



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

March 26, 2024

SCHOOLS DIVISION MEMORANDUM

No. 12, s. 2024

DIVISION ORIENTATION OF GUIDELINES IN THE CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTOR (NSBI) AND BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public, Private, and SUC Elementary and Secondary Schoolheads
All Others Concerned

- The School Governance and Operations Division will hold an orientation on the Guidelines on the Conduct of the National School Building Inventory and Basic Education Information System for School Year 2023-2024 on April 5, 2024 at MNHS-Main Junior HS Conference Hall from 8:30 AM – 5:00 PM.
- This activity aims to:
 - orient all concerned personnel regarding the Procedure of Conduct of NSBI and BEIS for SY 2023-2024;
 - discuss the Roles and Responsibilities of Division and School level.
 - discuss the NSBI and BEIS Data Gathering Forms.; and
 - inform the school on the timelines of encoding, validation, and submission of NSBI and BEIS forms.
- The target participants on this orientation are all School Heads, School Property Custodian, and BEIS School Coordinator.

Office/ Sector	List of Participants	Time/ Schedule
Public School, Private School, SUC, Division Office	School Heads/ Principals/ Administrators, BEIS Coordinators, Focal Persons	8:30 AM – 12:00 NN
Public School	School Heads/ Principals, Supply Officers	1:00 PM – 5:00 PM

- Participants are requested to bring laptop, extension cord, internet, and other provisions relative to the conduct of activity.
- For clarification, you may contact Engr. Marlon V. Siminig, Planning Officer III at marlon.siminig@deped.gov.ph and Engr. Alvin D. Tangonan, Senior Technical Assistant II at alvin.tangonan@deped.gov.ph.



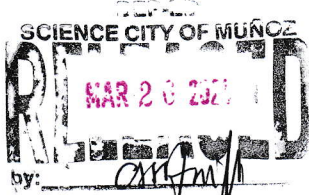
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6. Immediate and wide dissemination of this Memorandum is desired.



JOHANNA N. GERVACIO PhD, CESO V
 Schools Division Superintendent

Encl: as stated
 To be indicated in the Perpetual Index
 Under the following subjects:

NATIONAL SCHOOL BUILDING INVENTORY
 BASIC EDUCATION INFORMATION SYSTEM

PO III & EFD / Validated NSBI and BEIS Forms as of May 31, 2024
 March 26, 2024



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