis.helpdesk/

Latitude and Longitude from Google Maps using smart phones or tablets

By pressing the location, these numbers will appear which are the latitude and longitude. Click the numbers to copy the complete decimal point of the location.

Latitude and Longitude from Google Maps using Laptop or Desktop
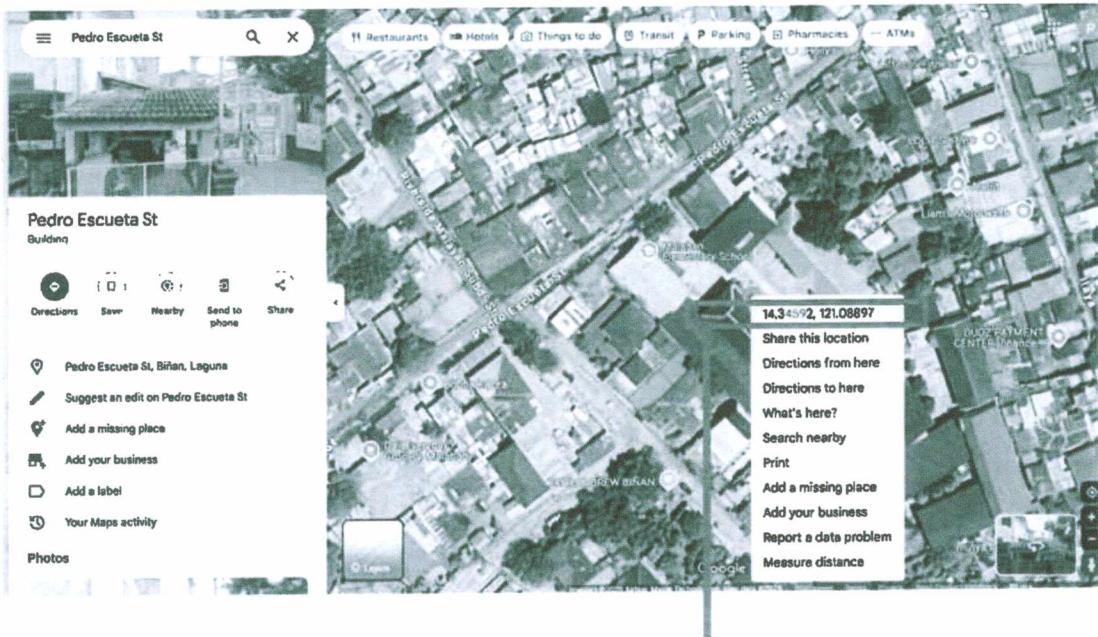
Latitude: 14.345919640124663,
Longitude: 121.08897296249603

Click on the center of the school then right click the red pin and click these coordinates to copy the exact numerical values **WITHOUT** rounding off for a more accurate GPS location.