



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

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April 11, 2023

DIVISION MEMORANDUM

No. **163** s. 2023

**CHANGE IN DIVISION MEMORANDUM NO. 153, s. 2023 TITLED 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. Relative to Division Memorandum No. 153, s. 2023 titled Orientation Workshop for the Online Encoding and Presentation of the New NSBI Data Gathering Forms for SY 2022-2023, please be advised of the change in schedule of the Orientation Workshop which is rescheduled on **April 19 to May 9, 2023** as reflected in Enclosure No. 01 of this memorandum.
2. All other provisions in Division Memorandum No. 153, s. 2023 remain in effect.
3. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
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Enclosure No. 1 to DM No. 163, s. 2023

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

<b>Date/ Time</b>	<b>District</b>	<b>No. of Pax</b>
<b>April 19, 2023/8:00 AM-5:00 PM</b>	<b>Tapaz East</b>	<b>34</b>
	<b>Tapaz West</b>	<b>21</b>
<b>May 2, 2023/8:00 AM-5:00 PM</b>	<b>Dumalag with Integrated School</b>	<b>20</b>
	<b>Dumarao with Integrated School</b>	<b>33</b>
<b>May 3, 2023/8:00 AM-5:00 PM</b>	<b>Ivisan</b>	<b>15</b>
	<b>Jamindan with Integrated School</b>	<b>30</b>
<b>May 4, 2023/8:00 AM-5:00 PM</b>	<b>Maayon with Integrated School</b>	<b>32</b>
	<b>Panay with Integrated School</b>	<b>29</b>
<b>May 5, 2023/8:00 AM-5:00 PM</b>	<b>Mambusao East with Integrated School</b>	<b>18</b>
	<b>Mambusao West with Integrated School</b>	<b>14</b>
<b>May 9, 2023/8:00 AM-5:00 PM</b>	<b>Pilar</b>	<b>24</b>
	<b>Panitan</b>	<b>25</b>
<b>April 24, 2023/8:00 AM-5:00 PM</b>	<b>Pontevedra</b>	<b>20</b>
	<b>President Roxas</b>	<b>19</b>



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<b>April 25, 2023/8:00 AM-5:00 PM</b>	<b>Sapian</b>	<b>22</b>
	<b>Sigma</b>	<b>22</b>
<b>April 26, 2023/8:00 AM-5:00 PM</b>	<b>Cuartero</b>	<b>20</b>
	<b>Dao</b>	<b>19</b>
<b>April 27, 2023/8:00 AM-5:00 PM</b>	<b>Secondary Schools of (Cuartero, Dao, Dumalag, Dumarao, Jamindan, Mambusao East, Mambusao West, Sapian, Sigma, Capiz NHS)</b>	<b>27</b>
<b>April 28, 2023/8:00 AM-5:00 PM</b>	<b>Secondary Schools of (Maayon, Panay, Panitan, Pilar, Pontevedra, President Roxas, Ivisan, Tapaz East, Tapaz West)</b>	<b>27</b>
<b>TOTAL</b>		<b>471</b>



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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 ”.




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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



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<b>April 13, 2023/8:00 AM-5:00 PM</b>	<b>Cuartero</b>	<b>20</b>
	<b>Dao</b>	<b>19</b>
<b>April 14, 2023/8:00 AM-5:00 PM</b>	<b>Dumalag with Integrated School</b>	<b>20</b>
	<b>Dumarao with Integrated School</b>	<b>33</b>
<b>April 17, 2023/8:00 AM-5:00 PM</b>	<b>Ivisan</b>	<b>15</b>
	<b>Jamindan with Integrated School</b>	<b>30</b>
<b>April 18, 2023/8:00 AM-5:00 PM</b>	<b>Maayon with Integrated School</b>	<b>32</b>
	<b>Panay with Integrated School</b>	<b>29</b>
<b>April 19, 2023/8:00 AM-5:00 PM</b>	<b>Mambusao East with Integrated School</b>	<b>18</b>
	<b>Mambusao West with Integrated School</b>	<b>14</b>
<b>April 21, 2023/8:00 AM-5:00 PM</b>	<b>Pilar</b>	<b>24</b>
	<b>Panitan</b>	<b>25</b>
<b>April 24, 2023/8:00 AM-5:00 PM</b>	<b>Pontevedra</b>	<b>20</b>
	<b>President Roxas</b>	<b>19</b>



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<b>April 28, 2023/8:00 AM-5:00 PM</b>	<b>Secondary Schools of (Maayon, Panay, Panitan, Pilar, Pontevedra, President Roxas, Ivisan, Tapaz East, Tapaz West)</b>	<b>27</b>
<b>TOTAL</b>		<b>471</b>



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