



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

10 June 2024

DIVISION MEMORANDUM
No. **237**, s. 2024

**CONTINUATION OF THE ONSITE VALIDATION AND TECHNICAL ASSISTANCE
IN THE UPLOADING OF THE ENHANCED-BASIC EDUCATION INFORMATION
SYSTEM (E-BEIS) AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI)
FORMS FOR SY 2023- 2024**

To: Officer-In-Charge, Office of the Assistant Schools Division Superintendent
Chief - School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to **DepEd Order No. 27, s. 2019** titled "*Guidelines on the Yearly Collection of Data/Information Requirements Validation Processes*", all concerned school personnel (School Head, LIS/E-BEIS Coordinators, Property Custodian/EFU Coordinator, Administrative Officer II) shall update their school profile and data including the National School Building Inventory (NSBI) in the Enhanced-Basic Education Information System for SY 2023-2024 from June 10, 2024 to June 21, 2024.
2. This office through the School Governance and Operations Division (SGOD) will extend its technical assistance during **conduct of the monitoring and validation of the E-BEIS and National School Building Inventory Forms** in the system from **June 17-21, 2024**.
3. The schedule of monitoring and validation of the NSBI data encoding and uploading will be **adjusted due to the Database Scheduled System Maintenance issued by the DepEd Central Office last May 27, 2024**. The new schedule will be as follows:

Previous Schedule (From)	New Schedule (To)	Districts
May 20, 2024	June 14, 2024	Bayombong I, Bayombong II
May 16, 2024	June 18, 2024	Dupax del Sur, Dupax Del Norte I, Dupax Del Norte II
May 17, 2024	June 19, 2024	Bambang I, Bambang II, Aritao I
May 15, 2024	June 20, 2024	Bagabag I, Bagabag II and Diadi
May 23, 2024	June 21, 2024	Alfonso Castaneda



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4. The School Heads through the Administrative Officer II in collaboration with the former Educational Facilities Coordinator shall prepare the soft and hard copies of the NSBI Forms including the site development plan for the validation and monitoring purposes.

5. Schedule of activities for the conduct of the onsite validation will be as follows:

Activities	Dates	Responsible Person
1. Conduct of District E-BEIS and NSBI Data Encoding (Including the High School)	*Batch 1: May 6-9, 2024 Batch 2: June 10-June 21, 2024	AO IIs and E-BEIS District coordinators EFU Coordinator (for transition)
2. Submission of NSBI Documents (Per District)	*May 10, 2024	AO IIs & e-BEIS District Coordinators, SH, PSDS
3. Actual E-BEIS and NSBI Data Validation	*Batch 1: May 13 - 23, 2024 Batch 2: June 17-21, 2024	SGOD PAR & EFU AO IIs/EBEIS Coor, SH
4. Encoding and submission of E-BEIS and NSBI in the System	June 10-15, 2024	AO IIs & e-BEIS District Coordinators SGOD PAR & EFU
5. Submission of validated hard copies of NSBI Docs	*June 24-28, 2024	AO IIs & e-BEIS District Coordinators

**District with validated NSBI reports are requested to submit their reports*

6. After the validation, each district is required to submit NSBI Form plus Site Development Plan (Updated) per school) to be accompanied with indorsement letter, list of schools (School ID, Name of School, School Head), and with proper ear-tab per school (ring-bind printed in A4 size bond paper)
7. Public Schools District Supervisors and District In-Charge are requested to supervise and monitor the uploading and submission of data requirements in their respective districts.



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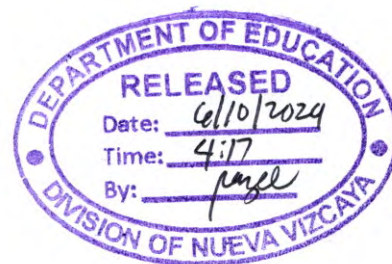
8. The composition of the NSBI Monitoring Team shall be the following:

SDO Personnel	Position	Office
1. Romulo S. Ancheta PhD	Chief	SGOD
2. Caroline Q. Lagula	Engineer III	OSDS-GS
3. Rommel S. de Gracia	SEPS	SGOD-PAR
4. Romeo Emmanuel C. Yarcia II	PO III	SGOD-PAR
5. Chris M. Matias Jr	Engr. Assistant	SGOD-EFU
6. Christopher Dominguez	Tech.I Assistant III	SGOD-EFU
7. Clydinne A. Ballon	Admin. Assistant III	SGOD-PAR
8. Knyreen Binaca Carnate	Engr. Assistant	SGOD-EFU

9. Expenses (meals, snacks, travel expenses and other miscellaneous) to be incurred during the monitoring and validation will be charged against the Division MOOE subject to the usual auditing & accounting rules and regulation.
10. Wide dissemination of this memorandum is directed.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

Inclosure: As stated
Reference: DO No. 27, s. 2019
To be indicated in the perpetual index under the following subjects:
Guidelines on the Yearly Collection of Data/Information Requirements Validation Processes



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