



October 6, 2019

**DIVISION MEMORANDUM**

No. 684, s. 2019

**CONDUCT OF THE DIVISION LEVEL SEMINAR-WORKSHOP ON NATIONAL  
SCHOOL BUILDING INVENTORY 2019**

**To : All District Supervisors  
District Planning Coordinators (Elementary & JHS only)  
District Education Facilities Coordinator  
District Property Custodian**

1. There will be seminar- workshops on **National School Building Inventory 2019** on the specified schedule below:

Date		TRAINING CODE
October 11, 2019	First Cong. District (batch 1)	C11D203EB7
October 17, 2019	Third Cong. District (batch 2)	5ADA5FCA9D
October 28, 2019	Second Cong. District (batch 3)	D3656DF3C2

2. Participants are required to register on <https://tms.depednodis.net/register> on the corresponding training code.
3. Participants to these activities are District Supervisors and District Planning Coordinators (Elem & JHS only), District Education Facilities Coordinators and District Property Custodian.
4. The seminar-workshops intend to orient and capacitate Deped personnel on the NSBI forms, System, policies and standards.
5. Meals and snacks shall be served during the activity.
6. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For more information, please call the Planning Section: 422-8511 or 09153633256.
8. This serves as **Travel Order**.

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Superintendent Schools Division

10/8/19

08 OCT 2019

Tel. Nos: (035) 225-2838 / 225-0667/422-7844 (Division Supr's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035) 225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Training Design for the  
**CONDUCT OF THE DIVISION LEVEL SEMINAR-WORKSHOP ON  
NATIONAL SCHOOL BUILDING INVENTORY 2019**

**DATE: October 11, 17 and 28, 2019**

**VENUE: GSP Conference Hall**

Date		TRAINING CODE
October 11, 2019	First Cong. District (batch 1)	C11D203EB7
October 17, 2019	Third Cong. District (batch 2)	5ADA5FCA9D
October 28, 2019	Second Cong. District (batch 3)	D3656DF3C2

Prepared by:

**HYDON B. LIBRADILLA, Ph.D.**  
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**ENGR. PHILIP C. TUBOG**  
Division Engineer

**MIRIAM LOU T. BATIANCILLA**  
Division Planning Officer III

for the  
Department of Education  
**DIVISION OF NEGROS ORIENTAL**

## **I. Identifying Information**

**Program Title : CONDUCT OF THE DIVISION LEVEL SEMINAR-  
WORKSHOP ON NATIONAL SCHOOL BUILDING  
INVENTORY 2019**

**Program Description :** This one-day seminar-workshop is designed to orient all District Supervisors, District Planning Coordinators (Elem, JHS/SHS), District Education Facilities Coordinators and District Property Custodian on the Policies and Procedures on the proper conduct of school building inventory.

**Duration :** Three Days

**Management Level of program :** Division-Based conducted by the Division Planning and Research and the Education Facilities Sections.

**Delivery Mode :** Formal Face-To-face (F3) and Job Embedded Learning (JEL) Seminar-Workshop

**Target Participants :** 34 - Public School District Supervisors  
District Planning Coordinators  
34 – Elementary  
34 – JHS  
34 - District Education Facilities Coordinator  
34 – District Property Custodian

1 - SDS  
2 - ASDS  
3 - Planning and Research Section Personnel  
13 - Division Education Facilities Section Personnel

**Number of Participants :** 230

**Activity Code (WFP) :**

**Total Budget :** Php 162,700.00

**Source of Funds :** Sub-ARO

## **II. Rationale**

Education Facilities is one of the crucial resources which needs to be addressed to maximize the outcome of the teaching-learning process. In order to address the gaps in field, we need to know how many we have so that we can identify how much we need.

That is why the department of education aims to establish accurate and comprehensive data on school buildings, all public elementary, junior and senior high schools. Latest inventory of school buildings conducted was last 2016 and out of the validation process conducted, data gathered were not that accurate due to misinterpretation of data parameters and some technical problem in entering data in the system.

Thus, DepEd Memorandum was issued for the conduct of the National Inventory of DepEd Public Schools Buildings for SY 2019-2020 which aims to update and ensure more accurate and comprehensive baseline data of school buildings in all DepEd public schools for use in planning, budgeting and decision making.

At the end of the one-day conference, it is expected that the following will be achieved:

**Objectives:**

1. To orient the DepEd Personnel on the NSBI forms, system, policies and standards.
2. Capacitate the DepEd personnel in the conduct of National Inventory of DepEd Public School Buildings.
3. To formulate action plan in the conduct of NSBI 2019.

