Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 August 2026

DIVISION MEMORANDUM
No. 530 s. 2026

NATIONAL SCHOOL BUILDING INVENTORY DATA COLLECTION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the **DepEd Joint Memorandum on the National School Building Inventory (NSBI) Data Collection** dated July 24, 2026, this Office, through the School Governance and Operations Division (SGOD), reminds all public schools to ensure the timely and accurate submission of required data in the NSBI System through their respective School Heads from **August 1 to August 31, 2026**. Likewise, data validation activities to be conducted by the Division Engineer and Planning Officer are scheduled from **August 10 to September 4, 2026**.

2. For further information and guidance, attached is the Memorandum containing the procedures, timelines, and other pertinent instructions for the conduct of the NSBI data collection and validation activities.

3. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Joint Memorandum on the National School Building Inventory Data Collection
To be indicated in the Perpetual Index
under the following subjects:

FACILITIES
INVENTORY

SGOD – national school building inventory data collection
SGOI34BM-005350/August 06, 2026

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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT, POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

MEMORANDUM

FOR : **MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION, BARMM**
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION PLANNING OFFICERS
REGIONAL AND DIVISION ENGINEERS
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development and Infrastructure

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MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Officer-in-Charge
Office of the Undersecretary for Philippine Qualifications Framework Secretariat, Planning Service, and Education Center for Artificial Intelligence Research

SUBJECT : **NATIONAL SCHOOL BUILDING INVENTORY DATA COLLECTION**

DATE : July 24, 2026

The Department of Education (DepEd) remains committed to improving learning outcomes by providing safe, conducive learning environments supported by adequate school facilities. Central to effective planning, resource allocation, and decision-making is the availability of quality data on school buildings, classrooms, facilities, and furniture.

The National School Building Inventory (NSBI) serves as the primary source of official statistics on these assets. It shall also serve as one of the official references of the Education Facilities Division (EFD) in determining infrastructure priorities, school building programming, repair and rehabilitation requirements, disaster response planning, and the monitoring of education facilities nationwide.

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)

Regional Office	
• Provide technical assistance on NSBI implementation for all SDOs • Monitor the status of submissions of SDOs	• Policy, Planning and Research Division (PPRD) • Education Support Services Division
Schools Division Office	
• Provide technical assistance to schools on concerns related to NSBI forms, system, and processes	• School Governance Operations Division – Planning and Research Unit (SGOD-PRS)/Division Planning Officer • Division Engineer • Supply Office
• Create Basic Education Information System (BEIS) accounts for Engineers (Plantilla) with editing facilities (provided that necessary clearances from School Head and SGOD are secured) For SDOs without plantilla engineers, the Division Planning Officer shall create an account for the SGOD Chief.	• Division Planning Officer
• Monitor and validate submissions of schools	• Division Planning Officer • Division Engineer
School	
• Conduct accurate school building inventory • Accomplish and submit signed NSBI Forms to SGOD • Encode the data in the NSBI Module • Maintain documentary evidence, photographs, and supporting records for all reported infrastructure data	• School Head

III. NSBI FORMS

The NSBI Form has eight (8) tables::

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms
Table 3	Number of Temporary Learning Spaces and Makeshift Rooms
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities

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.

V. DATA VALIDATION

To improve data quality, the Division Engineers shall conduct onsite validation, and the Division Planning Officers shall conduct online validation in the system following the validation criteria/quota, as shown below:

Category/Size	Criteria/Quota
Small	100% of schools data validated
Medium	At least 80% of schools data validated
Large	At least 60% of schools data validated
Very Large	At least 40% of schools data validated

VI. TIMELINES

All concerned personnel across all levels of governance shall adhere to the following timelines for the NSBI data collection activities:

Activity	Timeline
Online Orientation on NSBI	July 30 - 31, 2026
NSBI Facility Deployment	August 01, 2026
Encoding of NSBI Data	August 01 - 31, 2026
Validation of NSBI Data *(including the field validation of engineers)*	August 10, 2026 – September 04, 2026

Corrections resulting from the validation process shall be completed within five (5) working days from receipt of the validation findings or notification.

