



Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 155, s. 2023

APR 11 2023

**ORIENTATION ON THE CONDUCT OF NATIONAL SCHOOL BUILDING INVENTORY  
(NSBI) FOR SY 2022-2023 AND VALIDATION OF UPLOADED GOVERNMENT  
ELEMENTARY SCHOOL, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL  
PROFILES FOR SY 2022-2023**

To: OIC-Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division Focal Persons  
Senior High School Registrars  
All Others Concerned

1. Pursuant to DepEd Memorandum OUA-OUT-031523-004 (Guidelines in the Conduct of the National School Building Inventory for SY 2022-2023) and Unnumbered DepEd Memorandum from Epimaco V. Densing III, Undersecretary and Chief of Staff, (Basic Education Information System (BEIS) Data Collection for SY 2022-2023), this Office through the Planning and Research Unit (PRU) shall conduct the Orientation on the Conduct of National School Building Inventory (NSBI) for SY 2022-2023 and Validation of Uploaded Government Elementary School, Junior High School and Senior High School Profile for SY 2022-2023 on April 12-14, 2023 from 8:00 a.m. to 5:00 p.m. at the New SDO Conference Hall.

2. The activity aims to:

- collect and encode accurate and comprehensive inventory of school infrastructure and other facilities of DepEd;
- gather recent data of all public schools nationwide to address new parameters of classroom requirement for the safe operations of schools post COVID-19 pandemic;



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- c. provide common understanding in accomplishing the Government Elementary School Profile, Government Junior High School Profile and Government Senior High School Profile for SY 2022-2023; and,
  - d. validate the data reported by the schools to ensure accurate, reliable and quality data.
3. The participants to this activity are Public Elementary and Secondary School Heads. They are expected to bring filled-up hard copy of uploaded Profiles, laptop, extension wire and mobile internet connectivity device.
  4. The meals and travel/incidental expenses of the participants shall be chargeable against School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
  5. Observance of the required health standards and safety protocols during the activity is hereby required.
  6. Attached are the Schedules, Expected Participants and Venue (Enclosure No. 1), Indicative Program of Activities (Enclosure No. 2) and List of Division Focal Persons/Validators (Enclosure No. 3)
  7. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure No. 1 to the Division Memorandum No. 155 s. 2023

**SCHEDULES, EXPECTED PARTICIPANTS AND VENUE OF THE ACTIVITY**

Date and Time	Participants	Venue
April 12, 2023 7:30 a.m – 5:00 p.m.	Public Elementary and Secondary School Heads Kabankalan I (13) and Kabankalan III (19)	New SDO Conference Hall
April 13, 2023 7:30 a.m – 5:00 p.m.	Public Elementary and Secondary School Heads Kabankalan II (14) and Kabankalan V (18)	New SDO Conference Hall
April 14, 2023 7:30 a.m – 5:00 p.m.	Public Elementary and Secondary School Heads Kabankalan IV (27)	New SDO Conference Hall



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Enclosure No. 2 to the Division Memorandum No. 155 s. 2023

INDICATIVE PROGRAM OF ACTIVITIES

Date and Time	Activity	Responsible Staff/Resource Speaker
April 12-14, 2023 8:00 a.m – 5:00 p.m	7:00 a.m to 7:30 a.m – Registration of Participants	SHS Registrars
	7:30 a.m to 8:00 a.m – Opening Program	Planning and Research Unit
	8:00 a.m to 10:00 a.m – Orientation on the Guidelines in the Conduct of the National School Building Inventory for SY 2022-2023 and Data Gathering Forms	Engr. Raymond Noquilla
	National School Building Inventory Encoding/Uploading for SY 2022-2023	Arnie G. Besas Planning Officer III
	10:00 a.m to 10:15 a.m	Break
	10:15 a.m to 11:00 a.m – Overview on the conduct of Validation of the uploaded GESP, GJHS and GSHP SY 2022-2023	Chelo Taladua SHS Registrar/Division LIS Coordinator
	11:00 a.m to 12:00 a.m– Capacity Building on Data Analysis for School Heads	Arnie G. Besas, Planning Officer III
	12:00 nn – 1:00 p.m	Lunch break
	1:00 p.m. – 5:00 p.m Validation of the uploaded GESP, GJHS and GSHP SY 2022-2023	Division Focal Persons and SHS Registrars



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Enclosure No. 3 to the Division Memorandum No. 155 s. 2023

LIST OF DIVISION FOCAL PERSONS/VALIDATORS

Name of validator	Position
1. Xyzette V. Ganza, PhD	Education Program Supervisor (Division SPED and Kindergarten Coordinator)
2. Arnie G. Besas	Planning Officer III
3. Chris G. Erabon	Administrative Officer IV
4. Eulyne T. Lucerna	EPS HRTD
5. Jacqueline B. Dagunan	PSDS (CID)
6. Blas P. Tabayag, Jr.	PSDS (CID)
7. Saturnino T. Pabalinas, Jr. PhD	PSDS and OIC SEPS PRU
8. Dexyll Garl G. De Jesus	Project Development Officer I
9. Gerald B. Tampico	Project Development Officer I
10. Archiebal A. Poyogao	Information Communication Technology Officer
11. Mary Helen M. Bocol	PSDS LRMDs
12. Meralie Mae B. Gualdrapa, CPA, MBA	Accountant III
13. Engr. Raymond G. Noquilla	Engineer III
14. Aldwin Marco P. Bendo, DMD	Dentist II
15. Amely Love C. Gelsanao, DMD	Dentist II
16. Vida Grace R. Moreño, RN	Nurse II
17. Mary Jane H. Butanas, RN	Nurse II
18. Tristan P. Lucerna, RN	Nurse II
19. Noemi M. Barañao, RN	Nurse II
20. Eduard Q. Villavicencio, RN	Nurse II
21. Charity E. Sasuman, RN	Nurse I
22. Romeo G. Poyogao	EPS, Division Sports Coordinator
23. Rictée I. Resano, RN	Project Development Officer II
24. Mary Joan G. Dayon	PSDS IPED Focal Person
25. Chelo D. Taladua	SHS Registrar, Division LIS Coordinator
26. Mae C., Dacudag	SHS Registrar I
27. Eva D. Amandoron	SHS Registrar I
28. Darren Grace S. De la Calzada	SHS Registrar I



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