

# National School Building Inventory Encoding

## REMINDERS:

- All public schools without any school buildings (but only borrowed) should inform their respective Division Planning Officer for consolidation.
- Division Planning Officer shall consolidate all the schools with borrowed school buildings and report it to the Planning Service – Education Management Information System Division (EMISD) thru e-mail at: [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph)
- E-mail should include the school name and school ID with a subject: **List of schools with borrowed school building.**

## PROCEDURE:

1. Go to LIS website <http://lis.deped.gov.ph> and log in using the LIS School Head account.

Please sign in

Username

Password

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Once log in, click the **Enhance Basic Education Information System** link.

DepEd Apps

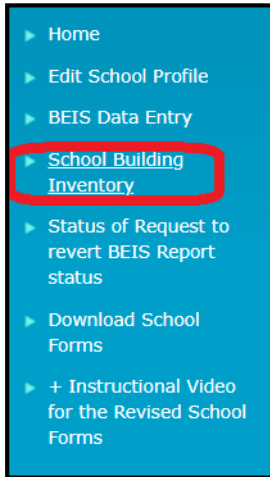
Learner Information System

**Enhanced Basic Education Information System**

School Building Information System (For CO - EFD Personnel Only)

Basic Education Information System

3. Click the **School Building Inventory** link.



4. Click **Cut-off Date of Encoding** link.

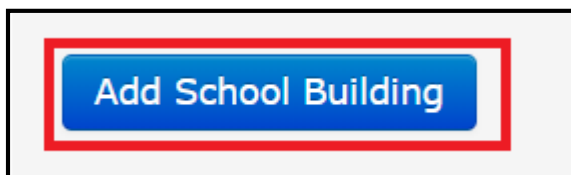
Inventory of School Building for		
Cut-off Date of Encoding	School Year	Status
<a href="#">2020, Feb 28</a>	2019 - 2020	Preparing

5. Click the **Proceed to Building Encoding** button.

**PLEASE READ:**  
 If there is at least 1 Building officially **OWNED** by your school  
 (kung isa o higit pang gusali ay pagmamay-ari ng iyong paaralan)

**Proceed to Building Encoding**

6. Click **Add School Building** button.



7. Accomplish the **Existing School Buildings** table.
  - a. In **Building Type**, select **Other School Building** if the building type is not included in the choices. You do not need to specify the building type.
  - b. In **Funding Source**, you may select multiple funding sources.
  - c. In **Specific Fund Source**, you may also select multiple specific fund sources.
  - d. In **Building Condition**, you shall not answer **Year Completed** if you selected **For Completion**.
  - e. In **Number of Storey** and **Number of Rooms**, delete the default **0** before putting value. Please also note that the Number of Storeys should not be greater than the Number of Rooms.
  - f. In **Year Completed**, you shall not select future year.
  - g. Radio buttons were set to **No** by default.
  - h. Click **Save**.

**TABLE 1. Existing School Buildings**

- Fill in the building information then click **Save** button.
- Fields with \* are required.

Building No	2	Number of Storey	<input type="text" value="0"/>
Building Type *	-- Select Building Type --	Number of Rooms	<input type="text" value="0"/>
Funding Source *	<input type="text"/>	Year Completed	<input type="text"/>
Specific Fund Source *	<input type="text"/>	Is PWD accessible?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Building Condition *	-- Select Building Condition --	With Certificate of Acceptance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Building Classification	-- Select Building Classificatio...	Is the school building included in the Deped book of accounts?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have undergone major repair for the last 5 years?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

**Save**

8. Click **Update** link under the Room Details column to update room information.
  - a. You may edit building type as often as deemed necessary.
  - b. A pop-up message will appear after clicking **Delete** button.
  - c. Click **Add School Building** button if you need to add school building.

Building Number	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storeys	Number of Rooms by Design/Intent	Year Completed	Room Details
1 <a href="#">Edit</a>   <a href="#">Delete</a>	DepED Standard School Building	DepEd National Funded	DepEd Budget	Good	1	3	2017	<a href="#">Update</a>

**Add School Building**

9. Accomplish the **Room details** table.

- In **Actual Usage(s)**, select **Other (Instructional)**, **Other (Non-Instructional)**, and **Combination** if the room usage is not included in the choices. You may also select multiple room usage.
- In **Room Dimension**, the maximum value you may put is up to 99.9
- Click **Save**.