**Expected Final Outcome/Success Indicator:**

1. Competent and conversant District Supervisors, District Planning Coordinators, District Education Facilities Coordinators and District Property Custodians.
2. Established accurate and comprehensive Data on School Buildings and furniture.
3. 100 % Submission of the Validated NSBI 2019 Report

**III. The Program Content and Delivery Mode**

**A. The Program Content and Expected Outputs:**

<b>Session Title</b>	<b>Session Objectives</b>	<b>Content</b>	<b>Expected Output</b>
	Encourage attendance in the Seminar-workshop on National School Building Inventory 2019	Registration	Complete attendance as reflected in the Registration/ Attendance Sheets
	Set the perfect mood of each participants	Management of Learning Activity	Well-energized participants
NSBI 2016 Validation	Discuss the pitfalls of the Conduct NSBI 2016 and the findings during the validation process	Findings of the NSBI 2016 Validation	Well-guided/ informed participants on the proper procedure in accomplishing the NSBI 2019.
Presentation of the NSBI 2019	Discuss the key concept and procedures in accomplishing the School Inventory 2019.	NSBI 2019	
School Building Inventory Form System Management	Discuss the NSBI 2019 Template Discuss the System Process flow and	NSBI 2019 Template System Process flow and Account Management	Knowledgeable District Supervisor, District Planning Coordinators, and District Education

	<b>Account Management</b>		Facilities Coordinators and District Property Custodians who are ready to cascade the NSBI 2019 and provide technical assistance
Workshop	Fill out the NSBI 2019 Template	Mock Accomplishment of the NSBI Template For Validation	Conversant key personnel in accomplishing the template.
Action Planning	Plan out the Next Steps for the Conduct of the District Roll Out of the NSBI 2019	District Action Plan for the Conduct of NSBI 2019	
Wrap-up and Closing Program	Capsulize the day's activity and the future plan for the conduct of NSBI 2019.	Closing Program	Received the Certificate of Participation and Appearance upon submission of the Action Plan.

**B. Type of Training** : Live Out Conference  
**Venue** : GSP Building  
**Date** : October 11, 17 and 28, 2019  
**Level** : Division Level

**C. Methodology:**  
 The one-day conference will be conducted through a formal face-to-face conference.

**D. Details of Budgetary Requirement**

Item Expenditure	No. of Persons	No. of Days	Unit Price	Total Amount
<b>A. Implementation</b>				
1 meals and 2 Snacks	230	1	250.00	57,500.00
Venue Rental		3	3,000.00	9,000.00
Vehicle Rental (monitoring)		6	7,000.00	42,000.00
Internet Load (schools)		542 schools	100.00	54,200.00
<b>Over All Cost</b>				<b>162,700.00</b>

#### IV. Activity Schedule

**October 11, 17, and 28, 2019**

Date	Time	Activities	Topics	Resource Speakers / Facilitators	Officer of the Day	Process Observer
MO RN IN G SE SSI ON	7:30-8:30	Filling up the ff: Registration Form Attendance Sheet	Registration	Jeylene E. Cenial		
	8:30-9:00	Pambansang Awit Prayer Energizer Presentation of Participants	Opening Program	Norberto L. Banatando		
	9:01 – 9:15	Opening Remarks / Message	Inspirational Message	Dr. Wilfreda D. Bungalos		
	9:15 – 9:30	Presentation of the Objectives of the Conference	Rationale			
	9:30-9:45	Giving of Expectations	GTKY Activity			
	9:45- 10:15	Presentation of the Findings of the NSBI 2016 Validation	Findings of the NSBI 2016 Validation	Engr. Philip Tubog		
	10:15 -12:00	Presentation of the National School Building Inventory 2019	NSBI 2019	Engr. Philip C. Tubog		
LUNCH BREAK						
AF TE RN OO N SE SSI ON	1:00-1:10	Energizer				
	1:10-2:10	Orientation on the School Inventory Template 2019	School Building Inventory Template	Hydon B. Libradilla		
	2:10 – 3:00	Orientation on the System Process Flow and User Account Management	System Process Flow and User Account Management	Hydon B. Libradilla		
	3:00 – 3:30	Workshop on the NBSI 2019 Template	Workshop - NSBI	Engr. Philip Tubog		
	3:30 – 4:00	Action Planning and Presentation		Miriam Lou T. Batiancilla		
	4:30 – 5:00	Wrap-up and Closing Ceremony		Miriam Lou T. Batiancilla		

Prepared and submitted by:

  
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Division Planning and Research Section Representative

  
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Division Planning Officer III

This Program Design has been prepared by HYDON B. LIBRADILLA, District Planning Coordinator – Elem, Engr. Philip Tubog – Division Engineer and MIRIAM LOU T. BATIANCILLA, Division Engineer, on October 3, 2019 at the Schools Division of Negros Oriental, Dumaguete City.

Recommending Approval:

**RACHEL B. PICARDAL, Ed.D.**  
Division Chief, SGOD

**DAN P. ALAR, Ed.D.**  
Senior Education Program Specialist  
Human Resource Development Section (HRDS)/ Learning & Development (L & D)

**DAE P. HABALO**  
Senior Education Program Specialist  
Planning & Research

Certifying Availability of Funds:

**JENNIFER P. PIDOS**  
Division Accountant

Approved:

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent