



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**



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December 10, 2019

DIVISION MEMORANDUM  
No. 287, s. 2019

**VALIDATION AND UPLOADING OF THE NATIONAL SCHOOL BUILDING  
INVENTORY (NSBI) FORMS FOR SY 2019-2020**

To: Public Schools District Supervisors/Officers In-Charge of the Districts  
Elementary, Secondary & Integrated School Heads  
District Planning Officers  
School Planning Officers

1. There will be a Two (2) Day-Live in Validation and uploading on the National School Building Inventory Forms for SY 2019-2020. Date and venue to be announced later.
2. The participants to this activity are the District Planning Officers and School Planning Officers who will encode the NSBI form in the Enhanced Basic Education Information System (EBEIS).
3. Below is the schedule of the encoding:

District	Batch
Cuartero, Dao, Dumalag, Dumarao, Ivisan & Pres. Roxas Districts	Batch 1
Jamindan, Mambusao East, West, Panitan, Sapián & Sigma Districts	Batch 2
Maayon, Panay, Pilar, Pontevedra & Tapaz West Districts	Batch 3
Tapaz East District & Secondary Schools	Batch 4

4. Participants must bring the following; a. NSBI form, b. Laptop, c. pocket wifi  
d. extension cord & e. 1 printer per district
5. Expenses relative to this activity shall be charged to NSBI Fund to cover expenses for travel, food and accommodations, subject to the usual accounting and auditing rules & regulations.
6. For your information and guidance.

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**TRAINING MATRIX**

<b>1<sup>ST</sup> to 4<sup>th</sup> Batches</b>		
<b>Day 1</b>		
<b>Time</b>	<b>Activity</b>	<b>Person Involve</b>
9:00- 9:30	Registration	Jamie Rose Magsila & Ivan Vito
9:30- 10:00	Opening Program	Engr. Mary Magdalene Degones
10:00- 10:30	<b>Snacks</b>	
10:30-12:00	Overview of the NSBI	Engr. Marlon Clarito & Engr. Victor Enezario, Jr. & Eduardo Villafuerte
12:00-1:00	<b>Lunch Break</b>	
1:30-5:00	Encoding of National School Building Inventory Form in the System	
6:00 – 7:00	<b>Dinner</b>	
7:00- 9:00	Validation of the Encoded Form	
<b>Day 2</b>		
7:00-8:00	<b>Breakfast</b>	
8:30- 9:00	Closing Program	