VII. MONITORING AND EVALUATION

The PPRD, through the RPO, shall monitor the status of submissions by SDOs and the Regional Engineers to track the status of onsite validation by Division Engineers. Meanwhile, the SDOs shall monitor the status of submissions of all schools under their respective jurisdiction. Necessary technical assistance shall be provided to schools with difficulties in encoding NSBI data by the DPOs and Division Engineers.

The PPS-EMISD and EFD shall inform all Regional and Schools Division Offices of their respective statuses of submission and validation in coordination with the RPOs.

VIII. CONTACT INFORMATION

For any clarifications and assistance required from the Central Office, please contact the following offices, depending on the nature of the concern.

- For engineering or infrastructure-related concerns, please contact EFD through efd@deped.gov.ph.
- For NSBI Data reporting concerns, please contact the PPS-EMISD through ps.emisd@deped.gov.ph
- For NSBI system-related concerns, please contact ICTS-USD through icts.usd@deped.gov.ph

Thank you.

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

Region :	School ID :
Division :	School Name :
Longitude:	Latitude:

Table 1. Summary of Existing Building

Building Name/ Number[1]	Building Type[2]	Fund Source/s[3]	Specific Fund Source/s[4]	Building Condition[5]	Number of Storeys[6]	Number of Rooms[7]	Year Completed[8] (if not provided, refer to building type)	Classification of Building[9]	Is building PWD accessible?[10]	Have undergone major repair for the last 5 years?[11] (Yes/No)	With Certificate of Acceptance?[12] (Yes/No)	Is the school building included in the DepEd Book of Accounts?[13] (Yes/No)	Building Materials[14]	Date of Acquisition[15]	Acquisition Cost[16]	Book Value[17]	Insurance Information[18]
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17	Col. 18

Prepared & Certified True and Correct by:

School Head

Verified by:

Planning Officer III
(Schools Division Office)

Verified by:

Supply Officer
(Schools Division Office)

Validated by:

Engineer III
(Schools Division Office)

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

Region :	School ID :
Division :	School Name :

Table 2. Existing Rooms per Building

Building Number[1]	Floor Number[19]	Room Number[20]	Room Condition[21]	Room Usage[22]	Actual Usage/s[23]	Room Dimension (in Meters)[24]	
						Width	Length
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8

Prepared, Certified True and Correct by:

School Head

Verified by:

Planning Officer III
(Schools Division Office)

Validated by:

Engineer III
(Schools Division Office)

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

Region :	School ID :
Division :	School Name :

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

Temporary Learning Space/s		Makeshift Room/s	
No. of Temporary Learning Space/s[25]	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]
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*

Table 4A. Existing Number of Water and Sanitation Facilities

Building Number[1]	Number of Functional Toilet Bowls[29]				Number of Non-Functional Toilet Bowls[30]	Number of Sink/ Washbasin[31]	Number of Urinals[32]	Number of Urinal Trough[33]	With Septic Tank[34] (Yes/No)	Number of Faucets[35]	
	Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*	*Col. 12*

Prepared, Certified True and Correct by:

School Head

Verified by:

Planning Officer III

Validated by:

Engineer III

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

Region :	School ID :
Division :	School Name :

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

Number of Functional Toilet Bowls[29]				Number of Non-Functional Toilet Bowls[30]	Number of Sink/ Washbasin[31]	Number of Urinals[32]	Number of Urinal Trough[33]	With Septic Tank[34] (Yes/No)	Number of Faucets[35]	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*

Table 5. Existing Number of Usable Furniture

Kinder Modular Table[36]	Kinder Chair[37]	Armchair[38]	School Desk[39]	Other Classroom Table[40]	Other Classroom Chair[41]	1-Seater Table & Chair[42]			2-Seater Table & Chair[42]		
						Elementary	Junior High School	Senior High School	Elementary	Junior High School	Senior High School
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*	*Col. 7*	*Col. 8*	*Col. 9*	*Col. 10*	*Col. 11*	*Col. 12*

