



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

Division Memorandum
No. 103 s. of 2022

TO: Public School District Supervisors/District In-charge
District Property Custodian/Coordinators
District ICTs/BEIS Coordinators

FROM: **RAUL D. AGBAN, EdD**
OIC-Schools Division Superintendent

SUBJECT: Orientation on National School Building Inventory (NSBI)
Learner's Information System (LIS) and Basic Education
Information System (BEIS)

DATE: April 4, 2022

1. This division is set to conduct an Orientation on National School Building Inventory, LIS and EBEIS for SY 2021-2022 on April 12-13, 2022 at the venue within Catarman Proper.
2. This activity aims to update and ensure the accuracy and comprehensive baseline data of school facilities in all DepEd public schools which shall be used as reference and basis for planning, budgeting, resource allocation, and decision making.
3. Participants to this activity shall only be limited to the District Heads, District Property Custodian/Coordinators, and District ICTs.
4. This Memorandum shall serve as travel order and expenses relative thereto are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.



"Soar High, Northern Samar Division!"



**ORIENTATION ON NATIONAL SCHOOL BUILDING INVENTORY, LIS & EBEIS
FOR SY 2021-2022**

Roles and Responsibilities:

Division Level	<i>Responsible Persons</i>
Orient District Heads, District Property Custodian/coordinators and District ICTs on NSBI, LIS & BEIS	Division Engineers, Supply Officer and Planning and Research Unit SGOD
Provide Technical Assistance to Schools Districts/schools on queries regarding NSBI Forms, system and processes	
Monitor and validate submissions from schools	Division Engineers
District Level	
Orient the Schools on NSBI, LIS & BEIS Provide Technical Assistance to schools	District Heads, District Property Custodian/coordinators & District ICTs
School Level	
Conduct Actual School Building Inventory	School Head, Property Custodian & BEIS Coordinator/school ICT
Submit NSBI Forms to the School Facilities Section	School Head
Encode NSBI Data in the BEIS	School Head/BEIS Coordinator/School ICT

Timelines:

All personnel involved in the data collection, encoding, validation, and monitoring of NSBI, LIS & BEIS for School year 2021-2022 shall be guided accordingly on the following activities and dates:

Activities	Timeline
Orientation of the Division to the District Level	April 12-13, 2022
Orientation of Schools Districts to the school level	April 15-20, 2022
Submission of Properly Filled up NSBI Forms to the School Facilities Section-SGOD	April 25-31, 2022
School Encoding of NSBI Data in the BEIS	April 20 to May 20, 2022
Validation of NSBI Data by the Division	April 21-May 31



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**ORIENTATION ON NSBI, LIS AND BEIS FOR SY 2021-2022
SCHEDULE**

LEGISLATIVE DISTRICT	SCHOOLS DISTRICTS	DATE
First District	Allen I and II Biri, Bobon, Capul, Catarman I to VI, Lavezares I and II, Lope De Vega, Mondragon I to III, Rosario, San Antonio, San Jose, San Isidro I and II, San Vicente Victoria	April 12, 2022
Second District	Catubig I to III, Gamay I and II, Laoang I to V, Lapinig, Las Navas I to III, Mapanas, Palapag I to III, Pambujan I and II, San Roque Silvino Lubos	April 13, 2022

Pru/SGOD2022



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