



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region IX, Zamboanga Peninsula  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
 Dipolog City

**RELEASED**  
 26 JAN 2017  
 BY: \_\_\_\_\_  
 NAME/SIGNATURE

DIVISION MEMORANDUM  
 NO. 029s. 2017

To: Public Schools District Supervisor  
 Elementary / Secondary School Heads  
 Elementary / Secondary School Physical Facilities Coordinator –Designate  
 All Other Concerned

From: *LS*  
 NATIVIDAD P. BAYUBAY, CESO VI  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Subject: 1 Day Training Workshop on the National Inventory of DepEd Public School Buildings for  
 School Year 2016-2017

Date: January 25, 2017

- To ensure an accurate, updated, and comprehensive data of school buildings in all DepEd public schools for the use of planning, budgeting, resource allocation, and decision making particularly in determining the classroom conditions and requirements of every school the Division of Zamboanga del Norte announces the Conduct of a **1 DAY DIVISION TRAINING WORKSHOP ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR SCHOOL YEAR 2016-2017** on the following schedules and venues:

| Participants | Dates            | Venue                  | Host                   |
|--------------|------------------|------------------------|------------------------|
| COASTAL      | January 31, 2017 | Kipit-Agro Fishery NHS | Kipit-Agro Fishery NHS |
| MAINLAND     | February 1, 2017 | Kipit-Agro Fishery NHS | Kipit-Agro Fishery NHS |
| CD2          | February 8, 2017 | Sindangan NAS          | Sindangan NAS          |
| CD1          | February 9, 2017 | Polanco Gym            | Polanco CS             |

- The objectives of this training workshop are the following:
  - To orient and provide guidelines and procedures, accountable persons or offices, roles and responsibilities, forms and system in updating the NSBI.
  - Participants have the capability to do the inventory.

d. To provide technical assistance in the filling up of NSDF forms (1-5)

3. There are two (2) participants in every school which includes the **School Head / SOIC** and the **designated School Physical Facilities Coordinator** in each elementary and secondary school.



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4. Participants are requested to bring with them the necessary documents and materials, such as:
  - a. Files of School Buildings
  - b. Previous hard copy of EBEIS - School Profile
  - c. Annex 1 – A of SIP
  - d. Any school site documents bearing lot description
  - e. Drawing materials (pencil, eraser, ruler, protractor, drawing book/ pieces of bondpaper, etc.)
5. Expected outputs of the training are:
  - a. School Inventory Team (*to be recommended by the School Head*)
  - b. Proposed School Site Development Plan
  - c. Manual accomplished NSBI Forms (Tables 1-5) for validation and approval
6. Travel and other incidental expenses incurred of the participants during the conduct of the training shall be chargeable against School MOOE while for the organizers and facilitators of the training shall be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.