Table 6. Other Facilities/Amenities

Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)	Type of Facilities/Amenities	Present in Campus? (Yes/No)
Col. 1	*Col. 2*	*Col. 3*	*Col. 4*	*Col. 5*	*Col. 6*
Covered Court[43]	○ Yes ○ No	Flood Marker[48]	○ Yes ○ No	Bike Racks[53]	○ Yes ○ No
Gymnasium[44]	○ Yes ○ No	Playground[49]	○ Yes ○ No	Paved Pathway from Entrance Gate to Building[54]	○ Yes ○ No
Solar Panel[45]	○ Yes ○ No	School Garden[50]	○ Yes ○ No	Pathway Cover/Roofing[55]	○ Yes ○ No
Permanent Perimeter Fence[46]	○ Yes ○ No	Entrance Gate[51]	○ Yes ○ No		
Temporary Perimeter Fence[47]	○ Yes ○ No	Exit Gate[52]	○ Yes ○ No		

Prepared, Certified True and Correct by:

School Head

Verified by:

Planning Officer III

Validated by:

Engineer III

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
☐ Unlevelled / 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

ANSWERING GUIDE

School Location	Refers to the specific location of the school in terms of the longitude and latitude (coordinate system by means of which the position or location of any place on Earth's surface can be determined and described).
Longitude	Refers to the angular distance of a place east or west of the meridian at Greenwich, England, or west of the standard meridian of a celestial object, usually expressed in degrees and minutes.
Latitude	Refers to the angular distance of a place north or south of the earth's equator, or of a celestial object north or south of the celestial equator, usually expressed in degrees and minutes.

Table 1. Summary of Existing Building

[1] **Building Name/Number**	Refers to the name or number of the building in the school.
[2] **Building Type**	Refers to the different design of school buildings within the school site.

Deped National Funded Building Types	Start of Implementation
Academic Classroom Buildings:	
Army Type School Building	*1957*
Bagong Lipunan School Building (BLSB) Type I	*1975*
Bagong Lipunan School Building (BLSB) Type II	
Bagong Lipunan School Building (BLSB) Type III	*1975*
DepED Modified School Building (7 x 7)	*2006*
DepED Standard School Building	*2005*
DPWH-BOD School Building	
FVR 2000 Building	*2000*
Gabaldon School Building	*1920*
Home Economics Building	*2005*
Imelda Type school Building	*1983*
Industrial Arts Building	*2005*
Learning and Public Use School (LAPUS) Building	*2007*
Magsaysay Type	*1950*
Marcos Pre-Fabricated School Building (Marcos Type)	*1970*
Multi-Purpose Workshop Building	*2006*
Pre-School/Kindergarten Building	*2011*
Public-Private School Infrastructure Project (PSIP School Building)	*2013*
Readily Assembled Multi-Option Shelter (RAMOS) Type	
Science Laboratory Building	*2006*
Public-Private Partnership (PPP)	
Ramos Demountable School Building	
Pre-FAB	
Deped National Funded Building Types	
Technical Vocational School Buildings:	
Aqua-Culture NC II Building	*2013*
Automotive Servicing NCII Building	*2013*
Beauty Care NC II Building	*2013*
Carpentry NC II Building	*2013*
Commercial Cooking NC II Building	*2013*
Consumer Electronic Technician NC II Building	*2013*
Dress Making NC II Building	*2013*
Electrical Installation Maintenance NC II Building	*2013*
Food Processing NC II Building	*2013*
Shielded Metal Arc Welding NC II Building	*2013*
State of the Art Tech Voc Bldg	

