



Republic of the Philippines
Department of Education (DepEd)
Region VIII (Eastern Visayas)

DIVISION OF NORTHERN SAMAR

Mabini St., Brgy. Acacia, Catarman, N. Samar, 6400, Philippines

April 11, 2024

Division Memorandum

No. 128 s. of 2024

CAPABILITY BUILDING OF DISTRICT ICT COORDINATORS AND DESIGNATED DISTRICT ADMINISTRATIVE OFFICERS ON THE UPDATING OF NATIONAL SCHOOL BUILDING INVENTORY (NSBI), GOVERNMENT SCHOOL PROFILE IN THE BEIS AND SUBMISSION OF 2022 PBB FORM 1.0

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
District Heads
District ICT Coordinators
Designated District Administrative Officers

1. In line with the yearly collection of data requirements, this office informs the field on the conduct of Capability Building for District ICT Coordinators and District Administrative Officers on April 19-20, 2024 at the venue to be announced after the procurement process.
2. The objectives of this activity are:
 - 2.1 Provide information on existing system management of the Basic Education Information System (BEIS) and its functionalities;
 - 2.2 Orient the participants on the updating of NSBI and Government School Profile in the BEIS and the submission of 2022 PBB Form 1.0;
 - 2.3 Ensure the accuracy and quality of data to be reported in the system.
3. The participants required to attend this activity are:
 - 3.1 District ICT Coordinators, and
 - 3.2 Designated District Administrative Officers
4. The Designated District Administrative Officers are enjoined to bring laptops on the second day of activity. Same participants are required to provide a preworkshop data on the PBB Form 1.0 (list of eligible employees). The District AO shall facilitate collection of the accomplished PBB form from their respective elementary and secondary (JHS and SHS) schools.
5. Services rendered on April 20, 2024 shall entitle the participants to compensatory time off.
6. Meals are charged against Division MOOE while the accommodation, travel and incidental expenses are charged to local fund/school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and strict compliance of this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR. CESO VI
OIC-Schools Division Superintendent



"Soar High, Northern Samar Division!"

