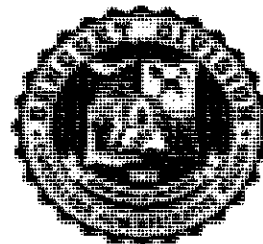


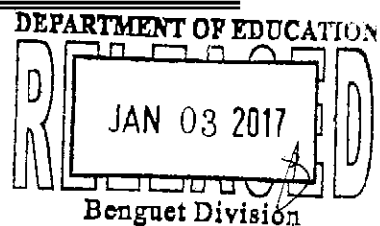


Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**BENGUET DIVISION**  
Wangal, La Trinidad, Benguet, 2601  
Telefax: (074) 422-6570; (074)422-2001



Division Memorandum

No. **242** s. 2016



**TO:** All Concerned SDO Personnel  
Public Elementary School Heads and School Property Custodians  
or School EBEIS Coordinators  
Public Secondary (Junior and Senior) School Heads and School Property  
Custodians or School EBEIS Coordinators

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

**SUBJECT:** **DIVISION LEVEL ORIENTATION-WORKSHOP ON NATIONAL  
SCHOOL BUILDING INVENTORY (NSBI) FORMS AND SYSTEM**

**DATE:** December 20, 2016

1. Corollary to the goal of the Department of Education (DepEd) to establish accurate and comprehensive data on school buildings, all public elementary, junior and senior high schools are directed to participate in the National Inventory of DepEd Public School Buildings for School Year 2016-2017.
2. As preparatory activity to this inventory, an orientation on National School Building Inventory Forms and System will be conducted to:
  - a. orient the DepEd school officials particularly the School Heads and School Property Custodians or the School EBEIS Coordinators on the NSBI forms, system, policies and standards;
  - b. provide an updated and more accurate and comprehensive baseline data of school buildings in all DepEd public schools for use in planning, budgeting and decision making.
3. The schedule of orientation for the different public district elementary schools and junior and senior high schools is found in the enclosure.
4. There must be two (2) participants from schools headed by Principals/Head Teachers - the School Head and the School Property Custodian or the School EBEIS Coordinator. Only the Teachers In-charge/Schools In-charge shall represent the TIC/School In-charge headed schools.
5. Every scheduled orientation will start at 8:00 A.M at the Adivay Hall, 3rd Floor, Schools Division Office, Wangal, La Trinidad, Benguet.
6. Each participant is encouraged to bring laptop, pocket wi-fi/USB stick and extension cord for hands-on online workshop.
7. Snacks and lunch shall be borne by the Schools Division Office while other expenses like transportation and incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this memorandum is enjoined.

SCHEDULE OF ORIENTATION ON DIVISION LEVEL ORIENTATION-WORKSHOP ON  
NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS AND SYSTEM

Batch	Date	Elementary Schools	No. of Participants		Junior and Senior High Schools	No. of Participants	
			School Head	School Property Custodian or EBEIS Coordinator		School Head	School Property Custodian or EBEIS Coordinator
I	January 16, 2017	Atok District	22	15	Secondary Schools of Atok District	2	2
		Sablan District	14	10	Secondary Schools of Sablan District	2	1
					Secondary Schools of Tublay District	2	2
<b>Sub-total</b>			<b>36</b>	<b>25</b>		<b>6</b>	<b>5</b>
II	January 17, 2017	Bakun District	29	13	Secondary Schools of Bakun District	4	2
					Secondary Schools of Mankayan District	9	9
<b>Sub-total</b>			<b>29</b>	<b>13</b>		<b>13</b>	<b>11</b>
III	January 18, 2017	Bokod District	38	11	Secondary Schools of Bokod District	3	3
					Secondary Schools of Itogon I District	4	4
					Secondary Schools of Itogon II District	3	2
<b>Sub-total</b>			<b>38</b>	<b>11</b>		<b>10</b>	<b>9</b>
IV	January 19, 2017	Buguias District	43	19	Secondary Schools of Kabayan District	4	3
<b>Sub-total</b>			<b>43</b>	<b>19</b>		<b>4</b>	<b>3</b>
V	January 20, 2017	Kabayan District	22	12			
		Tublay District	19	15			
<b>Sub-total</b>			<b>41</b>	<b>27</b>			
VI	January 23, 2017	Kapangan District	27	11			
		Kibungan District	24	9			
<b>Sub-total</b>			<b>51</b>	<b>20</b>			
VII	January 24, 2017	La Trinidad District	23	20	Secondary Schools of La Trinidad District	7	6
					Secondary Schools of Kapangan District	4	4
					Secondary Schools of Kibungan District	3	3
<b>Sub-total</b>			<b>23</b>	<b>20</b>		<b>14</b>	<b>13</b>

Batch	Date	Elementary Schools	No. of Participants		Junior and Senior High Schools	No. of Participants	
			School Head	School Property Custodian or EBEIS Coordinator		School Head	School Property Custodian or EBEIS Coordinator
VIII	January 25, 2017	Itogon I District	20	12			
		Itogon II District	19	13			
<b>Sub-total</b>			<b>39</b>	<b>25</b>			
IX	January 26, 2017	Mankayan District	35	19	Secondary Schools of Buguias District	6	6
<b>Sub-total</b>			<b>35</b>	<b>19</b>		<b>6</b>	<b>6</b>
X	January 27, 2017	Tuba District	32	20	Secondary Schools of Tuba District	6	6
<b>Sub-total</b>			<b>32</b>	<b>20</b>		<b>6</b>	<b>6</b>
<b>GRAND TOTAL</b>			<b>367</b>	<b>199</b>		<b>59</b>	<b>53</b>

Note: Assigned Bookkeepers are enjoined to participate this one-day orientation during their schools district schedule.

CV