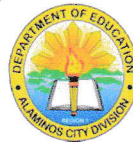




Republic of the Philippines  
Department of Education  
Region I  
SCHOOLS DIVISION OFFICE OF ALAMINOS  
CITY  
Alaminos City



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**DIVISION MEMORANDUM**

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DM - 2020 - 065**


TO : School Heads of Public Elementary and Secondary Schools  
FROM : Office of the Schools Division Superintendent  
SUBJECT : Division System Orientation/Workshop on the National School Building Inventory (NSBI) for SY 2019-2020  
DATE : January 28, 2020

1. The Schools Division of Alaminos City will conduct a System Orientation/Workshop on the National School Building Inventory (NSBI) for SY 2019-2020 at the SDO Library Hub on the following schedule at 8:00 A.M:

February 5, 2020 – **Public Elementary Schools - Cluster 1 and 2**

February 6, 2020 – **Public Elementary Schools – Cluster 3**  
**Longos ES – 1 participant only**  
**Pangapisan IS (Elementary) – 2 participants**  
**Pangapisan IS (Secondary) – 1 participant only**  
**All Public Secondary Schools**

2. The Orientation/Workshop aims to orient the key personnel on the encoding the NSBI data in the Basic Education System.
3. Participants are the **Property Custodian/School Facilities Coordinators and BEIS/LIS Coordinators.**
4. To facilitate the activities during the workshop, participants are required to bring the following:
  - a. Accomplished NSBI Template – SY 2019-2020
  - b. Laptop per school with power extension cord
  - c. Probable Wi-Fi device for internet connectivity
5. Lunch and snacks shall be charged against NSBI funds subject to usual accounting and auditing rules and regulations.
6. For your information, guidance and compliance.

for:   
**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)



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