Room Number	Room Condition	Actual Usage(s)	Room Dimension (in Meters)	
			Width	Length
1	Select Room Condition	<ul style="list-style-type: none"> <li>Supply room</li> <li>Data File Room/Records Room</li> <li>Students Co-Curricular Center</li> <li>Youth Development Center</li> <li>Not Currently Used</li> <li>Combination</li> <li>Other (Instructional)</li> <li>Other (Non-Instructional)</li> </ul>	0	0

**DEFINITION:**  
**Actual Usage** refers to the manner by which the room is being used (e.g. if the room is used by grade 1 and 2 on AM, at the same time, the actual usages are grades 1 and 2). All multi-grade classes should be reflected on the Actual Usage(s). For SAME DAY/VARIOUS SHIFTING PERIODS, ACTUAL USAGES should be grade 1, grade 2 and grade 3). For different grades (e.g. of grades 1 and 2, actual usages are grades 1 and 2).

**Save**

10. Select **Water and Sanitation** tab and accomplish the **Existing Number of Water and Sanitation Facilities** table.

- Accepted values are 0-999 only.
- Click **Save**.

Summary of Existing Building **Water and Sanitation** Furniture TLS and Makeshift Room Other Facilities

**Table 5. Existing Number of Water and Sanitation Facilities**

Building Number	Number of Functional Toilet Bowls				Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank (Yes/No)	Number of Faucets	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12
1	0	0	0	0	0	0	0	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	0	0
Stand-alone	0	0	0	0	0	0	0	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	0	0

**Edit**

11. Select **Furniture** tab and accomplish the **Existing Number of Usable Furniture** table.

- a. Accepted values are 0-19,999 only.
- b. If the account is **secondary** the column **DepEd New Design 2-Seater Table and Chair (Junior High) and (Senior High)** will appear.
- c. Click **Save**.

Summary of Existing Building
Water and Sanitation
Furniture
TLS and Makeshift Room
Other Facilities

**Table 4.** Existing Number of Usable Furniture

Kinder Modular Table	Kinder Chair	Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair (Elementary)
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>

Save

12. Select **TLS and Makeshift Room** tab then accomplish the **Number of Temporary Learning Space (TLS) and Makeshift Rooms** table by clicking the **Edit** button.

- a. Accepted values are 0-999 only.
- b. Click **Save**.

Summary of Existing Building
Water and Sanitation
Furniture
TLS and Makeshift Room
Other Facilities

**Table 3.** Number of Temporary Learning Space (TLS) and Makeshift Rooms

Number of Temporary Learning Space	Number of Classes/Sections using TLS	Number of Makeshift rooms	Number of Classes/Sections using Makeshift rooms
<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>

Edit

13. Select **Other Facilities** tab.

- a. Radio buttons were set to **No** by default.
- b. Click **Save**.

Summary of Existing Building
Water and Sanitation
Furniture
TLS and Makeshift Room
Other Facilities

**TABLE 6. Other Facilities/Amenities**

Select "Yes" or "No" if facilities/amenities are existing in school or not then click [Save](#) button.

Facilities/Amenities	Present in campus?	
Covered Court	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Entrance Gate	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Playground	<input type="radio"/> Yes	<input checked="" type="radio"/> No
School Garden	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Gymnasium	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Solar Panel	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Permanent Perimeter Fence	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Temporary Perimeter Fence	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Save

14. After accomplishing all the tables, go back to **School Building Inventory** link in the left side panel of the page. Under the **Actions** column click **Submit**.

- a. School can no longer **Update** or **Edit** the tables once it has been submitted.
- b. Request for "Reversion" to Division Office if necessary.

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2020, Feb 28	2019 - 2020	Preparing	Yes	2020, Jan 1		2020, Feb 28		2020, Feb 29	Submit