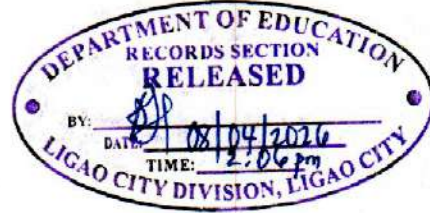




Republic of the Philippines
Department of Education
Region V- Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Superintendent

80426388

August 04, 2026

DIVISION MEMORANDUM

No. **0380** s. 2026

**COMPLIANCE WITH NSBI DATA COLLECTION PROCEDURES, TIMELINES, AND
SUBMISSION OF REQUIREMENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Public Elementary & Secondary School Heads
All Others Concerned

1. In line with the Department of Education (DepEd) commitment to improving learning outcomes by providing safe, conducive learning environments supported by adequate school facilities, this Office request all school heads to undertake the collection, encoding, validation, and submission of high-quality NSBI data in strict accordance with the following prescribed procedures and timelines:

A. NSBI DATA COLLECTION TIMELINES

Activity	Timeline
NSBI Facility Deployment	August 01, 2026
Encoding of NSBI Data	August 01 – 31, 2026
Validation of NSBI Data (including field validation by engineers)	August 10, 2026 – September 04, 2026

B. PRESCRIBED PROCEDURES

All school heads shall be responsible for the collection, encoding, validation, and submission of high-quality data in the NSBI and shall:

- a. Lead the conduct of the school building inventory, review, encoding, and validating all data entries in the system, which shall be supported by actual physical inspection of all school buildings and facilities; and
- b. Submit two (2) signed copies of duly accomplished NSBI forms to the Schools Division Office (SDO) – Ligao City, supported by existing school records and actual site conditions, Attention: Division Engineer. These copies should be generated from the NSBI system.



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2. All schools are required to prepare their School Development Plan based on the NSBI Data to facilitate easier verification. Submit the SDP through this link: https://docs.google.com/forms/d/e/1FAIpQLSeFUhFFw2rBNouQj838yCY4_nfj1Jj1GCN5HAej_9bgIQvAoQ/viewform?usp=publish-editor
3. All encoded NSBI data and requirements must be submitted on or before August 31, 2026. Corrections resulting from the validation process shall be completed within five (5) working days from receipt of the validation findings or notification.
4. Immediate dissemination of this Memorandum is desired.


NYMPHA D. GUEMO

Schools Division Superintendent