



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

March 29, 2023

DIVISION MEMORANDUM

No. 153, s. 2023

**ORIENTATION WORKSHOP FOR THE ONLINE ENCODING AND PRESENTATION OF
THE NEW NSBI DATA GATHERING FORMS FOR SY 2022-2023**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Heads of Public Elementary, Secondary and
Integrated Schools

1. In compliance with OUA-OUT-032023-004 Memorandum dated March 15, 2023 titled **“GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL BUILDING (NSBI) FOR SY 2022-2023”**, this Office through the School Governance and Operations Division (SGOD) will conduct an Orientation Workshop on April 13 to 28, 2023 exclusive of Saturdays and Sundays at 9 AM in the Division Office Multi-purpose Hall.
2. This activity aims to improve and accelerate the delivery of basic education facilities and services by having a complete and accurate inventory of school infrastructure and its inclusions-buildings, classrooms, furniture and other facilities.
3. Participants to this Orientation Workshop will be the District and School Planning Officers.
4. Attached are the schedule of orientation-workshop and the number of participants per district. Concerned school heads must ensure that there will be teachers who will address the learning needs of the learners of the identified participants in adherence with DepEd Order No. 9 s. 2005 titled “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith ”.




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

5. The participants to this workshop are to bring the following items:
 - laptop
 - extension cord
 - wifi modem
 - one printer per district
 - print out of the import/preloaded data from the NSBI in the LIS Website
6. Division Memorandum No. 367, s. 2022, allows the designated District and School Planning Officers to render overtime (OT) services equivalent to 3 days during weekdays, weekends and holidays when necessary to meet the LIS target schedule.
7. At the end of the workshop, it is expected that the participants have encoded, uploaded and submitted their NSBI data in the LIS Website.
8. The signed hardcopy of the NSBI forms will be gathered by the District Planning Officers and submitted to the Division Engineer one week after their submission.
9. Food of the participants and Technical Working Group (TWG) relative to the conduct of this activity shall be charged against the Division MOOE funds, while the travel expenses of the participants shall be charged against the School MOOE funds, subject to usual accounting and auditing rules and regulations.
10. It is expected that in the conduct of this activity, all involved must adhere with the minimum health and safety protocols.
11. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EDD, CESO V
Schools Division Superintendent



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 to DM No. 153, s. 2023

**SCHEDULE OF ORIENTATION WORKSHOP FOR THE ONLINE ENCODING AND
PRESENTATION OF THE NEW NSBI DATA GATHERING FORMS FOR SY 2022-2023**

Date/ Time	District	No. of Pax
April 13, 2023/8:00 AM-5:00 PM	Cuartero	20
	Dao	19
April 14, 2023/8:00 AM-5:00 PM	Dumalag with Integrated School	20
	Dumarao with Integrated School	33
April 17, 2023/8:00 AM-5:00 PM	Ivisan	15
	Jamindan with Integrated School	30
April 18, 2023/8:00 AM-5:00 PM	Maayon with Integrated School	32
	Panay with Integrated School	29
April 19, 2023/8:00 AM-5:00 PM	Mambusao East with Integrated School	18
	Mambusao West with Integrated School	14
April 21, 2023/8:00 AM-5:00 PM	Pilar	24
	Panitan	25
April 24, 2023/8:00 AM-5:00 PM	Pontevedra	20
	President Roxas	19



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

April 25, 2023/8:00 AM-5:00 PM	Sapian	22
	Sigma	22
April 26, 2023/8:00 AM-5:00 PM	Tapaz East	34
	Tapaz West	21
April 27, 2023/8:00 AM-5:00 PM	Secondary Schools of (Cuartero, Dao, Dumalag, Dumarao, Jamindan, Mambusao East, Mambusao West, Sapian, Sigma, Capiz NHS)	27
April 28, 2023/8:00 AM-5:00 PM	Secondary Schools of (Maayon, Panay, Panitan, Pilar, Pontevedra, President Roxas, Ivisan, Tapaz East, Tapaz West)	27
TOTAL		471



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