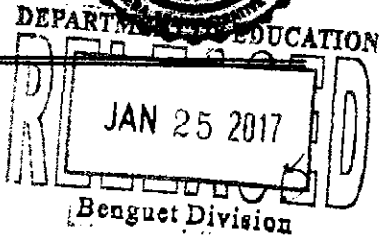




Republic of the Philippines
Department of Education
Cordillera Administrative Region
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570; (074)422-7501



DIVISION MEMORANDUM

No. 015.2017

TO: Public Schools District Supervisors and District Coordinating Principals
School Heads (Elementary Schools, Junior and Senior High Schools)
All Others Concerned

FROM: ~~_____~~
FEDERICO P. MARTIN, Ed. D., CESO VI
Schools Division Superintendent

SUBJECT: Division Schools Building Inventory Committee for School Year 2016-2017

DATE: January 16, 2017

1. To ensure the conduct, implementation, validation, monitoring and complete submission of National Inventory of DepEd Public Schools Building for SY 2016-2017 pursuant to DepEd No. 1, s. 2017 dated January 6, 2017, the Schools Division Office creates Division Schools Building Inventory Committee as follows:

Chairman: FEDERICO P. MARTIN, Ed. D., CESO VI

Co-Chairmen: Engr. Ferdinand Sangcaan, Engineer III
Jeanette I. Kiong, Planning Officer III

Members: PSDS/District Coordinating Principals
District Property Custodians
District EBEIS Coordinators
Nerissa I. Barbosa, PDO II
Eric S. Wanson, ITO I
Engr. Roselyn Dimong, Contract of Service Engineer

2. The functions of the Division Schools Building Inventory Committee are as follows:
 - a. Conduct orientation to all schools heads, school property custodians or school EBEIS coordinators to do the inventory;
 - b. Provide technical assistance on accomplishing NSBI forms, system, preparing school site development plan and processes;
 - c. Undertake school data validation and monitoring before certifying true and correct the accomplished NSBI forms from the schools;
 - d. Monitor and validate online submissions from schools (SDO certified NSBI forms versus EBEIS submitted report); and
 - e. Impose sanctions in case of non-compliance of the required reports.
3. For information, guidance and dissemination.