



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

April 28, 2025

**DIVISION MEMORANDUM**

No. 209, s. 2025

**WORKSHOP IN ESTABLISHING SAFE LEARNING ENVIRONMENT THROUGH  
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  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
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 safe learning environment in schools and learning centers by accomplishing the National Building Inventory (NSBI) Forms with accurate and reliable data 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/In tegrated 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



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	SAPIAN	24
MAY 9, 2025	MAMBUSAO EAST	20
	MAMBUSAO WEST	15
	DUMALAG	22
MAY 10, 2025	JAMINDAN	34
	SIGMA	24
MAY 14, 2025	PONTEVEDRA	22
	PRESIDENT ROXAS	20
	IVISAN	17
MAY 15, 2025	CUARTERO	24
	DAO	23

4. All participants are expected to bring the following:
  - Laptop with extension
  - Wifi
  - Hard copy of the latest uploaded NSBI form
  - Printer per district
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