



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

May 5, 2025

DIVISION MEMORANDUM
No. **271**, s. 2025

**CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR
SCHOOL YEAR 2024-2025**

To: Public Schools District Supervisors
Public School Heads
All Others Concerned

1. This office announces the conduct of the National School Building Inventory (NSBI) for School Year 2024-2025 for public schools only.
2. All public schools are directed to use the attached data gathering forms for the school building inventory and other resources from March 1, 2024 to May 5, 2025. *Please see attached template.*
3. The following reminders are to be observed:

Date	Activities	Responsible Person
May 5 – 15, 2025	Submission of one (1) hardcopy per school to SDO c/o Physical Facilities	School Heads
May 13 – 30, 2025	Validation of NSBI Data (including the field Validation of Engineers)	SDO Engineers and Planning Officer
May 5, 2025	Start of online encoding in the NSBI thru LIS (<i>since the system is open all year round for live updates</i>)	School Heads
Last working day of May, July, September, and December	Cut-off dates for data generation	Central Office

4. Usernames of the School Heads with limited access in the system will be reported in this link, **<https://tinyurl.com/NSBI-Limited-Access-Accounts>**.
5. For widest dissemination and strict compliance.


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Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

FCL/CID/CMR/



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Deped Tayo Bohol Division





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PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE AND LONGITUDE)

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The school head may use devices such as mobile phones, smartphones, (iOS or Android phones), tablets or laptop to open Google Maps and identify the latitude and longitude of the school to ensure accuracy of the information of the data.

Using Smartphones or tablets:

- Turn on the GPS on your device
- Open Google Maps
- Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
- Tap and hold on the specific location. A red pin will appear at the determined location.
- The coordinates will appear on the SEARCH BAR, then, copy or take the screenshot of the coordinates.

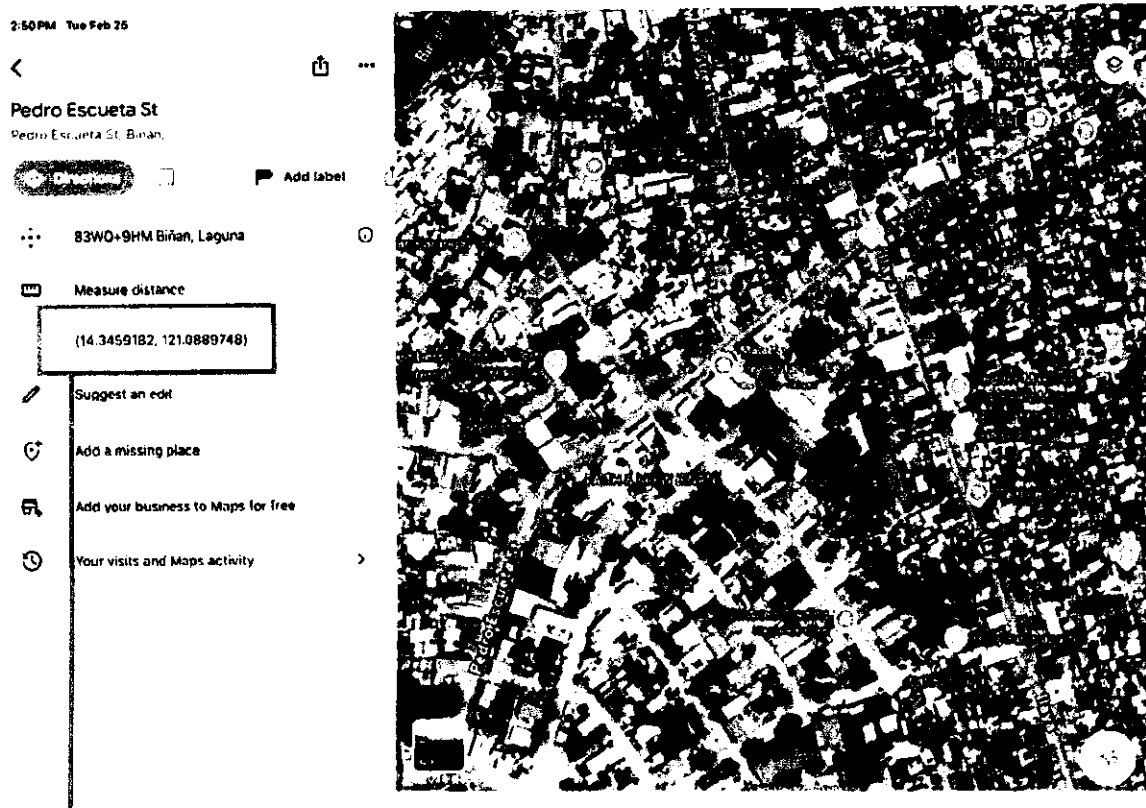
Using Laptops:

- Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
- Type Google Maps in the Search Bar
- Navigate to the location you want to determine the coordinates. Use the scroll wheel to zoom in / out of the location
- Right-click on the location
- Click on the coordinates and copy them

Please get the whole decimal number and not to round off since numeral number corresponds to a certain kilometer. You may verify the accuracy of the school location obtained by inserting the determined school coordinates, by latitude and longitude, in the Google Maps.

