

Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

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27 JANUARY 2020

DIVISION MEMORANDUM
No. 22, s. 2019

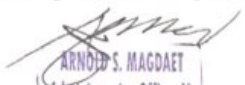

**ONLINE ENCODING OF PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH
SCHOOLS BUILDING INVENTORY FOR SCHOOL YEAR 2019 -2020**

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary, Junior & Senior High Schools – School Heads
All Concerned

1. The Schools Division Office of Kabankalan City through the Division Validation Team will conduct an Online Encoding of Public Schools Building Inventory for School Year 2019 – 2020 among Public Elementary, Junior and Senior High Schools – School Heads on February 3 – 7, 2020 from 8:00 AM to 5:00 PM at Zaycoland Resort & Hotel.
2. This activity aims to:
 - a. intensify monitoring and online encoding of NSBI reports;
 - b. ensure school compliance and submission of reports on time; and
 - c. produce accurate and comprehensive baseline data of school buildings in all public schools for use in planning, budgeting and decision making.
2. The participants of the said activity are the 10 Public School District Supervisors, 68 Public Elementary School Heads, 21 Junior and Senior High Schools – School Heads and Selected SDO Personnel. **NO PROXY ALLOWED.**
3. The participants shall bring the following:
 - Laptop
 - Wifi with load
 - Extension cord
 - NSBI Validated Hard Copy
4. Below is the schedule of Online Encoding per District:

District	Date
Kabankalan I	February 3, 2020
Kabankalan II	February 4, 2020
Kabankalan III	February 5, 2020
Kabankalan IV	February 6, 2020
Kabankalan V	February 7, 2020

5. Food, accommodation and other incidental expenses shall be charged against 2018 GAA (Continuing Fund) subject to usual accounting and auditing rules and regulations
6. For immediate dissemination and compliance.


ARNOLD S. MAGDAET
Administrative Officer V

PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent