



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

05 MAY 2025

DIVISION MEMORANDUM
No. 218, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 200, S. 2025 TITLED
“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
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 Division Memorandum No. 200, s 2025 titled “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”, please be informed of that the title of the said workshop will be modified into **“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”**
2. Provision number 2 of DM No. 200, s. 2025, will be restated into, “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. New schedule of the aforementioned workshop shall be as follows:

DAY	DISTRICT	NO. OF SCHOOLS (Elementary/Secondary/Integrated Schools)
MAY 7, 2025	PANAY	33
	PILAR	29
MAY 8, 2025	MAAYON	36
	SAPIAN	24
MAY 9, 2025	MAMBUSAO EAST	20
	MAMBUSAO WEST	15
	DUMALAG	22



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MAY 10, 2025	JAMINDAN	34
	SIGMA	24
MAY 14, 2025	PONTEVEDRA	22
	PRESIDENT ROXAS	20
MAY 15, 2025	CUARTERO	24
	DAO	23
MAY 16, 2025	DUMARAO	38
	PANIT-AN	27
MAY 17, 2025	TAPAZ EAST	37
	TAPAZ WEST	26

4. Other provisions of the aforementioned Memorandum remain in effect.
5. Immediate dissemination of and compliance with 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



Republic of the Philippines
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Enclosure No. 1 to SDM No. 218 2025

PROGRAM MANAGEMENT TEAM

ROLES	PERSONS INVOLVED
Overall Program Lead	Dr. Roel F. Bermejo Dr. Luz U. Banzon
Program Manager	Dr. Edna B. Azcarraga Glenda Marie Botin Eduardo Villafuerte
Resource Speaker/ Trainers/ Evaluator	Engr. Marlon V. Clarito Emmanuel Lati Rhodela U. Martinez Denmark Llanera Cecil Joy Diocson Engr. Ira Rose G. Balgos Eda F. Ponsaran
Monitoring & Evaluation QAME	Ronald Dile Immaculada J. Amores Jerry Mosquite
Secretariat/TWG	Dr. Marggie A. Obligacion Jamie Rose Magsila Calvin Calinao Jim Dueñas



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Enclosure No. 2 to SDM No. 218 2025

TRAINING MATRIX

**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**

TIME	ACTIVITY/SESSION	SPEAKER
9:00 – 9:30 AM	Registration <i>Preliminaries</i> National Anthem Prayer Opening Remarks Inspirational Message	Program Management Team/ Secretariat/ TWG On Air On Air Luz U. Banzon, CESE OIC, Office of the Assistant Schools Division Superintendent Roel F. Bermejo Schools Division Superintendent
9:30 – 10:30 AM	Physical Facilities in Relation of Safety of Classrooms in Schools	Glenda Marie Botin
10:30 – 12:00 AM	Orientation on New NSBI Form	Eduardo Villafuerte/ Eda F. Ponsaran/Denmark Llanera/ Cecil Joy Diocson/ Emmanuel Lati/ Rhodela U. Martinez
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 3:00 PM	Checking and Validation of NSBI Forms	Engr. Marlon Clarito/ Engr. Ira Rose Balgos
3:00 – 4:30 PM	Submission of NSBI Forms in the LIS/EBEIS	Eduardo Villafuerte-PO III
4:30 -5:00 PM	Ways Forward/ Closing Remarks	Edna B. Azcarraga, PhD EPS OIC – Office of the Chief SGOD