



National School Building Inventory (NSBI) Encoding/Updating for SY 2022-2023

USER GUIDE

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V. Validation Procedure

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i. School Requesting for Reversion

a) School to Division Office with “Submitted Status”

ii. Division Office for Reversion of request by the school


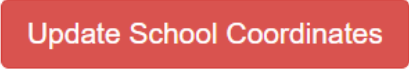


a) Division Office to Regional Office with “Validated Status”

iii. Division Office requesting for reversion to Regional Office

a) Division Office to Regional Office with “Validated Status”.

NSBI for SY 2022-2023

Important Updates

ADDITIONAL DATA	DESCRIPTIONS
	For Schools WITH previous (SY 2021-2022) Data in NSBI can opt to use this to preload and update NSBI data for SY 2022-2023.
	If red, the school location is not updated/blank.
	If the location pin logo appears in the Actions column, it means the school coordinates are not updated.
	If the exclamation point logo appears in the Actions column, user needs to add Room Details in order to submit for validation.
Number of Functional Ramps	Additional data elements to Table 1 - Summary of Existing Building
Bike Racks	Additional data elements to Table 6 - Other Facilities / Amenities
Paved Pathway from Entrance Gate to Building	Additional data elements to Table 6 - Other Facilities / Amenities
Pathway Cover/Roofing	Additional data elements to Table 6 - Other Facilities / Amenities

NSBI for SY 2022-2023

Important Updates

ADDITIONAL DATA	DESCRIPTIONS
Biking	Additional data elements to Table 7 - Access going to School
Date of Acquisition	Click the X icon if the data elements is unknown.
Acquisition Cost	Click the X icon if the data elements is unknown.
Sound Value	Click the X icon if the data elements is unknown.
Insurance Information	Click the X icon if the data elements is unknown.
<p>Actual Usage dropdown option in the Room Details:</p> <ul style="list-style-type: none"> • Kindergarten Classroom – Multiple • Grade 1 Classroom – Multiple • Grade 2 Classroom – Multiple • Grade 3 Classroom – Multiple • Grade 4 Classroom – Multiple • Grade 5 Classroom – Multiple • Grade 6 Classroom – Multiple • Grade 7 Classroom – Multiple • Grade 8 Classroom – Multiple • Grade 9 Classroom – Multiple • Grade 10 Classroom – Multiple • Grade 11 Classroom – Multiple • Grade 12 Classroom – Multiple 	<p style="text-align: center;">Single classroom is utilized by two (2) or more same grade levels.</p>

REMINDERS

- All public schools without any school buildings (but only borrowed) should inform their respective Division Planning Officer for consolidation.
- Division Planning Officer shall consolidate all the schools with borrowed school buildings and report it to the Planning Service – Education Management Information System Division (EMISD) thru e-mail at: ps.emisd@deped.gov.ph
- E-mail should include the school name and school ID with the subject: List of schools with the borrowed school building.

HOW TO DOWNLOAD NSBI FORM

- ✓ Go to the LIS website <http://lis.deped.gov.ph> and log in using the LIS School Head account.
- ✓ Once logged in, click the **National School Building Inventory link**.
- ✓ Click the **Continue** button.
- ✓ Under the **Cut-off Date of Encoding** column, click the link to proceed.
- ✓ Click the **download link** after the word School Building Inventory Forms.

Home / SY 2022 - 2023

Welcome to National School Building Inventory Data Facility

School Building Inventory Form [↓ \(click to download\)](#)

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.

NSBI Encoding Procedure:

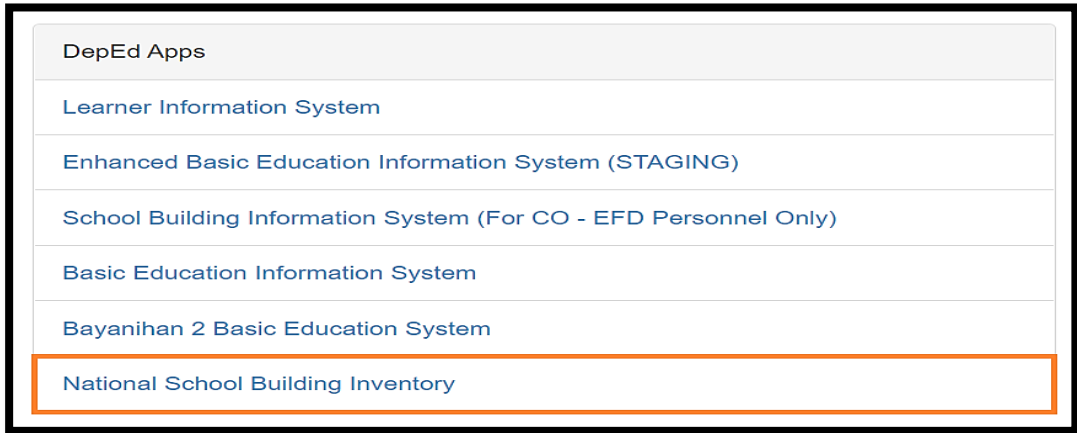
1.) Go to LIS website <http://lis.deped.gov.ph> and log in using the LIS School Head account.

Please sign in

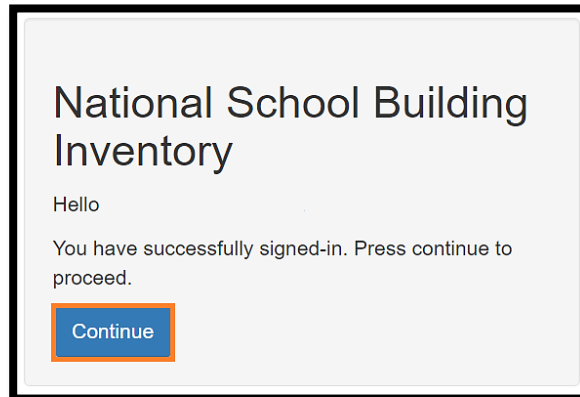
Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2.) Once logged in, click the **National School Building Inventory** link.



3.) Click the Continue button.



4.) Under the **Cut-off Date of Encoding** (*December 31, 2022*) column, click the link to proceed.

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Welcome to National School Building Inventory Data Facility

Rationale

The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school. In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information. For this year, DepEd aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2022 - 2023.

