



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

30 July 2026

SCHOOLS DIVISION MEMORANDUM

No. AT s. 2026

DISSEMINATION OF JOINT MEMORANDUM, RE: GUIDELINES ON THE CONDUCT OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Public Elementary and Secondary Schoolheads
All Others Concerned

1. For the information, guidance and compliance of all concerned, enclosed is the Joint Memorandum dated July 24, 2026, re: National School Building Inventory Data Collection for SY 2025-2026.
2. For clarification, you may contact Marlon V. Siminig, Planning Officer III at 09088760513 and Alvin D. Tangonan, Senior Technical Assistant II at 09260481563.
3. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA T. GERVACIO PhD, CESO V
Schools Division Superintendent

[Signature]

Encl. As stated
To be indicated in the Perpetual Index
Under the following subjects:

NATIONAL SCHOOL BUILDING INVENTORY

SGOD/MVS/ NSBI
01/ July 30, 2026



Address: Brgy. Rizal, Science City of Muñoz, 3119
Email Address: munozscience.city@deped.gov.ph



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In line with this, DepEd shall conduct the NSBI data collection from 01 August 2026 to 31 August 2026 and validation from 10 August 2026 to 04 September 2026.

All public schools are instructed to report accurate data in the system through their respective School Heads. This Memorandum provides the instructions, processes, and timeliness for the conduct of the NSBI data collection and validation.

I. PROCEDURE

The school head 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) supported by existing school records and actual site conditions. Attention: Division Engineer. These copies should be generated from the NSBI.

If errors are identified in the submitted NSBI data, the School Head shall immediately rectify the data in the system and notify the Schools Division Office (SDO) of the corrections made. The notification shall be addressed to the Division Planning Officer for system-related concerns and the Division Engineer for matters concerning the NSBI Forms.

II. ROLES AND RESPONSIBILITIES

All concerned personnel shall be guided according to their roles and responsibilities, as enumerated below:

ROLES AND RESPONSIBILITIES	OFFICE/PERSONEL-IN-CHARGE
Central Office	
• Provide technical assistance on the implementation and orientation of Regions and Schools Division Offices (SDOs) on NSBI	• Education Facilities Division (EFD) • Policy and Planning Service • Education Management Information System Division (PPS-EMISD) • Information and Communications Technology Service – User Support Division (ICTS-USD)
• Develop, maintain, and update the system to ensure that it functions according to purpose and can be accessed by all authorized users	• Information and Communications Technology Service – Solutions Development Division (ICTS-SDD)



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Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities or Amenities
Table 7	Access Going to School

The revised NSBI form includes inventory of 1-Seater Table and Chair in Table 5, and the inclusion of Guidance Office and Principal's Office in the dropdown option for non-instructional rooms in Table 2.

NSBI data to be encoded in the system shall be based on the inventory **as of 31 May 2026**.

IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE AND LONGITUDE)

All schools that have previously submitted their school coordinates in the NSBI SY 2024-2025 may retain their previous submission if said information is deemed accurate. Additionally, for newly established schools in School Year 2025-2026, they need to report this data in the NSBI.

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The School Head may use devices such as smartphones (iOS or Android phones), tablets, or laptops to access Google Maps and obtain accurate latitude and longitude information for the school.

Using smartphones or tablets:

1. Turn on the GPS of your device.
2. Open Google Maps.
3. Navigate to the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold the specific location. A red pin will appear at the determined location.
5. The coordinates will appear on the search bar; then, copy or take a screenshot of the coordinates.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the search bar.
3. Navigate to the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Right-click on the location.
5. Click on the coordinates and copy them.

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



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 Department of Education School Building Inventory Form (as of May 31, 2026)	Region : _____	
	Division : _____	
	District : _____	
	Sub-District : _____	
School ID : _____		
School Name : _____		
Latitude : _____		
Longitude : _____		

Table 1. Summary of Expiratory Boudling

Building Name/ Number ¹	Building Type ²	Fund Source ³	Specific Fund Source ⁴	Building Condition ⁵	Number of Stories ⁶	Number of Rooms ⁷	Year Completed (if not provided, building type)	Classification of Building ⁸	Is building seismically acceptable ⁹	Have any major repairs for the past year ¹⁰ (Yes/No)	Is the school located in a seismic hazard zone ¹¹ (Yes/No)	Building Material ¹²	Date of Acquisition ¹³	Acquisition Cost ¹⁴	Book Value ¹⁵	Source Information
30-1	10-2	05-1	04-4	05-2	06-4	07-2	08-3	09-8	09-12	09-11	09-12	09-4	09-11	09-10	09-10	09-10

Prepared & Certified True and Correct by:	Verified by:	Verified by:
School Board	Principal (Officer) III (School District Officer)	Principal (Officer) III (School District Officer)



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Department of Education
School Building Inventory Form
(as of May 31, 2016)



Region :
Division :
School ID :
School Name :

Table 3. Numbers of Temporary Learning Space/s (TALS) & Makeshift Room/s

No. of Temporary Learning Space/s ²⁵	Temporary Learning Space/s		Makeshift Room/s	
	No. of Classes/Sections using Temporary Learning Space/s ²⁶	No. of Makeshift Room/s ²⁷	No. of Classes/Sections using Makeshift Room/s ²⁸	
Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5

Table 4A. Existing Number of Water and Sanitation Facilities

Building Number ²⁹	Number of Functional Toilet Booths ³⁰			Number of Functional Toilet Booths ³¹	Number of Sub/ Washbasin ³²	Number of Urinal Troughs ³³	With Septic Tank/ Pit Latrine ³⁴ (Yes/No)	Number of Faucets ³⁵	
	Male	Female	PWD					With Water Supply	Without Water Supply
Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10

Prepared, Certified True and Correct by:

School Head

Verified by:

Principal/Officer III

Validated by:

Inspector III



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Department of Education
School Building Inventory Form
(as of May 31, 2026)



Region :	School ID :
Division :	School Name :

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

Type of Access Road ⁵⁶	Accessible by type of transportation ⁵⁷	
Col 1	Col 2	
☐ Paved	☐ Private 4-Wheel Vehicle	☐ Jeepney
☐ Unpaved	☐ Private Motorcycle	☐ Habal-habal
☐ Levelled	☐ Boat	☐ Train
☐ Unelevellled / Rough road	☐ UV Express	☐ Bus
☐ On-going construction	☐ Pedicab	☐ Biking
	☐ Tricycle	☐ Walking/Hiking

Prepared, Certified True and Correct by:

School Head

Verified by:

Planning Officer III

Validated by:

Engineer III



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LGU Funded Building Types
Jason Type
Ynares Type
Provincial School Board
Municipal Building
Espino Building
UMALI Building
Tulagan Building
Violago Type
Gonzales Type
Joey Lina Building
Lazaro Building
Aghayanti Bldg.
Celeste Building
Rodriguez Building
Alfajor Type
Estrella
Mandanas Building
Montellano Type
San Luis Building
Deleosa Type Building
Maliksi Building
Lajura Type Building
Gatuslao Building
Luna Building
Dy Building
Espino
Owen Bldg.
Mathay Building
Aghayanti Type
Duque Building
Gustilo Type
LGU Funded Building Types

Foreign Funded Building Types	Start of Implementation
Economic Support Fund (ESF) School Building	1985
JICA - Educational Facilities Improvement Program (EFIP)	1994
Government of Spain-Spanish Grant School Building	
SDP4BE Building-Ausaid	2013
Secondary Education Development Improvement Program (SEDIP)	
Secondary Education Development Program (SEDP)	2002
SPHERE Building - Ausaid	2011
Third Elementary Education Project (TEEP) School Building	1999-2006
JICA - Typhoon Resistant School Building Program (TRSBP)	1988
Foreign Funded Building Types	



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Other National Government Agency Funded Building Types
DOST Science Laboratory Building
PAGCOR School Building
KALAHATI-DSS
PAG-IBIG
Other National Government Agency Funded Building Types

³ Fund Source/s	Refers to the source of budget for construction of buildings and rooms.
DepEd National Funded	Refers to the school building funded by DepEd.
LGU Funded	Refers to the school building funded by LGUs (Provincial, City and Municipality)
Foreign Funded	Refers to the school building funded by foreign institution.
Private Sector Funded	Refers to the school building funded by private corporations, companies, individuals and associations.
House of Representative / Senate Funded	Refers to the school building funded through the house of representatives/ senate. (CDF, PDAF, etc.)
Other National Government Agency Funded	Refers to the school building funded by other government agencies.

Note: If building has multiple fund source, specify in column 3.

⁴ Specific Fund Source/s	Refers to the specific source of budget for construction of buildings and rooms.
DepEd Budget	
Alumni	
JICA	
Worldbank	
AusAid	
Coca-Cola Philippines	
Others	

Note: If building has multiple specific fund source, specify in column 4.

⁵ Building Condition	Refers to the current physical state of a building.
Good Condition	Refers to a building which does not need repair.
Needs Minor Repair	Refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost <i>less than fifty thousand (Php 50,000)</i> of the cost of a standard building unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of school building components which are subjected to critical structural loads and stresses and which are estimated to cost <i>fifty thousand (Php 50,000) or more</i> of the cost of a standard building unit such as roof frames, posts and exterior walls.
On-going Construction	Refers to the school building that are not yet completed.
For Completion	Refers to a building which was not completed according to the design (e.g. one storey building was completed using a two storey design building plan).
For Condemnation	Refers to the school building that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.

⁶ Number of Storeys	Refers to the number of levels/floors in a building.
⁷ Number of Rooms	Refers to the number of rooms.
⁸ Year Completed	Refers to the specific year when a building was completed and officially turned over to the school.



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Table 2. Existing Rooms per Building

1 st Floor Number	Refers to the specific level or story within a building where a room or other space is located.
2 nd Room Number	Refers to the number assigned to a room.
2 nd Room Condition	Refers to the current physical state of a room.
Good Condition	Refers to a room which does not need repair.
Needs Minor Repair	Refers to the repair or replacement of room components which are not subjected to critical structural loads and stresses and which are estimated to cost less than fifty thousand (Php 50,000) of the cost of a standard room unit such as repair of windows, doors, partitions and the like.
Needs Major Repair	Refers to the repair or replacement of room components which are subjected to critical structural loads and stresses and which are estimated to cost fifty thousand (Php 50,000) or more of the cost of a standard room.
For Condemnation	Refers to the school building that are not safe for occupancy and not currently used but without official declaration from the Municipal/City Engineer.
Condemned/For Demolition	Refers to a building officially declared by the Municipal/City Engineer to be dangerous to the life, health, property or safety of the public or its occupants.
2 nd Room Usage	Refers to the following: <i>Instructional Rooms</i> <i>Non-Instructional Rooms</i> <i>Combination</i>
2 nd Actual Usage/s	Refers to the manner by which a room is currently being utilized. It should correspond to the number of usages (e.g. If the room is shared by two SPED classes held at the same time, actual usage is SPED classroom and SPED classroom). Refers to rooms use for academic purposes: Classroom SPED. Classroom Elementary (Kindergarten, Grade 1, 2,3,4,5,6) Classroom JHS (Grade 7,8,9,10), Classroom SHS (Grade 11, 12) ALS Room Audio Visual Computer Room Industrial Arts Room Home Economic Room Science Laboratory Speech Laboratory Research Laboratory Not Currently Used Others.



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Table 3. Number of Temporary Learning Space/s (TLS) & Makeshift Room/s

25 Temporary Learning Space/s (TLS)	Refers to temporary structures provided to calamity-stricken areas/schools to ensure continuity of teaching and learning activities. It is intended for short-term use of schools while waiting for construction and/or rehabilitation of permanent classrooms.
26 Number of Classes / Sections using Temporary Learning Space/s	Refers to the number of classes or sections using Temporary Learning Space/s.
27 Makeshift Room/s	Refers to classrooms made of non-standard or substitute materials and temporary in nature. It is usually made of used/salvaged materials or any material available/found on site.
28 Number of Classes / Sections using Makeshift Room/s	Refers to the number of classes or sections using makeshift room/s.

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

29 Functional Toilet Bowls	Refers to the serviceable toilet bowls. (Male, Female, PWD, Shared) For PWD toilet bowls it should be with nearby grab bars on the wall.
30 Non-Functional Toilet Bowls	Refers to the non-serviceable toilet bowls.
31 Sink/Washbasin	Refers to a sink or washbasin.
32 Urinals	Refers to the bowls or other receptacles, typically attached to a wall in a restroom, into which men may urinate.
33 Urinal Trough	Refers to a long, narrow open container used for urinating.
34 Septic tank	Refers to a sewage-disposal unit used for homes/schools not connected to sewer lines. It consists ordinarily of either a single or double compartment of concrete buried in the ground, so designed that settled sludge (waste) is in contact with the waste water as it flows through the tank and then to a drain field. Solids are decomposed by the anaerobic bacterial action of the sludge.
35 Faucets	Refers to a device by which water flows. It is may be with or without water supply.
Stand-Alone Water and Sanitation Facilities	Refers to water and sanitation facilities that houses a certain number of bowls, urinals and faucets and were constructed separately from the school buildings.



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Table 7. Access going to School

⁵⁶ Type of Access Road	
<i>Paved</i>	Refers to the road that is constructed, hard, smooth surface made of asphalt, concrete, or other pavement suitable for walking or driving.
<i>Unpaved</i>	Refers to the road that is not covered with a firm, level surface of asphalt, concrete, etc.
<i>Levelled</i>	Refers to the road on a horizontal plane and having a surface of completely equal height.
<i>Unlevelled Rough Road</i>	Refers to the road that is not smooth; uneven or irregular ground, rough grazing, covered with scrub, boulders, etc.
<i>On-going Construction</i>	Refers to the road that is being built in the area.

⁵⁷ Accessible by Type of Transportation
<i>Private 4-Wheel Vehicle</i>
<i>Private Motorcycle</i>
<i>Boat</i>
<i>UV Express</i>
<i>Pedicab</i>
<i>Tricycle</i>
<i>Jeepney</i>
<i>Habal-habal</i>
<i>Train</i>
<i>Bus</i>
<i>Walking/Hiking</i>