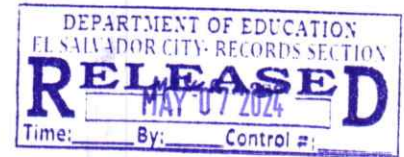




Republic of the Philippines
Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

May 6, 2025

DIVISION MEMORANDUM

No. 147, s. 2025

**ACCOMPLISHMENT AND SUBMISSION OF THE NATIONAL SCHOOL
BUILDING INVENTORY REPORT FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
SGOD Chief
Division Engineer
Public Elementary and Secondary School Heads
AO II and PDO I
Division Office Personnel
All Others Concerned
This Division

1. Pursuant to the Central Office's directive discussed during the virtual meeting held on April 10, 2025, regarding the submission of School Building Inventory Data, all concerned are hereby informed that the Physical Facilities and Planning Section of the Division Office will conduct a joint validation on May 8-9, 2025.
2. The objective of this activity is to provide schools with the latest assessment and evaluation of the current condition of their school buildings in preparation for reporting to the National School Building Inventory (NSBI) Module of the Central Office.
3. To expedite the validation and reporting process, the Office hereby informs the field of the following strategies and steps to ensure efficient compliance with the said report:
 - 3.1. The Physical Facilities and Planning Section will visit schools to conduct the actual assessment, evaluation, and/or updating of school building conditions, using the SY



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2023-2024 School Building Inventory Report data as reference.

- 3.2. The School Heads, together with their designated Administrative Officer II or Project Development Officer I, will receive the updated building assessment from the Engineer and Planning Officer III. They shall then update and report the revised classroom/building data in Tables 1 and 2 of the NSBI Module, as well as the additional data required in Tables 3, 4A & 4B, 5, 6, and 7.
4. All school-based Administrative Officer II and Project Development Officer I are directed to attend the orientation on reporting school data to the NSBI Module, scheduled on May 9, 2025, from 3:00 PM to 5:00 PM at the Diamond Building Conference Room. Participants are required to bring a laptop. Any travel expenses incurred may be charged to local funds. This memorandum shall serve as the **Authority to Travel**.
5. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation;
6. Strict compliance and immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA

Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects
NSBI
SY 2024-2025



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