Inventory School Building for Marikina Heights NHS

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2023, Mar 20	2023 - 2022	Not Prepared	No	2023, Feb 23		2023, Mar 28		2023, Mar 30	

5.) To download the School Inventory Form, click the link “click to download”.

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Welcome to National School Building Inventory Data Facility

School Building Inventory Forms [↓ \(click to download\)](#)

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.

The following are the school building inventory forms:

- Table 1 - Summary of Existing Building/Structures
- Table 2 - Existing Rooms per Building
- Table 3 - Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
- Table 4A & 4B - Existing Number of Water and Sanitation Facilities & Stand-Alone Water and Sanitation Facilities
- Table 5 - Existing Number of Usable Furniture
- Table 6 - Other Facilities
- Table 7 - Access going to school

[Proceed to Building Encoding](#) [Update School Coordinates](#) [Import Data](#) [Back](#)

6.) Click the **TAB** that you need to encode or update.

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Welcome to National School Building Inventory Data Facility

School Building Inventory Forms  (*click to download*)

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- Table 5 - Existing Number of Usable Furniture
- Table 6 - Other Facilities
- Table 7 - Access going to school

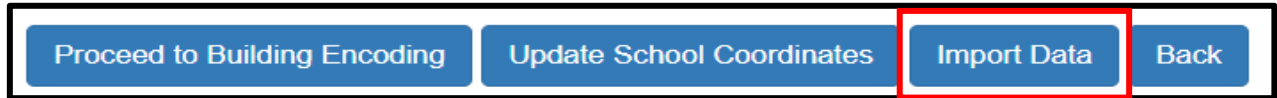
[Proceed to Building Encoding](#)

[Update School Coordinates](#)

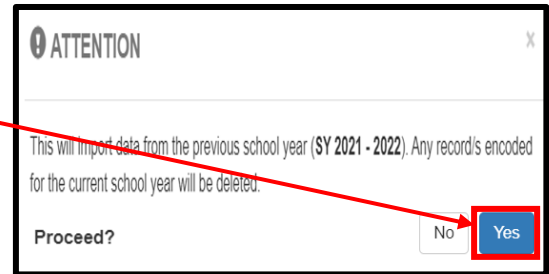
[Import Data](#)

[Back](#)

7a.) For Schools **WITH** previous (SY 2021-2022) Data in NSBI, **click the Import Data** button to preload and update NSBI data for SY 2022-2023.



- A pop-up message will appear. Click the **YES** button to proceed.

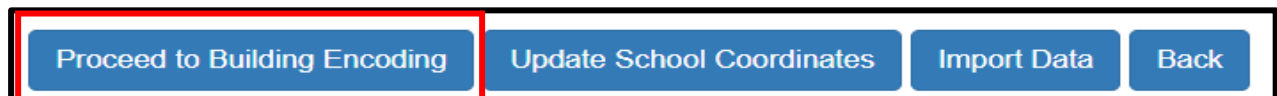


- The Import Data Button is disabled this means the data has been preloaded.



7.b) For Schools **WITHOUT** previous (SY 2021-2022) Data in NSBI, click the **Proceed to Building Encoding** button.

Note : **Import Data** (from previous SY) can **only** be used **once**.



8.) Click the button **Proceed to Building Encoding** for updating data.

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Welcome to National School Building Inventory Data Facility

School Building Inventory Forms  ([click to download](#))

Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.

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- Table 5 - Existing Number of Usable Furniture
- Table 6 - Other Facilities
- Table 7 - Access going to school

Proceed to Building Encoding

Update School Coordinates

Import Data

Back

9.) Under the **Building Structure** tab,

- A. If the **Import Data** button was used, the NSBI data from previous SY will be preloaded. Click the **Edit** link under the Action column to update the Building Structure Table.
- B. If without NSBI data from previous SY, click the **Add School Building** tab then accomplish the Building Structure Table.

Home / SY 2022 - 2023 / Building Structure

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Add School Building Update School Coordinates Back

Previous school year is imported.

Table 1 - Summary of Existing Building/Structures

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	1	1	Bagong Lipunan School Building (BLSB) Type I	DepEd National Funded		Needs Minor Repair	1	1988	Concrete	View 0 *

➤ Accomplish the **Building Structure** table:

- A. Input the **Building Name/Number**.
- B. In **Building Type**, select **Others** if the building type is not included in the choices. You do not need to specify the building type.
- C. In **Building Condition**, select the current condition of the building, but if you selected For Completion, no need to answer the Year Completed.
- D. In **Building Classification**, select it's either Permanent or Semi-Permanent
- E. In **Building Materials**, multiple selections are allowed.
- F. In **Fund Source/s**, you may select multiple funding sources.
- G. In **Specific Fund Source/s**, you may also select multiple specific fund sources.
- H. Input the **Number of Storey**.
- I. In **Year Completed**, select the year of completion.
- J. In the **Date of Acquisition**, select the year acquired.
- K. In **Acquisition Cost** and **Sound Value**, input the digits manually with separators such as comma and period. The maximum value is **999,999,999,999.99**
- L. In **Insurance Information**, you may input in words or by description.
- M. In the lower part of the table, Radio buttons were set to **No** by default.
- N. Click **Save**.

➤ Encode the correct details and click the **SAVE** button.

Home / SY 2022 - 2023 / Building Structure / Add

School Building Data Facility

Building Structure | Water and Sanitation | Furniture | TLS and Makeshift | Access to the School | Other Facilities

Save Back

Building Name	EPIFANIO DELOS SANTOS	Year Completed	1985
Building Type *	Bagong Lipunan School Building (BLSB) T...	Date of Acquisition	1970
Building Condition *	Condemned / For Demolition	Acquisition Cost	Enter acquisition cost
Building Classification *	Permanent	Book Value	Enter book value
Building Materials *	Concrete Wood	Insurance Information	Enter insurance information
Fund Source/s *	LGU Funded Private Sector Funded	Number of Functional Ramps *	2
Specific Fund Source/s *	City Fund Municipality Fund		
Number of Storey *	1		

Is PWD Accessible? Yes No

Does the building undergone a major repair? Yes No

With certificate of acceptance? Yes No

Is the school building included in the DepEd Book of Accounts? Yes No

➤ A confirmation message “ **Building data for (Bldg #/name) was saved**” will appear once the Building Structure table has been updated/completed.

Building data for 1 was saved.

10.) To Add rooms for the building,

- click the **View** button under **Room Details** column.

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	1	EPIFANIO DELOS SANTOS	Bagong Lipunan School Building (BLSB) Type II	LGU Funded Private Sector Funded	City Fund Municipality Fund	Condemned / For Demolition	1	1985	Concrete Wood	View 0 *

- click the **Add room/s** button

Add room/s for 1		Back				
Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action
				Width	Length	
-- No room/s data. Please add existing room. --						

- Accomplish the **Room Details**.
 - ✓ Select **Room Condition**.
 - ✓ In **Room Usage**, select Instructional, Non – Instructional, or Combination.
 - ✓ You may select Multiple in **Actual Usage**.
 - ✓ Input the **Room Dimension** manually.
 - ✓ Click **Save**.

Note: asterisk (*) indicates that the field is required.

Save
Back

Room Number	Room Condition *	Room Usage *	Actual Usage/s *	Room Dimension (in Meters)	
				Width *	Length *
1	Select a room condit... ▼	Select a room actual... ▼	Select a room usage first.	Enter width	Enter length

- Confirmation message **“Room data updated”** will appear once Room Details has been updated

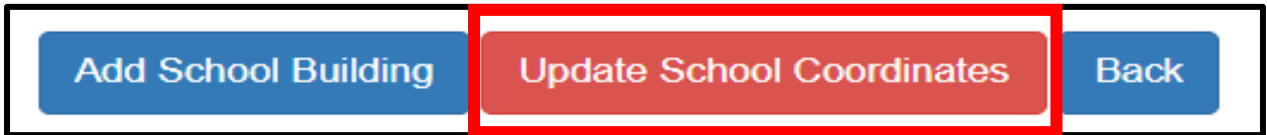
Room data updated.

- The Room Details/Data can be edited or deleted by clicking the **Edit/ Delete** button in the Action column in Table 2 – Existing Rooms per Building

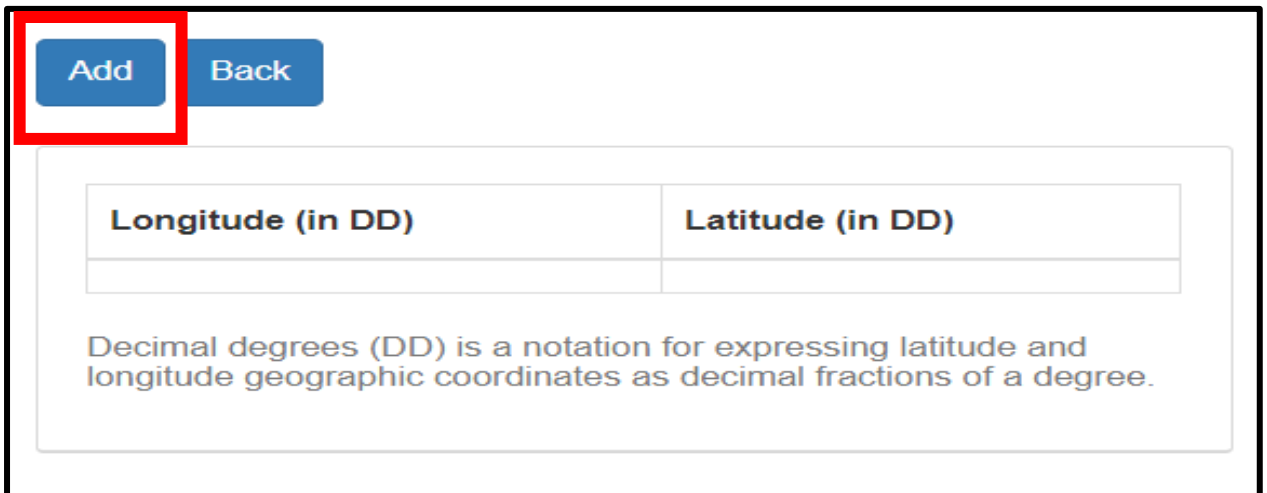
Table 2 - Existing Rooms per Building						
Room Number	Room Condition	Room Usage	Actual Usage	Room Dimension (in Meters)		Action
				Width	Length	
2	Good Condition	Instructional	Grade 5 Classroom	8.0	6.0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

11.) To Add/Update School Coordinates,

- Click the **Update School Coordinates** tab. (The tab will be color red when the School Coordinates is not updated)



- Click the **Add** button



Longitude (in DD)	Latitude (in DD)
<input type="text"/>	<input type="text"/>

Decimal degrees (DD) is a notation for expressing latitude and longitude geographic coordinates as decimal fractions of a degree.

➤ Input the **Longitude** and **Latitude** then click the **Save** button.

Home / SY 2022 - 2023 / School Coordinates / Edit

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

Save **Back**

Longitude 121.0983031

Latitude 14.6346734

Guide to acquire the school coordinates using built-in map.

Use the map on the right side of the page as guide. To get started navigating with your mouse, simply position the cursor in the middle of the map and press the left mouse button.

Use the mouse wheel to zoom in/out. Locate the school.

Click on the area of the map where the school is located. A red circle will appear on the map. You'll notice that the Longitude and Latitude will be populated. Click the save button.

Note:

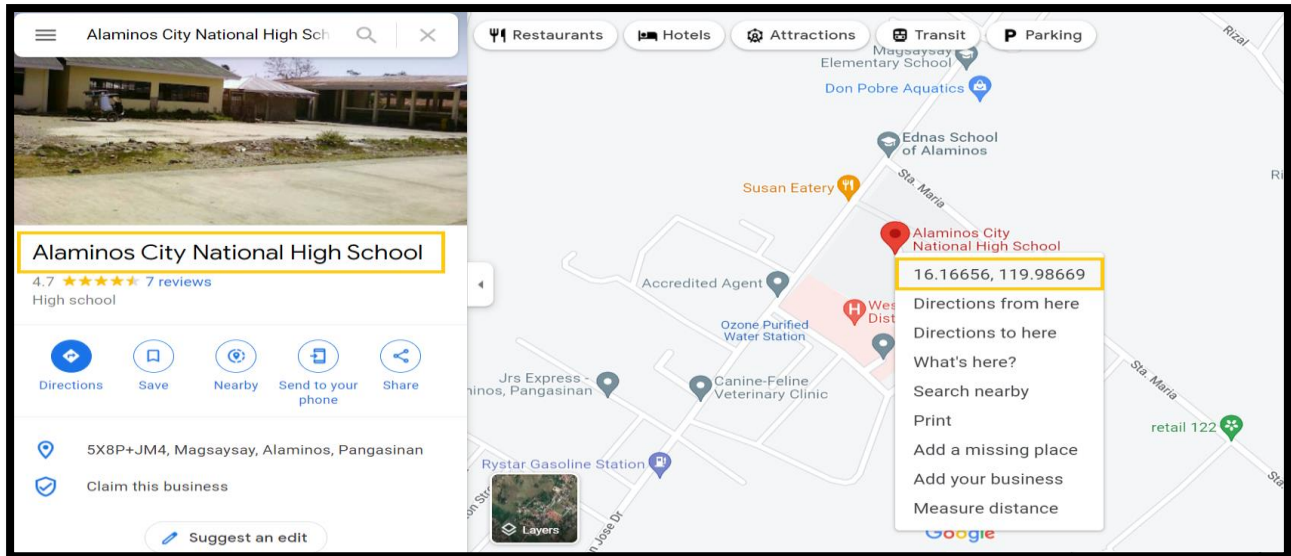
School Latitude and Longitude

- Limited to Philippine Spatial only
 - Latitude : 4.1 – 29.9 (allowed range)
 - Longitude : 112.1 – 127.1 (allowed range)
- Schools with incorrect school coordinates (outside the Philippine range) will require updating.
- Schools will not be able to submit if school coordinates are not within the Philippine spatial.

❖ How to locate your **School Coordinates**.

- ✓ Open your browser and type **Google Maps**.
- ✓ Type your **school name or school address**.
- ✓ Look at the **Location Logo** on the Map.
- ✓ Right click the logo.
- ✓ The left part shows the **Latitude** and **Longitude** to the right.

Longitude : 119.98669 and Latitude : 16.16656



- Confirmation message “**Coordinates saved**” will appear once Latitude and Longitude has been updated.

Coordinates saved.

12.) Under the Action Column, you may **Edit** or **Delete** the saved information in all fields.

School Building Data Facility

Building Structure
Water and Sanitation
Furniture
TLS and Makeshift
Access to the School
Other Facilities

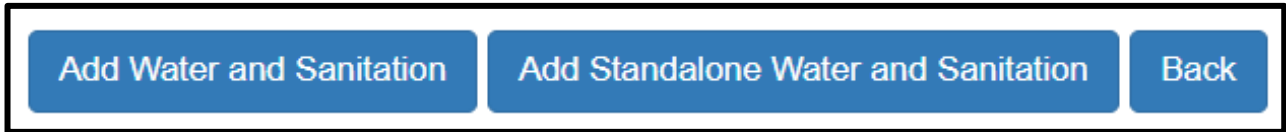
Add School Building
Update School Coordinates
Back

Table 1 - Summary of Existing Building/Structures

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	1	EPIFANIO DELOS SANTOS	Bagong Lipunan School Building (BLSB) Type II	LGU Funded Private Sector Funded	City Fund Municipality Fund	Condemned / For Demolition	1	1985	Concrete Wood	View 0 *

13.) Under the **Water and Sanitation** tab,

- click the **Add Water and Sanitation** or **Add Standalone Water and Sanitation** buttons.



- Under Add Water and Sanitation Table,
 - ✓ Select a building in the dropdown;
 - ✓ Input the correct details. (Accepted values are **0 – 999 only.**);
 - ✓ and click **Save**

Save
Back

Add Water and Sanitation

Select a building ▼

Number of Functional Toilet Bowls				Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank?	Number of Faucets	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>

- Under **Add Standalone Water and Sanitation** tab,
 - ✓ Input the correct details. (Accepted values are **0 – 999** only.)
 - ✓ Once done, click **Save**.

Home / SY 2022 - 2023 / Water and Sanitation / Add Standalone Water and Sanitation

Add Standalone Water Sanitation

Save Back

Add Standalone Water and Sanitation										
Number of Functional Toilet Bowls				Number of Non-Functional Toilet Bowls	Number of Sink/Washbasin	Number of Urinals	Number of Urinal Trough	With Septic Tank?	Number of Faucets	
Male	Female	PWD	Shared						With Water Supply	Without Water Supply
<input type="text" value="5"/>	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="2"/>	<input type="text" value="1"/>

- A confirmation message will appear once the Building Water and Sanitation data and Standalone Water and Sanitation has been updated/completed

Water and Sanitation data updated.

Standalone Water and Sanitation data updated.

- A confirmation message “**Furniture data updated**” will appear once the Existing Number of Usable Furniture Table has been updated.
- To edit/update the Furniture data, click the **Edit Furniture** button.

Furniture data updated.

Edit Furniture

Table 5 - Existing Number of Usable Furniture

Arm Chair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table and Chair	
				JHS	SHS
5000	1000	1000	1000	1000	1000

15.) Under the **TLS and Makeshift Rooms** tab,

➤ click **Add TLS and Makeshift Room** button.

Add TLS and Makeshift Room

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	No. of Classes/Sections using Temporary Learning Space/s	No. of Makeshift Room/s	No. of Classes/Section using Makeshift Room/s
<i>No Data</i>			

➤ Fill out the fields for Temporary Learning Space/s (TLS) & Makeshift Room/s table. (Accepted values are **0 – 999** only.)

➤ Click the **Save** button.

Save

Back

Add Temporary Learning Space/s (TLS) & Makeshift Room/s			
Temporary Learning Space/s		Makeshift Room/s	
No. of Temporary Learning Space/s	No. of Classes/Sections using Temporary Learning Space/s	No. of Makeshift Room/s	No. of Classes/Section using Makeshift Room/s
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

- click **Edit TLS and Makeshift Room** button to edit/update the Temporary Learning Space/s (TLS) & Makeshift Room/s table .
- A confirmation message “**TLS and Makeshift Room data updated**” once the Temporary Learning Space/s (TLS) & Makeshift Room/s table has been updated.

TLS and Makeshift Room data updated.

Edit TLS and Makeshift Room

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	No. of Classes/Sections using Temporary Learning Space/s	No. of Makeshift Room/s	No. of Classes/Section using Makeshift Room/s
1	2	2	2

16.) Under the **Access to the School** tab,

➤ click the **Edit** button (Default answer is **NO**)

Note: Asterisk (*) means new data element/field.

Edit

Click [Edit](#) to modify answer.

Table 7 - Access going to school

Type of Access Road	Accessible by type of Transportation
Paved	No
Unpaved	No
Levelled	No
Unlevelled/ Rough road	No
On-going construction	No
	Private 4 wheel Vehicle
	Private Motorcycle
	Boat
	Pedicab
	Tricycle
	Jeepney
	Bus
	Habal-habal
	Train
	UV Express
	Biking *
	Walking/Hiking

- tick the boxes according to school details
- and click **Save**.

Note:* Tick boxes were set to **No by default.

Save Back

Access going to the School

Type of Access Road (Check all applicable)	
Paved	<input type="checkbox"/>
Unpaved	<input type="checkbox"/>
Levelled	<input type="checkbox"/>
Unlevelled/ Rough road	<input type="checkbox"/>
On-going construction	<input type="checkbox"/>

Accessible by type of transportation (Check all applicable)	
Private 4 Wheel Vehicle	<input type="checkbox"/>
Private Motorcycle	<input type="checkbox"/>
Boat	<input type="checkbox"/>
Pedicab	<input type="checkbox"/>
Tricycle	<input type="checkbox"/>
Jeepney	<input type="checkbox"/>
Bus	<input type="checkbox"/>
Habal-habal	<input type="checkbox"/>
Train	<input type="checkbox"/>
UV Express	<input type="checkbox"/>
Biking	<input type="checkbox"/>
Walking/Hiking	<input type="checkbox"/>

- A confirmation message will appear once the Access to the School has been updated.

Access to school data recorded.

17.) Under the **Other Facilities** tab,

➤ click the **Edit** button (Default answer is **NO**)

Note: Asterisk (*) means new data element/field

Building Structure
Water and Sanitation
Furniture
TLS and Makeshift
Access to the School
Other Facilities

Edit

Click [Edit](#) to modify answer.

Table 6 - Other Facilities / Amenities	
Type of Facilities	Present in the campus? (Yes/No)
Covered Court	No
Gymnasium	No
Entrance Gate	No
Exit Gate	No
Permanent Perimeter Fence	No
Temporary Perimeter Fence	No
Flood Marker	No
Playground	No
School Garden	No
Solar Panel	No
Bike Rack *	No
Paved Pathway from Entrance Gate to Building *	No
Pathway Cover/Roofing *	No

- Select "Yes" or "No" if facilities/amenities are existing in school or not
- then click **Save** button.

***Note:** Radio buttons were set to **No** by default.

Home / SY 2022 - 2023 / Other Facilities / Edit

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School **Other Facilities**

[Save](#) [Back](#)

Select "Yes" or "No" if facilities/amenities are existing in school or not then click [Save](#) button.

Type of Facilities/Amenities	Present in the campus? (Yes/No)
Covered Court	<input checked="" type="radio"/> Yes <input type="radio"/> No
Gymnasium	<input type="radio"/> Yes <input checked="" type="radio"/> No
Entrance Gate	<input checked="" type="radio"/> Yes <input type="radio"/> No
Exit Gate	<input checked="" type="radio"/> Yes <input type="radio"/> No
Permanent Perimeter Fence	<input checked="" type="radio"/> Yes <input type="radio"/> No
Temporary Perimeter Fence	<input type="radio"/> Yes <input checked="" type="radio"/> No
Flood Marker	<input type="radio"/> Yes <input checked="" type="radio"/> No
Playground	<input type="radio"/> Yes <input checked="" type="radio"/> No
School Garden	<input checked="" type="radio"/> Yes <input type="radio"/> No
Solar Panel	<input type="radio"/> Yes <input checked="" type="radio"/> No
Bike Rack	<input checked="" type="radio"/> Yes <input type="radio"/> No
Paved Pathway from Entrance Gate to Building	<input checked="" type="radio"/> Yes <input type="radio"/> No
Pathway Cover/Roofing	<input type="radio"/> Yes <input checked="" type="radio"/> No

- A confirmation message will appear once the Other Facilities/Amenities table has been updated.

Other facilities data recorded.

18.) After accomplishing all the tables, go back to the **School Building Inventory** link in the left side panel of the page. Under the Actions, column click **Submit**.

- ✓ School can no longer **Update** or **Edit** the tables once it has been submitted.
- ✓ Request for “**Reversion**” to Division Office if necessary.

Inventory School Building for Secondary School									
Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Preparing	No	2022, Jan 26		2022, Jun 20		2022, Jun 30	Submit

- ✓ Status was changed to Submitted.

Inventory School Building for Secondary School									
Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Submitted	No	2022, Jan 26	2022, Mar 02	2022, Jun 20		2022, Jun 30	



VALIDATION and REVERSION

Division Dashboard View

Division Office Dashboard

BEIS Report

Secondary School ▼

School Year

2022 - 2023 ▼

[List](#)

Number of Schools : 16

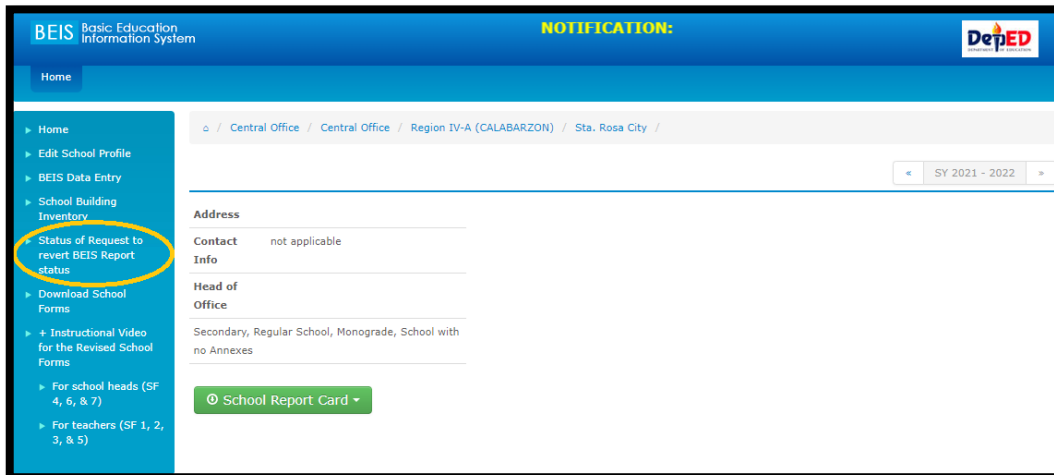
Total no. of schools with Preparing status : 1
 Total no. of schools with Submitted status : 1
 Total no. of schools with Validated status : 0
 Total no. of Schools with Not Prepared status : 14

