Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Division Memorandum
No. 307 s. of 2026

TO: Public Elementary and Secondary School Heads
School Administrative Officers
All Others Concerned

FROM: **GAUDENCIO C. ALJIBE, JR. CESO VI**
Schools Division Superintendent

SUBJECT: National School Building Inventory (NSBI) Data Collection

DATE: August 3, 2026

Relative to the annual implementation of the National School Building Inventory (NSBI) and to ensure the availability of accurate, reliable, and up-to-date information on school buildings, classrooms, facilities, and furniture, all Public Elementary and Secondary School Heads are hereby directed to conduct the inventory and encode/update the required data in the National School Building Inventory (NSBI).

The NSBI serves as the official source of statistics on education facilities and infrastructure. The data generated shall be used by the Education Facilities Division (EFD) as one of the primary references in determining infrastructure priorities, school building programming, repair and rehabilitation requirements, disaster preparedness and response planning, and the monitoring of education facilities nationwide.

I. Procedure

School Heads shall be responsible for the collection, encoding, validation, and submission and shall:

a. lead the conduct of the school building inventory, review, encoding and validating data entries in the system, which shall

DepEd Northern Samar
RELEASED
By:
Date: 10 AUG 2026

be supported by actual physical inspection of all school buildings and facilities.

b. Submit two (2) signed copies of duly accomplished NSBI forms to the Facilities Section/Division Engineer.

c. The NSBI data shall be encoded in the system using the School Head's Learner Information System (LIS) account. If there are no changes in the school's existing infrastructure data, the School Head may import the previously encoded School Year 2024–2025 NSBI data by clicking the **SUBMIT** button. However, if updates or revisions are necessary, the School Head shall select the latest available cut-off date (May 31, 2026) under the ***Cut-off Date of Encoding,*** click Proceed to Building Inventory, and update the corresponding records before submitting the data.

d. Should there be errors in encoding the data in the accomplished hard copy and the data encoded in the system, the School Head shall immediately rectify the data in the system and notify the Division Planning Officer of the corrections.

II. Roles and Responsibilities

Division Level	Responsible Personnel
Provide Technical Assistance to schools with queries regarding NSBI forms, system and processes	**Division Engineer** **Division Planning Officer**
School Level	
Conduct accurate school building inventory	**School Head,** **School Property Custodian/** **Administrative Officer** II
Accomplish and submit signed NSBI Forms to Education Facilities Section-SGOD	
Encode data in the NSBI Module	
Maintain documentary evidence, photographs, and supporting records for all reported infrastructure data	

III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2025-2026 consist of eight (8) tables.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities/Amenities
Table 7	Access going to School

The NSBI Data Gathering Form includes inventory of 1-Seater Table and Chair in Table 5, and the inclusion of Guidance Office and Principal's Office in the dropdown option for non-instructional rooms in Table 2.

NSBI data to be encoded in the system shall be based on the inventory as of May 31, 2026.

Accomplished NSBI Data Gathering Forms shall be signed by the school and division personnel attesting the accuracy and veracity of the encoded and reported data.

IV. Process in Determining the School Coordinates (Latitude/Longitude)

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The School Head may use devices such as mobile phones, smartphones (ios or Android phones), tablets, or laptops to open Google Maps and identify the latitude and longitude of the school to ensure accuracy of the information or data.

All schools that have previously submitted their school coordinates in the NSBI SY 2024-2025 may retain their previous submission if said information is accurate.

Newly established schools in SY 2025-2026 need to report data in the NSBI.

Using smartphones/tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold to the specific location. A red pin will appear at the determined location.
5. The coordinates will appear on the Search bar; then, copy or take a screenshot of the coordinates.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the Search bar.
3. Navigate to the location you want to determine the coordinates. Use the scroll wheel to zoom in/out of the location
4. Right-click on the location.
5. Click on the coordinates and copy.

School Heads are advised to record the complete decimal values without rounding them off to ensure the accuracy of the reported location. The coordinates should likewise be verified by entering both the latitude and longitude into Google Maps.

V. Validation

Paper and onsite validation of NSBI data shall be conducted by the Division Engineer while the Division Planning Officer will verify the accuracy of the data encoded in the system.

VI. Timelines

All personnel involved in the data collection, encoding, validation, and monitoring for the NSBI shall be guided accordingly on the following timelines as shown below:

Activity	Timeline
Encoding of NSBI Data	August 1-31, 2026
Validation of NSBI Data	August 10, 2026 to September 4, 2026
End of Encoding in the System	August 31, 2026

VII. Monitoring and Evaluation

The Schools Governance and Operations Division (SGOD) through the Planning and Research Section shall monitor the status of school building inventory for School Year 2025-2026. Necessary technical assistance shall be provided to schools with difficulties in encoding NSBI data by the Division Planning Officers and Division Engineer.

For clarifications and queries, please contact the Planning and Research Section, Schools Governance and Operations Division:

Landline: 055 500-1209
Mobile: 09665368581
Email Address: jocelyn.acebuche@deped.gov.ph

For immediate dissemination and strict compliance.