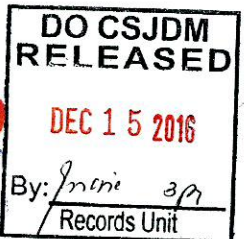
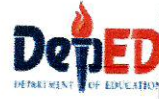




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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DIVISION MEMORANDUM
No. 256 s. 2016

December 15, 2016

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

CORRIGENDUM TO DIVISION MEMORANDUM NO. 248, s., 2016
(ORIENTATION ON THE 2016 NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS & SYSTEM)

1. This is to inform all concerned on the following changes in the conduct of the One-day **Orientation on the 2016 NSBI Forms and System** on December 20, 2016 :
 - a. The venue of the activity will be at San Jose del Monte National Trade School instead of SJDM Central Elementary School; and
 - b. Additional participants are the 13 SGOD personnel and the Division Supply Officer.
2. The matrix of activities is herewith attached as Enclosure No. 1.
3. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

MATRIX of ACTIVITIES

TIME	ACTIVITY	PRESENTER/IN-CHARGE
8:00-8:30 a.m.	Registration and Attendance	Samuel Cariño Margie Duro
8:30-9:00 a.m.	National Anthem Prayer	Audio/Video presentation Audio/Video presentation
	Welcome Message	Germelina H. Pascual, CESO V Schools Division superintendent
	Presentation of Participants	Manuel dela Cruz SEPS-HRD
9:00 – 9:30 a.m.	Rationale and Objectives School Guidelines on Conduct of Inventory	Ma. Felisa C. Camino Planning Officer III
9:30-10:00 a.m.	Overview of 2014 NSBI	Renato L. Ignacio SEPS – Planning & Research
10:00 – 10:15 a.m.	S n a c k s	
10:15-10:30 a.m.	Ice breaker	SGOD Personnel
10:30-12:00 a.m.	Site Development Plan	Engr. Jay Isaac Salinas Engineer III
12:00n-1:00 p.m.	LUNCH BREAK	
1:00- 2:30 p.m.	Data Elements in the NSBI Forms	Engr. Jay Isaac Salinas Engineer III
2:30-2:45 p.m.	Ice breaker	SGOD Personnel
2:45 – 3:00 p.m.	Snacks	
3:00 – 4:00 p.m.	Action Planning for NSBI 2016	Mechanics – Conrado Abraham And To be facilitated/collected by Odie Sepe
4:00 – 4:40 p.m.	Action Plans Presentations	Manuel Caliboso PDO II
4:40 – 5:00 pm	Timelines	Ma. Felisa C. Camino Planning Officer III
5:00 pm	Closing	Bernadette Rosaroso EPS-SGOD
MASTER OF CEREMONY		ROBESA R. HILARIO SEPS- M & A