School ID	School Name	Date Submitted	Date Validated	Status	Action
XXXXXX	ABAKA NHS			Not Prepared	
XXXXXX	ABESEDE NHS	2023-03-16 07:00:12		Submitted	View Validate

School Requesting for Reversion

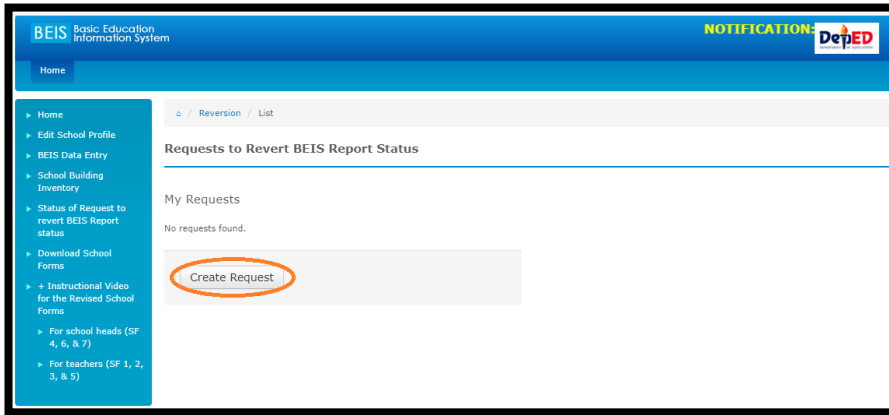
Procedure on How to request reversion from **School** to **Division Office**.

- ✓ Go to **LIS** website **http://lis.deped.gov.ph** and log in using the **LIS School Head account**. Once logged in,
- ✓ Click the **EBEIS** link and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.



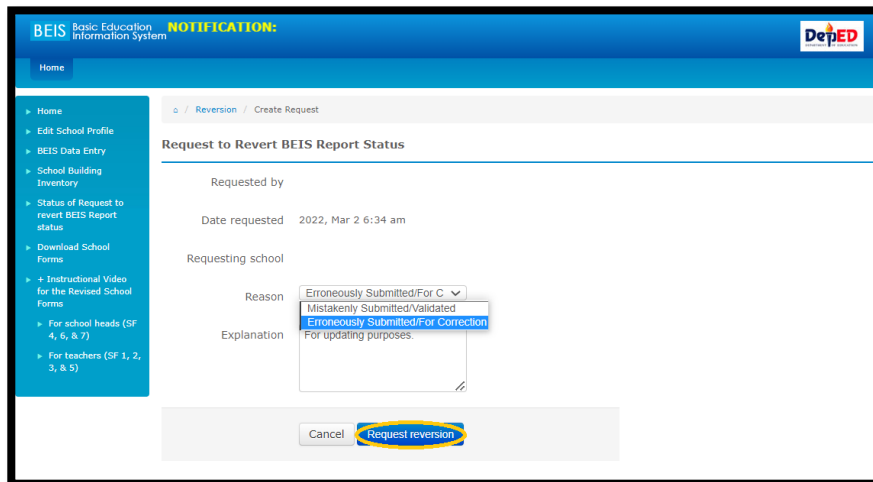
The screenshot shows the BEIS (Basic Education Information System) interface. The top navigation bar includes the BEIS logo, a notification banner, and the DepED logo. The left sidebar contains a menu with the following items: Home, Edit School Profile, BEIS Data Entry, School Building Inventory, **Status of Request to revert BEIS Report status** (circled in yellow), Download School Forms, + Instructional Video for the Revised School Forms, For school heads (SF 4, 6, & 7), and For teachers (SF 1, 2, 3, & 5). The main content area displays a breadcrumb trail: Central Office / Central Office / Region IV-A (CALABARZON) / Sta. Rosa City. Below the breadcrumb is a dropdown menu for the school year, currently set to SY 2021 - 2022. The main content area contains a form with the following fields: Address, Contact (not applicable), Info, Head of Office (Secondary, Regular School, Monograde, School with no Annexes), and a green button labeled 'School Report Card'.

✓ Click **Create Request** button.



✓ Choose the **Reason** from the drop-down list and input the **Explanation**.

✓ Click the **Request reversion** button.



✓ Shows Approval Status is Pending.

BEIS Basic Education Information System
NOTIFICATION

[Home](#)

- ▶ Home
- ▶ Edit School Profile
- ▶ BEIS Data Entry
- ▶ School Building Inventory
- ▶ Status of Request to revert BEIS Report status
- ▶ Download School Forms
- ▶ + Instructional Video for the Revised School Forms
 - ▶ For school heads (SF 4, 6, & 7)
 - ▶ For teachers (SF 1, 2, 3, & 5)

[Home](#) / [Reversion](#) / [View Request](#)

Request to Revert BEIS Report Status

reversion request submitted.

