



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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DIVISION MEMORANDUM
No. 248 s. 2016

ORIENTATION ON THE 2016 NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS & SYSTEM

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
School Property Custodians
School EBEIS Coordinators
All Others Concerned

1. The Division of the City of San Jose del Monte will conduct a one-day Orientation on 2016 National School Building Inventory (NSBI) Forms and System on December 20, 2016 at the Conference Hall of San Jose del Monte Central Elementary School.
2. The orientation aims to:
 - a. update and ensure more accurate and comprehensive baseline data of school buildings in all Elementary and Secondary Schools for use in planning, budgeting and decision making;
 - b. orient the Public Schools District Supervisors, Schools Heads, School Property Custodians and School EBEIS Coordinators on the 2016 NSBI forms and system; and
 - c. formulate action plan in the conduct of the 2016 NSBI.
3. Participants in this orientation are the 10 PSDSes, 52 School Heads, 52 School Property Custodians and 52 School EBEIS Coordinators.
4. Participants are expected to be at the venue at 8:00 a.m. of December 20, 2016. Each school must bring a laptop, extension wire and USB flash drive/s.
5. Meal and snacks for this activity will be charged to the Division Inset Fund.
6. Immediate dissemination of this Memorandum to all concerned is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent