



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

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January 29, 2020

DIVISION MEMORANDUM  
No. 022, s. 2020

**VALIDATION OF DOCUMENTS AND ENCODING ON NATIONAL SCHOOL  
BUILDING INVENTORY (NSBI) SY 2019-2020**

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

1. There will be a validation of documents and encoding on National School Building Inventory for SY 2019-2020 on scheduled below.
2. The participants to this validation and encoding activities are the Elementary, Secondary and Integrated School Planning Coordinators.
3. Participants are requested to bring their **laptops, extension cord, pocket wifi, site development plan and site ownership.**
4. Below are the schedule of the validation:

DATE	DISTRICT	TIME
Feb. 10, 2020	Tapaz East	8:00 am to 12:00 noon
Feb. 10, 2020	Cuartero	1:00 pm to 5:00 pm
Feb. 11, 2020	Tapaz West	8:00 am to 12:00 noon
Feb. 11, 2020	Dao	1:00 pm to 5:00 pm
Feb. 12, 2020	Jamindan	8:00 am to 12:00 noon
Feb. 12, 2020	Ivisan	1:00 pm to 5:00 pm
Feb. 13, 2020	Dumarao	8:00 am to 12:00 noon
Feb. 13, 2020	Dumalag	1:00 pm to 5:00 pm
Feb. 14, 2020	Mambusao East	8:00 am to 12:00 noon

Feb. 14, 2020	Sapian	1:00 pm to 5:00 pm
Feb. 17, 2020	Mambusao West	8:00 am to 12:00 noon
Feb. 17, 2020	Sigma	1:00 pm to 5:00 pm
Feb. 20, 2020	Maayon	8:00 am to 12:00 noon
Feb. 20, 2020	Panitan	1:00 pm to 5:00 pm
Feb. 21, 2020	Pilar	8:00 am to 12:00 noon
Feb. 21, 2020	Pontevedra	1:00 pm to 5:00 pm
Feb. 24, 2020	Pres. Roxas	8:00 am to 12:00 noon
Feb. 24, 2020	Panay	1:00 pm to 5:00 pm
Feb. 25, 2020	1 <sup>st</sup> Congressional District Secondary and Integrated schools with JSH & SHS	8:00 am to 12:00 noon
Feb. 25, 2020	2 <sup>nd</sup> Congressional District Secondary and Integrated schools with JSH & SHS	1:00 pm to 5:00 pm

3. AM and PM snacks shall be charged against NSBI funds while travelling expenses of the participants shall be charged against school MOOE funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO JR., EdD, CESO V**  
 Schools Division Superintendent