Report Type	Inventory School Building for Secondary School
Status Change	Submitted - Preparing
Requested by	
Requested Date	2022, Mar 2 6:35 am
Requesting School	
Reason	Erroneously Submitted/For Correction
Explanation	
Approval Status	Pending

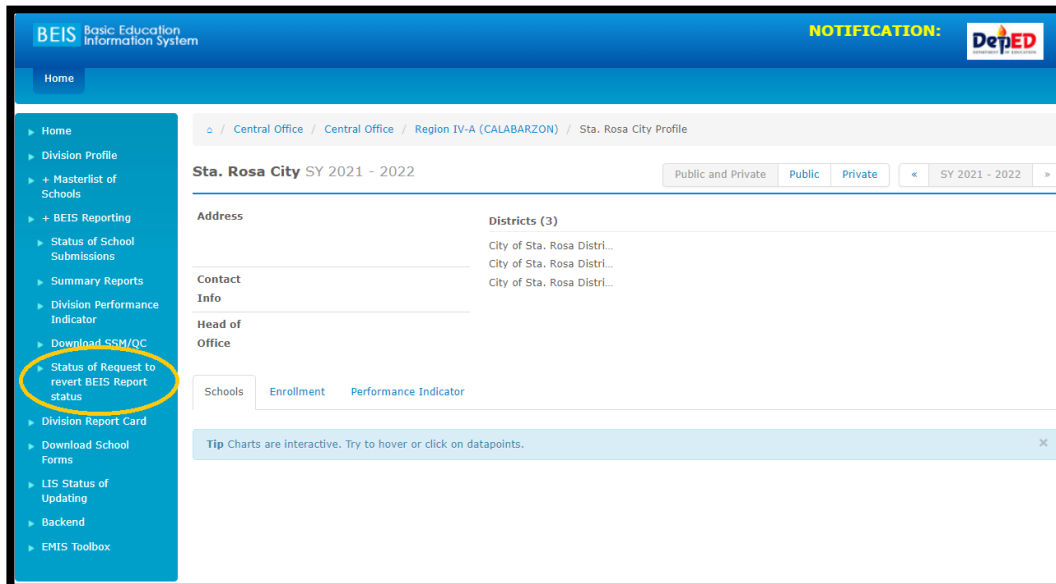
ID	School	District	Report status	Status date
301272	Sto. Domingo Integrated School	City of Sta. Rosa District I	Submitted	2022-03-02 04:26:12

Note: Reports with status date later than reversion request date will have status unchanged.

Division Office for Reversion of request by the school

Procedure on how to approve the request for reversion.

- ✓ Go to LIS website <http://lis.deped.gov.ph> and log in using the LIS **Division Planning Officer** account. Once logged in,
- ✓ Click the **EBEIS** link and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.



BEIS Basic Education Information System

NOTIFICATION: DepED

Home

Central Office / Central Office / Region IV-A (CALABARZON) / Sta. Rosa City Profile

Sta. Rosa City SY 2021 - 2022

Public and Private Public Private < SY 2021 - 2022 >

Address

Districts (3)

City of Sta. Rosa Distri...

City of Sta. Rosa Distri...

City of Sta. Rosa Distri...

Contact Info

Head of Office

Schools Enrollment Performance Indicator

Tip Charts are interactive. Try to hover or click on datapoints.

Home

Division Profile

+ Masterlist of Schools

+ BEIS Reporting

Status of School Submissions

Summary Reports

Division Performance Indicator

Download SSM/QC

Status of Request to revert BEIS Report status

Division Report Card

Download School Forms

LIS Status of Updating

Backend

EMIS Toolbox

✓ Under the Pending column, click the Request date link.

BEIS Basic Education Information System **NOTIFICATION:** DepED

Home

Home / Reversion / List

Requests to Revert BEIS Report Status

My Requests

Request date	Report	Report Status	Approval Status
	Private Senior High School Profile (Beginning of the SY Data)	Validated-Submitted	Approved
	Government Elementary School Profile (Beginning of the SY Data)	Validated-Submitted	Approved
	Inventory School Building for Secondary School	Validated-Preparing	Approved

School Requests

Pending Approved Disapproved

Request date	School	Report	Report Status	Approval Status
2022, Mar 2 6:35 am	SAMPLE NATIONAL HIGH SCHOOL	Inventory School Building for Secondary School	Submitted-Preparing	Pending

✓ Input the Comment and click Approve/Disapprove button.

Home / Reversion / View Request

Request to Revert BEIS Report Status

Report Type: Inventory School Building for Secondary School

Status Change: Submitted - Preparing

Requested by:

Requested Date: 2022, Mar 2 6:35 am

Requesting School:

Reason: Erroneously Submitted/For Correction

Explanation:

Approval Status: Pending

Comment:

ID	School	District	Report status	Status date
301272	SAMPLE NATIONAL HIGH SCHOOL	City of Sta. Rosa District I	Submitted	2022-03-02 04:26:12

Note: Reports with status date later than reversion request date will have status unchanged.

✓ Shows Request approved Successfully.

Request to Revert BEIS Report Status

Request approved.

Report Type: Inventory School Building for Secondary School

Status Change: Submitted - Preparing

Requested by:

Requested Date: 2022, Mar 2 6:35 am

Requesting School:

Reason: Erroneously Submitted/For Correction

Explanation:

ID	School	District	Report status	Status date
301272	SAMPLE NATIONAL HIGH SCHOOL	City of Sta. Rosa District 1	Preparing	

Approval Status: Approved

Comment: Approved

Approved: starosaadm 2022, Mar 2 7:21 am

Back

✓ The status of encoding of School was already Reverted to Preparing Status and ready for re-submission.

Welcome to National School Building Inventory Data Facility

Rationale

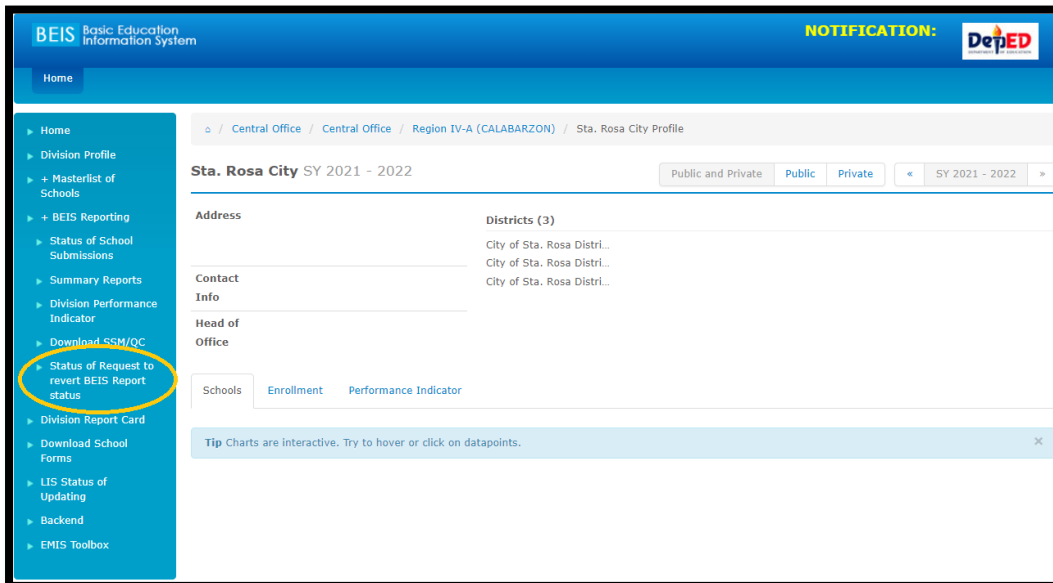
The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school. In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information. For this year, DepEd aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2021 - 2022.

