



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

April 22, 2025

DIVISION MEMORANDUM

No. 200, s. 2025

**WORKSHOP IN ESTABLISHING SAFE LEARNING ENVIRONMENT IN THE
CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) IN THE
LEARNER INFORMATION SYSTEM/ENHANCE BASIC INFORMATION SYSTEM
(LIS/EBEIS) FOR SCHOOL YEAR 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to the Joint Memorandum from the Office of the Undersecretary for Strategic Management titled "Guidelines on the Conduct of the National School Building Inventory (NSBI) for SY 2024-2025", this Office will conduct an 8-day orientation workshop and data validation on the accomplishment of the NSBI forms on May 5, 6, 7, 8, 9, 10, 14, 15, 2025.
2. This activity aims to guarantee the DRRM's mandate of ensuring the safety in the learning environment in the accomplishment of the National Building Inventory (NSBI) Forms in the LIS/EBIES for SY 2024-2025.
3. The participants to this activity are the Elementary, Secondary and Integrated Public School Administrative Officers II, Administrative Assistants II in-charge of the NSBI.

DAY	DISTRICT	NO. OF SCHOOLS (Elementary/Secondary/Integrated Schools)
MAY 5, 2025	DUMARAO	38
	PANIT-AN	27
MAY 6, 2025	TAPAZ EAST	37
	TAPAZ WEST	26
MAY 7, 2025	PANAY	33
	PILAR	29
MAY 8, 2025	MAAYON	36
	SAPIAN	24
MAY 9, 2025	MAMBUSAO EAST	20
	MAMBUSAO WEST	15



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	DUMALAG	22
MAY 10, 2025	JAMINDAN	34
	SIGMA	24
	PONTEVEDRA	22
MAY 14, 2025	PRESIDENT ROXAS	20
	IVISAN	17
	CUARTERO	24
MAY 15, 2025	DAO	23

4. All participants are expected to bring the following:
 - Laptop with extension
 - Wifi
 - Hard copy of the latest uploaded NSBI form
5. Expenses relative to the conduct of this training and other incidental expenses shall be charged against DRRM funds while travel expenses of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum are desired.


ROEL F. BERMEJO

Schools Division Superintendent

Enclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS SCHOOLS CLASSROOM SCHOOL BUILDING



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