



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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SCHOOLS DIVISION OFFICE

Marikina City
RECORDS UNIT

RELEASED

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DIVISION MEMORANDUM

No. 167, s. 2019

**ORIENTATION ON DIVISION INVENTORY OF PUBLIC SCHOOLS
BUILDINGS FOR SY 2019-2020**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Elementary and Secondary School Principals
Public Schools only

1. In line with the National Inventory of DepEd Public Schools Building for SY 2019-2020, an orientation on division inventory will be conducted on October 15, 2019 for public elementary schools and October 16, 2019 for public secondary schools, for information and guidance of all concerned.

2. This activity aims to:

- Orient school heads, school physical facilities coordinators, property custodians, and LIS-BEIS coordinators on the updates of the National School Building Inventory (NSBI) Forms and Systems; and
- Provide technical assistance on manual accomplishment of NSBI forms, system and processes.

3. The orientation trainings will start from 8:00 am to 5:00 pm at the Social Hall, Sto. Niño Elementary School.

4. The participants for this orientation will be the following school officials: One (1) School Head, One (1) School Property Custodian; One (1) School Physical Facilities Coordinator; and One (1) LIS-BEIS Coordinator. No PROXY allowed. All are required to bring laptops and extension cords.

5. Immediate dissemination of and strict compliance with this Memorandum is desired.


JOEL T. TORRECAMPO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Incls.: None
Reference: DepEd Order No. 1 s. 2017