Annex A

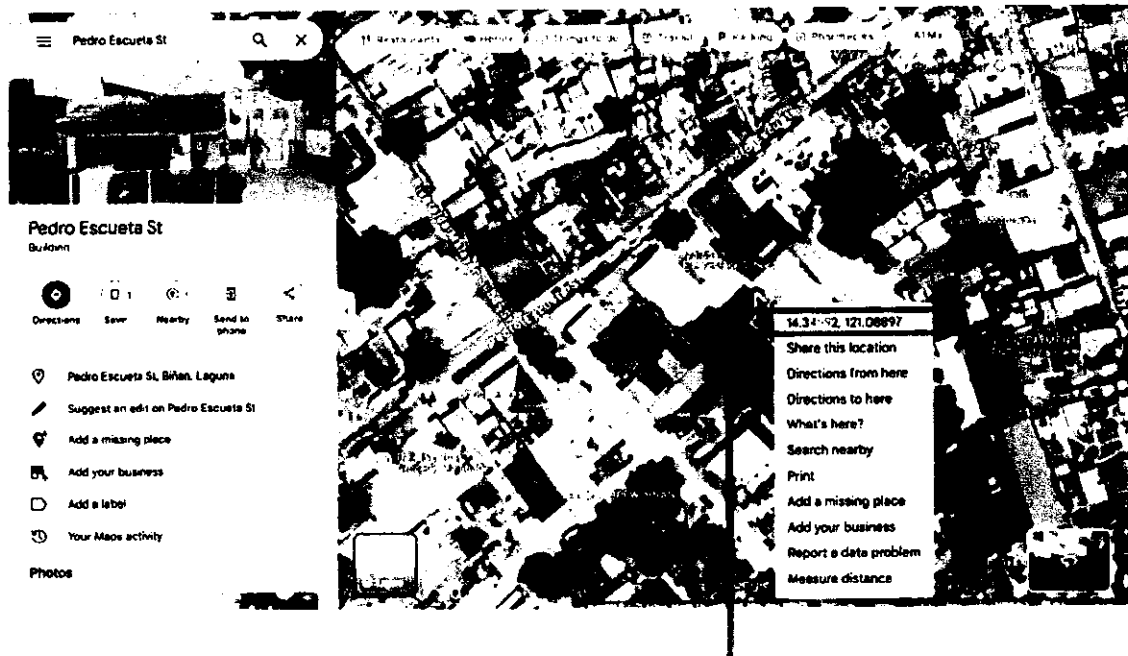
Latitude and Longitude from Google Maps using smart phones or tablets



By pressing the location, these numbers will appear which are the latitude and longitude. Click the numbers to copy the complete decimal point of the location.

Annex B

Latitude and Longitude from Google Maps using Laptop or Desktop



Latitude: 14.345919640124663,
Longitude: 121.08897296249603

Click on the center of the school then right click the red pin and click these coordinates to copy the exact numerical values **WITHOUT** rounding off for a more accurate GPS location.



Engineer III
(Schools Division Office)

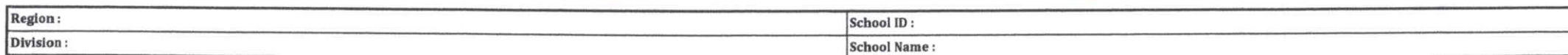
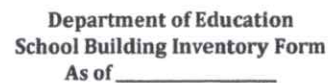


Table 2. Existing Rooms per Building

[illegible]

Prepared, Certified True and Correct by:

Verified by:

Validated by:

School Head

**Planning Officer III
(Schools Division Office)**

Engineer III
(Schools Division Office)



Department of Education
School Building Inventory Form
As of _____



Region :	School ID :
Division :	School Name :

Table 4B. Existing Number of Stand-Alone Water and Sanitation Facilities

Number of Functional Toilet Bowls ²⁹				Number of Non-Functional Toilet Bowls ³⁰	Number of Sink/Washbasin ³¹	Number of Urinals ³²	Number of Urinal Trough ³³	With Septic Tank ³⁴ (Yes/No)	Number of Faucets ³⁵	
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

Table 5. Existing Number of Usable Furniture

Kinder Modular Table ³⁶	Kinder Chair ³⁷	Armchair ³⁸	School Desk ³⁹	Other Classroom Table ⁴⁰	Other Classroom Chair ⁴¹	DepEd New Design 2-Seater Table & Chair ⁴²		
						Elementary	Junior High School	Senior High School
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9

Table 6. Other Facilities/Amenities

Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Covered Court ⁴³	☐ Yes ☐ No	Flood Marker ⁴⁸	☐ Yes ☐ No	Bike Racks ⁵³	☐ Yes ☐ No
Gymnasium ⁴⁴	☐ Yes ☐ No	Playground ⁴⁹	☐ Yes ☐ No	Paved Pathway from Entrance Gate to Building ⁵⁴	☐ Yes ☐ No
Solar Panel ⁴⁵	☐ Yes ☐ No	School Garden ⁵⁰	☐ Yes ☐ No	Pathway Cover/Roofing ⁵⁵	☐ Yes ☐ No
Permanent Perimeter Fence ⁴⁶	☐ Yes ☐ No	Entrance Gate ⁵¹	☐ Yes ☐ No		
Temporary Perimeter Fence ⁴⁷	☐ Yes ☐ No	Exit Gate ⁵²	☐ Yes ☐ No		

Prepared, Certified True and Correct by:

Verified by:

Validated by:

School Head

Planning Officer III

Engineer III



Department of Education
School Building Inventory Form
As of _____



Region :	School ID :
Division :	School Name :

Table 7. Access going to School
(Check all applicable)

Type of Access Road⁵⁶	Accessible by type of transportation⁵⁷
<i>Col. 1</i>	<i>Col. 2</i>
☐ Paved	☐ Private 4-Wheel Vehicle
☐ Unpaved	☐ Private Motorcycle
☐ Levelled	☐ Boat
☐ Unlevelled / Rough road	☐ UV Express
☐ On-going construction	☐ Pedicab
	☐ Tricycle
	☐ Jeepney
	☐ Habal-habal
	☐ Train
	☐ Bus
	☐ Biking
	☐ Walking/Hiking

Prepared, Certified True and Correct by:

Verified by:

Validated by:

School Head

Planning Officer III

Engineer III