



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

DIVISION MEMORANDUM  
No. 081, s. 2022

**CONDUCT ORIENTATION WORKSHOP ON NATIONAL SCHOOL BUILDING  
INVENTORY FOR SY 2021-2022**

To: Public Elementary, Secondary and Integrated School Planning and School Physical  
Facilities Coordinator

1. Attached is the Memorandum OUCOS-PS-2022 from the office of the Secretary on the Conduct of the National School Building Inventory SY2021-2022.
2. This office, through the Planning, Supply and Education Facilities Sections of the Schools Division of Capiz shall conduct the **Orientation workshop on NSBI SY2021-2022 on March 30-31, April 1, and April 4-5, 2022** from **8:00 AM-12:00NN to 1:30 PM-5:00 PM**. The orientation schedule in morning and afternoon session is found in **Enclosure No.1** of this memorandum.
3. This activity aims to orient school planning and school physical facilities coordinator on the latest updates of NSBI forms for proper guidance and information.
4. The participants to this activity are the 471 elementary, secondary and integrated school planning and school physical facilities coordinators.
5. All participants are required to bring the following:
  - a. Laptop with extension cord
  - b. Previous NSBI Report
  - c. Pocket Wifi
6. Expenses for foods and venue are chargeable against HRTD Funds while travel expenses of the participants are chargeable against school MOOE. All are subject to the usual accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination of and compliance with this Memorandum are desired.

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

MAR 22 2022



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



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

**Enclosure No. 1**

**CONDUCT ORIENTATION WORKSHOP ON NATIONAL SCHOOL BUILDING  
INVENTORY FOR SY 2021-2022**

**PROGRAMME**

**DAY-1: Part I. Opening Program**

- A. Philippine National Anthem: On Air
- B. Prayer: Immaculada J. Amores, PhD.- SEPS-HRD
- C. Regional Hymn: On Air
- D. Capiz Hymn: On Air
- E. Welcome Message: Jose Niro R. Nillasca-ASDS
- F. Inspirational Message: Salvador O. Ochoa Jr., CESO V

**Part II. Orientation Proper – Trainers**

**Schedule of Training Workshop**

Day-1: 3/30/2022	Participant (District)	No. of Participant	Topics	Open Forum
8:00am -12:00pm	Panay & Pontevedra	108	NSBI Templates 1-7	
1:30pm – 5:00pm	Pilar & Pres. Roxas	98	NSBI Templates 1-7	
Day-2: 3/31/2022				
8:00am -12:00pm	Panitan & Maayon	126	NSBI Templates 1-7	
1:30pm – 5:00pm	Ivisan & Sapián	80	NSBI Templates 1-7	
Day-3: 4/01/2022				
8:00am -12:00pm	Dumarao & Dumalag	120	NSBI Templates 1-7	
1:30pm – 5:00pm	Mambusao East & Mambusao West	70	NSBI Templates 1-7	
Day-4: 4/04/2022				
8:00am -12:00pm	Jamindan & Cuartero	116	NSBI Templates 1-7	
1:30pm – 5:00pm	Sigma & Dao	94	NSBI Templates 1-7	
Day-5: 4/05/2022				
8:00am -12:00pm	Tapaz East	54	NSBI Templates 1-7	
1:30pm – 5:00pm	Roxas City & Tapaz West	50	NSBI Templates 1-7	





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

**Trainers:**

1. Marlon P. Destreza, EdD
2. Engr. Marlon V. Clarito – Engr. III
3. Eduardo D. Villafuerte – Planning Officer III
4. Rhodela U. Martinez- Supply Officer
5. Benjie B. Doce – Accountant II
6. Immanuel Lati - ITO

**Facilitators:**

1. Immaculada J. Amores, PhD. - SEPS HRD
2. Ronald Dile -SEPS SMME
3. Yzarda Claudette D. Ballera – PDO I
4. Joy Arnold T. Lejos, MD – Medical Officer III

