



*Republic of the Philippines*  
*Department of Education*  
Region VIII

**SCHOOLS DIVISION OF NORTHERN SAMAR**

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April 11, 2022

**Division Memorandum**

No. 106 s. of 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 103 S. OF 2022  
RE: ORIENTATION ON NATIONAL SCHOOL BUILDING INVENTORY  
(NSBI), LEARNER'S INFORMATION SYSTEM (LIS) AND BASIC  
EDUCATION INFORMATION SYSTEM (BEIS) FOR SY 2021-2022**

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

1. In reference to the Division Memorandum No. 103 s. 2022 re: Orientation on National School Building Inventory, LIS and BEIS for SY 2021-2022, this office through the Schools Facilities Section of the Schools Governance and Operations Division (SGOD), announces that the scheduled orientation on April 12 and 13, 2022 is moved to April 21 and 22, 2022 at the venue within Catarman proper.
2. Please refer to the attached new timelines and schedules.
3. Immediate dissemination of this Memorandum is directed.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent



*"Soar High, Northern Samar Division!"*



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

**Roles and Responsibilities:**

<b>Division Level</b>	<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
<b>District Level</b>	
Orient the Schools on NSBI, LIS & BEIS	District Heads, District Property Custodian/coordinators & District ICTs
Provide Technical Assistance to schools	
<b>School Level</b>	
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:

<b>Activities</b>	<b>Timeline</b>
Orientation of the Division to the District Level	April 21-22, 2022
Orientation of Schools Districts to the school level	April 25-29, 2022
Submission of Properly Filled up NSBI Forms to the School Facilities Section-SGOD	May 2-13, 2022
School Encoding of NSBI Data in the BEIS	May 16 to May 20, 2022
Validation of NSBI Data by the Division	May 21 to May 31, 2022



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

LEGISLATIVE DISTRICT	SCHOOLS DISTRICTS	DATE
<b>First District</b>	<b>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</b>	<b>April 21, 2022</b>
<b>Second District</b>	<b>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</b>	<b>April 22, 2022</b>

Pru/SGOD2022



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