



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

Office of the Schools Division Superintendent

May 15, 2023

DIVISION MEMORANDUM
No. 157, s. 2023

**SIGNING OF THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS AND
CONDUCT OF THE ONSITE VALIDATION**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Public Elementary and Secondary School Heads
All Others Concerned

This Office hereby informs the field on the Signing of NSBI forms at Division Social Hall from May 17- May 31, 2023, and the Conduct of the Onsite Validation to the selected schools within the different sub-offices from June 1- June 15, 2023. The Division Validating Team is composed of Division Personnel from the Education Facilities Section, Planning & Research Section, and the Supply Section.

2. The following schedules shall be strictly followed to avoid overcrowding and to have a smooth flow in the signing of the forms, viz:

Date	Districts
May 17, 2023 AM	Minglanilla 1, Minglanilla 2, Consolacion 1, & Consolacion 2
May 17, 2023 PM	San Fernando 1, San Fernando 2, & Sibonga
May 18, 2023 AM	Argao 1 & Argao 2
May 18, 2023 PM	Dalaguete 1 & Dalaguete 2
May 19, 2023 AM	Alcoy, Boljoon, Oslob, & Santander
May 19, 2023 PM	Samboan, Ginatilan, & Malabuyoc
May 22, 2023 AM	Alegria, Badian, & Moalboal
May 22, 2023 PM	Ronda, Alcantara, Dumanjug 1, & Dumanjug 2
May 23, 2023 AM	Barili 1, Barili 2, & Aloguinsan
May 23, 2023 PM	Pinamungajan 1, Pinamungajan 2, Balamban 1 & Balamban 2
May 24, 2023 AM	Tuburan 1 & Tuburan 2
May 24, 2023 PM	Asturias 1, Asturias 2, & Tabuelan
May 29, 2023 AM	San Remigio 1, San Remigio 2, Daanbantayan 1 & Daanbantayan 2
May 29, 2023 PM	Medellin, Tabogon, & Borbon
May 30, 2023 AM	Sogod, Catmon, & Carmen
May 30, 2023 PM	Compostela, Liloan, & Cordova
May 31, 2023 AM	Bantayan 1, Bantayan 2, Madridejos, & Santa Fe
May 31, 2023 PM	San Francisco, Poro, Pilar, & Tudela



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3. School Heads/District Property Custodians are required to bring a copy of the school site development plan and pictures of all the school buildings in their respective schools.
4. The following Division Personnel will take charge of the onsite validation, to wit:
 1. Engr. April Y. Custodio – Engineer III
 2. Mrs. Agustina R. Albiso – Planning Officer III
 3. Mr. Patricio J. Gonzaga – Supply Officer II
 4. Engr. Danny Borces – Engineer II
 5. Engr. John Christopher Y. Aban – Engineer II
 6. Engr. Mary Danielle P. Hipe – Engineer II
 7. Engr. Roselle T. Lucero – Engineer 1
5. Traveling expenses of personnel who will conduct the onsite validation shall be charged against the regular travel allocation as reflected in the Division WFP. At the same time, the expenses of the school personnel relative to the conduct of the said activity shall be charged against their **school MOOE funds**, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum serves as **Authority to Travel**.
7. Immediate and wide dissemination of this memorandum is enjoined.

By Authority of the SDS:

LORENZO M. DIXON, EdD, CESO VI
Assistant Schools Division Superintendent