LGU Funded Building Types
Joson Type
Ynares Type
Provincial School Board
Municipal Building
Espino Building
UMALI Building
Tulagan Building
Violago Type
Gonzales Type
Joey Lina Building
Lazaro Building
Agbayani Bldg.
Celeste Building
Rodriguez Building
Alfelor Type
Estrella
Mandanas Building
Montelibano Type
San Luis Building
Deloso Type Building
Maliksi Building
Lajara Type Building
Gatuslao Building
Luna Building
Dy Building
Espino
Gwen Bldg.
Mathay Building
Agbayani 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	
SBP4BE Building-AusAid	*2013*
Secondary Education Development Improvement Program (SEDIP)	
Secondary Education Development Program (SEDP)	*2002*
SPHERE Building - Ausaid	*2011*
Third Elementary Education Projecy(TEEP) Schiool Building	*1999-2006*
JICA - Typhoon Resistant School Building Program (TRSBP)	*1988*
Foreign Funded Building Types	

Private Sector Funded Building Types
Federation of Filipino Chinese Chamber of Commerce and Industry, Inc. (FFCCCII) School Building
Little Red School House - Coca-Cola Philipiines
ABS- CBN School Building
GMA Kapuso School Building
Private Foundation Building
Security Bank School Building
Petron School Building
Plan International School Building
AGAPSchool Building
Aboitiz School Building
PAMANA School Building
RPN School Building
Rotary School Building
Lions Club School Building
Jolibee School Building
Mc Donald School House
KABISIG School Building
Gawad-Kalinga School Building
PLDT Schoolm Building
SM Foundation School Building
TZU CHI Foundation School Building
Ayala School Building
JAYCEES School Building
Philip Morris School Building
RC Cola Building
DMCI School Building
KIWANIS School Building
SteelTech School Building
Private Sector Funded Building Types

House of Representative / Senate Funded Building Types
Gonzales Type
Cojuangco Building
Umali
Maceda
Chipeco Type Building
Tanada Building
Villareal Building
Ferrer
Bayan Muna
Angara Building
Abaya Type
Fuentebella Building
Joson Type Building
Legarda Building
Drilon Building
Enverga Building
Andaya
Diaz Type
Recto Building
Enrile Building
Alvarez
Loren Legarda Building
Cibac
Lagman Type
Romulo
Serbisyong Suarez Building
Syjuco Building
Villareal Bldg.
Antonino
Arenas
House of Representative / Senate Funded Building Types

Other National Government Agency Funded Building Types
DOST Science Laboratory Building
PAGCOR School Building
KALAHI-CIDSS
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 phyiscal 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 ***less than fifty thousand (Php 50,000)*** 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 ***fifty thousand (Php 50,000) or more*** 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.

[9]**Classification of Building**	Refers to the classification of how the building is constructed.
Permanent	Made of strong and durable materials, 80% of which is concrete (including Gabaldon Buildings).
Semi-Permanent	Made of a combination of materials such as concrete and 80% lumber.

[10]**Is building PWD accessible?**	Refers to school buildings that have at least one functional ramp and functional bathroom as assessed in Table 5. These buildings are compliant with the BP No. 344 (Accessibility Law) and the RA No. 7277 (Magna Carta for Disabled Persons) which aims to make all buildings in the country accessible to persons with disabilities (PWDs).

[11]**Have undergone major repair for the last 5 years?**	Refers to the building which underwent repair within the last 5 years.

[12]**With Certificate of Acceptance?**	Refers to newly constructed school buildings duly accepted by DepEd thru the Principal/School Head by way of signing of the Certificate of Acceptance.

[13]**Is the school building included in the DepEd Book of Accounts?**	Refers to buildings that were already booked as assets of DepEd following standard accounting procedures for the transfer and booking-up of the subject facilities.

[14]**Building Materials**	Refers to the materials used during the construction of the building.
Concrete	Refers to the heavy, rough building material made from a mixture of broken stone or gravel, sand, cement, and water.
Wood	Refers to the hard fibrous material that forms the main substance of the trunk or branches of a tree or shrub.
Steel	Refers to the hard, strong, gray or bluish-gray alloy of iron with carbon and usually other elements, used extensively as a structural and fabricating material.
Plastic	Refers to the synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, etc., that can be molded into shape while soft and then set into a rigid or slightly elastic form.
Stone	Refers to the hard solid nonmetallic mineral matter of which rock is made, especially as a building material.
Glass	Refers to the hard, brittle substance, typically transparent or translucent, made by fusing sand with soda, lime, and sometimes other ingredients and cooling rapidly. It is used to make windows, drinking containers, and other articles.

