GUIDELINES ON THE NATIONAL INVENTORY OF DEPED PUBLIC SCHOOL BUILDINGS FOR SCHOOL YEAR 2016-2017

To: Undersecretaries
Assistant Secretaries
ARMM Regional Secretary
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed Guidelines on the National Inventory of DepEd Public School Buildings for School Year 2016-2017 which aims to ensure an accurate and comprehensive data of school buildings in all DepEd public schools for use in planning, budgeting, resource allocation, and decision making.

2. These guidelines provide the procedures, accountable persons or offices, roles and responsibilities, forms and system in updating the National School Building Inventory (NSBI).

3. All public schools comprising of the Elementary School, Junior High School (JHS), JHS with Senior High School (SHS), Stand Alone SHS, and Integrated School (Elementary and JHS/SHS) are directed to participate in the NSBI, which will commence on January 16, 2017.

4. The National School Building Inventory Day will be conducted on January 16, 2017, which aims to enjoin all concerned personnel from the DepEd Central Office (CO) down to the school level and other stakeholders to participate in the said activity.

5. Regional offices, through the Policy, Planning and Research Division (PPRD) and Education Support Services Division (ESSD), and schools division offices, through the School Governance and Operations Division (SGOD), shall be responsible in providing technical assistance and support mechanism in conducting the inventory.

6. The DepEd CO, through the Administrative Service-Education Facilities Division (AS-EFD), Planning Service-Education Management Information System Division (PS-EMISD), and Information and Communication Technology Service (ICTS), shall establish an NSBI Helpdesk and provide technical assistance in ensuring that the processes and system are in place.
7. For queries and clarifications, all concerned may contact any of the following:

- **Planning Service-Education Management Information Systems Division (PS-EMISD)**
  Department of Education-Central Office (DepEd-CO)
  2nd Floor, Teodora Alonzo Building
  DepEd Complex, Meralco Avenue, Pasig City
  Telephone nos.: (02) 638-2251; (02) 635-3958
  Email address: ps.emisd@deped.gov.ph

- **Administrative Service-Education Facilities Division (AS-EFD)**
  DepEd CO, 5th Floor, Mabini Building
  Telephone no.: (02) 638-7110
  Email address: asefd@deped.gov.ph

8. Immediate dissemination of and strict compliance with this Order is directed.

Encl:

As stated

Reference:

DepEd Order (No. 44, s. 2014)

To be indicated in the **Perpetual Index** under the following subjects:

- FACILITIES
- HEALTH EDUCATION
- OFFICIALS
- POLICY
- REPAIR
- SAFETY EDUCATION
- SCHOOLS
- SCHOOL BUILDINGS