



Republic of the Philippines  
**Department of Education**

MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

OCCIDENTAL MINDORO  
RELEASED  
DATE: MAR 25 2022  
DIVISION OFFICE  
MAMBURAO

March 25, 2022

**DIVISION MEMORANDUM**  
No. **000121**, s. 2022

**VIRTUAL ORIENTATION ON NATIONAL SCHOOL BUILDING INVENTORY (NSBI)  
FOR SY 2021-2022 AND EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

TO : OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads of Elementary and Secondary Schools  
School Facilities Coordinators  
Administrative Officers II  
All Others Concerned

1. In connection with **DepEd Memorandum OUCOS-PS-2022** titled **Guidelines on the Conduct of National School Building Inventory (NSBI) for SY 2021-2022** and **DepEd Memorandum No. 17, s. 2022** titled **Conduct of the Early Registration for SY 2022-2023**, this Division in coordination with the School Governance and Operations Division (SGOD), Planning and Research Section and School Facilities Unit shall conduct **Virtual Orientation on NSBI for SY 2021-2022 and Early Registration for SY 2022-2023** in all public elementary and secondary schools on March 30, 2022 for MAPSSA Cluster and March 31, 2022 for SAMARICA Cluster.

2. This activity aims to:

- Ensure accurate, on time and reliable collecting, encoding and reporting of data;
- Reiterate the zero collection policy on the conduct of early registration;
- Strictly follow the procedures and guidelines on the conduct of this activity as stipulated in DepEd Memorandum No. 17, s. 2022 and DepEd Order No. 3, s. 2018; and
- Provide updates on the new guidelines on the conduct of NSBI


SGOD/PRS/SYT



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
✉ [occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)  
📘 DepEd Tayo Occidental Mindoro

3. Participants to the said activity are the School Heads, School Facilities Coordinators and Administrative Officers II of all public elementary and secondary schools. While staff of Planning and Research, Division Engineer and IT Officer shall attend to provide technical assistance.
4. Widest dissemination of and strict compliance to this Memorandum are desired.

**LYNN G. MENDOZA**

Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent 

*By Authority of the OIC-SDS:*



**RAQUEL P. GIRAO, PhD**

Chief Education Supervisor, CID  
Officer-In-Charge