[15]**Date of Acquisition**	Refers to the date of acceptance of the building.

[16]**Acquisition Cost**	Refers to the amount/cost of the building upon acquisition.

[17] **Book Value**	Acquisition Cost less Depreciation Cost plus Cost of Repair plus Accumulation Cost.

[18]**Insurance Information**	Refers to the current Insurance Policy of the building (state if none).

Table 2. Existing Rooms per Building

[19] **Floor Number**	Refers to the specific level or story within a building where a room, or other space is located.
[20] **Room Number**	Refers to the number assigned to a room.

[21] **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.

[22] **Room Usage**	Refers to the following: *Instructional Rooms* *Non-instructional Rooms* *Combination*

[23] **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).
Instructional	Refers to rooms use for academic purposes: Classroom SPED, Classroom Elementary (Kindergarten, Grade 1, 2,3,4,5,6) Classrooom 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.

Non-Instructional	Refers to rooms use for academic purposes: Library/Learning Resource Center Canteen, Clinic, Conference Room Offices, Faculty Room, Museum, Guidance Office, Principal Office, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others.
Combination	Refers to the combination of instructional and non-instructional purposes: Combination of Instructional and Non-Instructional.

[24]Room Dimension (in Meters)	Refers to the size of a room specifying the width and length (WxL). Width refers to the side of the chalkboard while length refers to the side of the window.

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.

Table 5. Existing Number of Usable Furniture

[36]Kinder Modular Table	Refers to the standard modular table used by kindergarten learner.
[37]Kinder Chair	Refers to the chair used by kindergarten learner.
[38]Armchair	Refers to a usable armchairs in the school, regardless of material (wood, plastic).
[39]School Desk	Refers to a usable two-seater desks in the school.
[40]Other Classroom Table	Refers to the table used by learner in the classroom not mentioned in this *Table*.
[41]Other Classroom Chair	Refers to the chair used by learner in the classroom not mentioned in this *Table*.
[42]1-Seater and 2-Seater Table and Chair	Refers to school furniture sets: a 1-seater set consists of one table and one chair, while a 2-seater set consists of one table and two chairs.

Table 6. Other Facilities/Amenities

[43]Covered Court	Refers to an area within the school campus covered by roof and usually supported by steel trusses. It is commonly used for school activities like sports, physical exercises and other activites of the school.
[44]Gymnasium	Refers to a room or building within the school equipped for gymnastics, games, and other physical exercises. It is also often used as venue for various indoor school programs and activities and some others even has spectator accomodations (bleachers).
[45]Solar Panel	Refers to a set/s of panel/s designed to absorb the sun's rays as a source of energy for generating electricity for the school building or other facilities.
[46]Permanent Perimeter Fence	Refers to a permanent structure used to demarcate the perimeter of the school to prevent access.
[47]Temporary Perimeter Fence	Refers to a structure that has the same purpose as a permanent perimeter fence but is temporary in nature and may not be as sturdy as a permanent one.
[48]Flood Marker	Refers to a graduated post or pole to record the high water mark during a specific flood.
[49]Playground	Refers to an outdoor area specifically provided for learners to play on.
[50]School Garden	Refers to an area used for growing plants.
[51]Entrance Gate	Refers to a barrier used as an entrance of the school, which can be closed and locked beyond school hours.
[52]Exit Gate	Refers to a barrier used as an exit of the school, which can be closed and locked beyond school hours.
[53]Bike Racks	Refers to the a row of frames where bikes can be securely left or parked.
[54]Paved Pathway from Entrance Gate to Building	Refers to a completely paved pathway which connects the entrance gate to the nearest building. Pathway must be at least 1.5 meters wide.
[55]Pathway Cover or Roofing	Refers to the completely roofing or cover of the paved pathway from entrance gate to the nearest building.

Table 7. Access going to School

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

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