Division Memorandum No. 100 s. 2017

To: Public Schools District Supervisors
    Public Elementary and Secondary School Principals/Administrators
    School Physical Facilities Coordinators/School Property Custodians

From: DEE D. SILVA, DPA, CESO VI
      Schools Division Superintendent

Subject: Re-orientation on the National School Building Inventory (NSBI) for
         SY 2016 – 2017 Website Encoding

Date: February 13, 2017

1. Relative to the Regional Orientation on National School Building Inventory
   System (NSBI) held at DepEd NEAP XI, Davao City, the Planning Section
   and the Division Engineer will conduct a half-day orientation on the website
   encoding on February 17, 2017 to all Public Elementary and Secondary
   Schools at Ramon Magsaysay CES, Computer Laboratory on the following
   schedules.

   Mt. Apo and Digos Occidental District - (8:00AM – 12:00PM)
   Digos Oriental and Secondary Schools - (1:00PM – 5:00PM)

2. Participants to this activity are the public elementary and secondary school
   EBEIS Coordinators and School Physical Facilities Coordinators or School
   Property Custodians (2 pax per school). Further, Ranao ES, Goma NHS,
   Dawis NHS, Aplaya HS Extension shall send only 1 participant.

3. Please bring your NSBI hard copy, one (1) laptop per school, extension cord
   and internet broadband.

4. Travel and other incidental expenses shall be charged to local/school MOOE
   funds, all subject to the usual accounting and auditing rules and regulations.

5. For information, guidance and compliance.