



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

MAY 06, 2025

DIVISION MEMORANDUM

SGOD-2025 - 259

TO : Chief Education Supervisor - SGOD
Public Schools District Supervisors
Planning Officer
Division Engineer
All School Heads / Principals
All Concerned Personnels

SUBJECT: INFORMATION ON THE CONDUCT OF SITE VALIDATION FOR THE NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2024-2025

1. Pursuant to the Department of Education's thrust to maintain an accurate and updated record of all educational facilities, the Schools Division of Digos City shall conduct the **Site Validation for the National School Building Inventory (NSBI) for School Year 2024-2025**.
2. As part of the validation process, the **Division Engineer** will conduct field visits to all public elementary and secondary schools of division of Digos City from **May 13, 2025 to May 30, 2025** to verify and validate existing school building data and assess the actual physical conditions of facilities.
3. To ensure proper coordination and preparedness, the Division Engineer shall post the schedule of school visits in the official group chat at least one day prior to the actual site validation.
4. In view of this, All School Heads are directed to:
 - Ensure availability of key personnel during the site validation;
 - Prepares generated and printed report which will be the basis in NSBI validation;
5. Immediate dissemination of this memorandum to all concerned is desired for proper guidance and compliance.

MELANIE F. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: MAY 07 2025 TIME: 1:23p
BY: _____

Enclosed: as stated
References: as stated
SGOD/jsv



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