



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

DIVISION MEMORANDUM
No. **355** s. 2026

04 AUG 2026

**ORIENTATION ON NATIONAL SCHOOL BUILDING INVENTORY (NSBI) DATA
COLLECTION**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Regional Memorandum No. 760, s. 2026, titled National School Building Inventory Data Collection, which disseminates the Memorandum dated July 24, 2026 from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure and the Office of the Undersecretary for Philippine Qualifications Framework Secretariat, Policy and Planning Service, and Education Center for Artificial Intelligence Research, and in line with DepEd Order No. 53, s. 2021 and DepEd Order No. 1, s. 2017, the Schools Division of Capiz shall conduct an Orientation, Capability Building, and Technical Assistance on the National School Building Inventory (NSBI) 2026 on August 10 – 13, 17-20 and 24, 2026, at 9:00 A.M. at a venue to be announced through a separate advisory.
2. The activity aims to:
 - a. orient Administrative Officers II and other concerned personnel on the NSBI 2026 policies, procedures, forms, timelines, and reporting requirements;
 - b. strengthen the knowledge, skills, and competencies of school personnel in the conduct of school infrastructure inventory, data encoding, validation, and report generation;
 - c. provide capability-building sessions and hands-on workshops to ensure accurate and reliable collection, management, and submission of infrastructure data;
 - d. provide technical assistance on the use of the NSBI system, resolution of common issues, and compliance with data quality standards; and
 - e. support evidence-based planning, budgeting, resource allocation, school facility development, and infrastructure project prioritization.
3. In support of the implementation of NSBI 2026, the SGOD-Planning and Research Unit, in coordination with the Division Engineer and Supply Office, shall provide continuing technical assistance, coaching, and monitoring to schools on data collection, validation, encoding, report generation, and submission requirements throughout the NSBI implementation period.
4. The School Head shall be responsible for the collection, encoding, validation, and submission of high-quality data in the National School Building Inventory (NSBI) and shall:



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

a. Lead the conduct of the school building inventory; review, encode, and validate all data entries in the system, supported by actual physical inspection of all school buildings and facilities; and

b. Submit two (2) signed copies of the duly accomplished NSBI forms to the Schools Division Office (SDO), Attention: Division Engineer, supported by existing school records and actual site conditions. These copies shall be generated from the NSBI system.

5. The participants to this activity are limited to one (1) officially designated representative per school preferably:

- Elementary Administrative Officer II (AO II) for elementary schools;
- Administrative Aide/Administrative Officer (ADAS) for secondary schools;
- Other school personnel officially designated by the School Head who is in charge of the NSBI.

Schools shall attend on the date assigned to their district, as reflected in Annex B.

6. The list of resource persons, trainers, facilitators, and members of the training team is attached as Annex A and shall form an integral part of this Memorandum.

7. The participants are enjoined to bring their laptops, updated site development plan, extension cord, Wi-Fi and available NSBI records for reference during the workshop portions of the orientation.

8. A registration fee of **Seven Hundred Fifty Pesos (PhP 705.00)** shall be collected from each participant to cover expenses for meals, training materials, printing of forms, and other necessary supplies. Travel and incidental expenses shall be charged against their respective school MOOE funds. Meanwhile, expenses for the food of the Program Management Team (PMT) involved in this activity shall be charged to Division MOOE funds, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of and compliance with this Memorandum are hereby directed.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None

Reference: DepEd Order Nos. 760, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

SCHOOL BUILDINGS / PROPERTY / DATA



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

ANNEX A

1. EDUARDO VILLAFUERTE
2. ENGR. MALON CLARITO
3. ENGR. IRA ROSE G. BALGOS
4. ENGR. JOHN GABRIELLE GIMENO
5. EMMANUEL LATI/ Bryle Bundalan
6. EDA FABALE PONSARAN
7. KEILA FUENTES
8. NICOLE BILLANES
9. RHODELA UBAL
10. CASH PERSONNEL



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

ANNEX B

DATE	DISTRICT	NO. OF SCHOOLS
August 10, 2026	TAPAZ EAST	37
	TAPAZ WEST	26
August 11, 2026	DUMALAG	22
	DUMARAO	38
August 12, 2026	MAMBUSAO EAST	20
	MAMBUSAO WEST	15
August 13, 2026	JAMINDAN	34
	SAPIAN	24
August 17, 2026	SIGMA	24
	IVISAN	17
August 18, 2026	PRESIDENT ROXAS	20
	PILAR	29
August 19, 2026	CUARTERO	24
	DAO	23
August 20, 2026	MAAYON	36
	PANIT-AN	27
August 24, 2026	PANAY & CapiZ NHS	33
	PONTEVEDRA	22
	TOTAL	471