Inventory School Building for Secondary School									
Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Preparing	No	2022, Jan 26	2022, Mar 02	2022, Jun 20		2022, Jun 30	Submit

Division Office requesting for reversion to Regional Office

Procedure on How to request reversion from **Division Office** to **Regional Office** with “**Validated Status**”.

-
- ✓ Go to **LIS** website <http://lis.deped.gov.ph> and log in using the LIS **Division Planning Officer** account. Once logged in,
- ✓ Click the **EBEIS** link and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.



BEIS Basic Education Information System

NOTIFICATION: DepED

Home

Home

Division Profile

+ Masterlist of Schools

+ BEIS Reporting

Status of School Submissions

Summary Reports

Division Performance Indicator

Download SSM/QC

Status of Request to revert BEIS Report status

Division Report Card

Download School Forms

LIS Status of Updating

Backend

EMIS Toolbox

/ Central Office / Central Office / Region IV-A (CALABARZON) / Sta. Rosa City Profile

Sta. Rosa City SY 2021 - 2022

Public and Private Public Private < SY 2021 - 2022 >

Address

Districts (3)

City of Sta. Rosa Distri...

City of Sta. Rosa Distri...

City of Sta. Rosa Distri...

Contact Info

Head of Office

Schools Enrollment Performance Indicator

Tip: Charts are interactive. Try to hover or click on datapoints.

✓ Click **Create Request** tab.

Home / Reversion / List

Requests to Revert BEIS Report Status

My Requests

Request date	Report	Report Status	Approval Status
	Private Senior High School Profile (Beginning of the SY Data)	Validated-Submitted	Approved
	Government Elementary School Profile (Beginning of the SY Data)	Validated-Submitted	Approved

[Create Request](#)

Choose the **Reason** from the drop-down list and input **Explanation**.

✓ **To status** is set to be **“Prepared”** and **from status** must be **“Validated”**.

Request to Revert BEIS Report Status

Requested by

Date requested 2022, Mar 1 9:19 am

Requesting office Sta. Rosa City

Reason

Explanation

To status

- ✓ Click the **Filter** tab to proceed.

Search school for batch reversion

Report type

From status

Filter

ID	School	District	Report status	Status date
----	--------	----------	---------------	-------------

- ✓ Click the link under the **ID** column.

Search school for batch reversion

Report type

From status

Filter

ID	School	District	Report status	Status date
342597	SAMPLE NHS	City of Sta. Rosa District I	Validated	2022-02-28 21:15:57

✓ Click for **Request Batch** revision tab.

Selected schools

ID	School	District	Report status	Status date
✖342597	Sinalhan Integrated High School	City of Sta. Rosa District I	Validated	2022-02-28 21:15:57

Cancel
Request Batch reversion

✓ Request for **Reversion** submitted to **Regional Office** Successfully.

- Home
- Division Profile
- Masterlist of Schools
- BEIS Reporting
- Status of School Submissions
- Summary Reports
- Division Performance Indicator
- Download SSM/QC
- Status of Request to revert BEIS Report status
- Division Report Card
- Download School Forms
- US Status of Updating
- Backend
- EMIS Toolbox

Home / Reversion / View Request

Request to Revert BEIS Report Status

reversion request submitted.

Report Type	Inventory School Building for Secondary School
Status Change	Validated - Preparing
Requested by	
Requested Date	2022, Mar 1 9:24 am
Requesting Division	Sta. Rosa City
Reason	Mistakenly Submitted/Validated
Explanation	
Approval Status	Pending

Back

ID	School	District	Report status	Status date
342597	SAMPLE NHS	City of Sta. Rosa District I	Validated	2022-02-28 21:15:57

Note: Reports with status date later than reversion request date will have status unchanged.

Regional Office View

BEIS Basic Education Information System NOTIFICATION

Home

Reversion / List

Requests to Revert BEIS Report Status

Division Requests

Pending Approved Disapproved

Request date	Division	Report	Report Status	Approval Status
2022, Mar 2 8:13 am	Sta. Rosa City	Inventory School Building for Secondary School	Validated- Preparing	Pending

Regional Office may Approve/Disapprove the request.

Reversion / View Request

Request to Revert BEIS Report Status

Report Type	ID	School	District	Report status	Status date
Inventory School Building for Secondary School	301272	SAMPLE NATIONAL HIGH SCHOOL	City of Sta. Rosa District 1	Validated	2022-03-02 08:10:39

Note: Reports with status date later than reversion request date will have status unchanged.

Report Type: Inventory School Building for Secondary School

Status Change: Validated - Preparing

Requested by:

Requested Date: 2022, Mar 2 8:13 am

Requesting Division: Sta. Rosa City

Reason: Mistakenly Submitted/Validated

Explanation:

Approval Status: Pending

Comment: APPROVED.

Back Approve Disapprove

Regional Office Approved the request of the Division Office.

The School Account displays that the status of encoding of School was already **Reverted to Preparing Status** and ready for encoding/updating and **re-submission**.

Welcome to National School Building Inventory Data Facility

Rationale

The Department continues to work towards making all schools child-friendly, safe and conducive to learning. Part of this effort is providing the appropriate facilities for each school based on data collected and standards set by policymakers. In this light, the Department intend to have an accurate and updated inventory which is crucial in planning and resource allocation particularly in determining the classroom conditions and requirements of every school. In 2014, the Department of Education established the first ever NSBI Module in the EBEIS which aims to capture specific school building information. For this year, DepEd aims to enhance and provide more comprehensive guidelines on the implementation of the National School Building Inventory for SY 2021 - 2022.

Inventory School Building for Secondary School									
Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 - 2022	Preparing	No	2022, Jan 26	2022, Mar 02	2022, Jun 20		2022, Jun 30	Submit



THANK YOU!