



MEMORANDUM

TO : OIC Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : *fn:* *[Signature]*
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF UPDATED LIST OF TEACHERS AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FORMS AS OF DEC. 31, 2018**

DATE : January 23, 2019

1. In preparation for the 2020 Budget Preparation, ALL public elementary, Junior HS and Senior HS school heads are hereby directed to submit the Excel File of **Updated List of Teachers by Grade Level and Positions** (TI, TII, TIII, SPET I, MTI, MTII) and in duplicate hard copies. Likewise, updated **National School Building Inventory (NSBI)** Forms should also be submitted in soft copy (Excel File) and in triplicate hard copies on or before **January 30, 2019, Attention: Planning Officer III.**
2. Refer to the attached template to be accomplished for your reference. To expedite the consolidation of the report, soft copies may be sent in advance at our facebook group DepEd Antipolo LIS/EBEIS Coordinators or through email at depedantipolo.planning@deped.gov.ph
3. For your information and strict compliance.

UM No. 48 s.2019
MBV_NGT