



Republic of the Philippines
Department of Education
 Region I
 Schools Division Office
 City of San Fernando (La Union)

DIVISION MEMORANDUM

MAY 23 2025

DM No. 204, s. 2025

To: Assistant Schools Division Superintendent
 Division Supply Officer
 Division Planning Officer
 Division IT Officer
 Public Elementary and Secondary School Heads
 All Other Concerned Personnel

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF THE NATIONAL INVENTORY DAY

Date: May 22, 2025

PARTICULARS

1. Pursuant to **DepEd Memorandum No. 042, s. 2025**, particularly **Enclosure No. 2** titled "*Guidelines on the Implementation of the National Inventory Day*," all concerned are hereby informed that this Division is **mandated to attend the online national orientation** scheduled on **May 27, 2025**.
2. For your reference, **attached herewith are the Guidelines on the Implementation of the National Inventory Day**.
3. Immediate and wide dissemination of the memorandum is desired.


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Enclosure 2

GUIDELINES ON THE IMPLEMENTATION OF THE NATIONAL INVENTORY DAY

I. RATIONALE

The credibility of data is the backbone of informed decision-making, programming, budgeting, policy formulation, and program implementation, in any organization—especially in the education sector. DepEd, being the largest government agencies, have huge data managed for its effective governance of the basic education.

DepEd needs an effective and efficient data validation such as but not limited on school personnel, school infrastructure, usable furniture, learning resources, ICT equipment, and utilities. While there is an existence of information systems such as the Basic Education Information System, Program Management Information System, and the National School Building Inventory, there remain a need for a decisive action to validate its data to ensure that all figures reflect the reality on the schools and field offices. These validated data are important for the data-driven partnerships with the stakeholders to ensure school readiness.

In support of the 5-Point reform agenda in producing an evidence-based policies, programs, projects, and activities, DepEd plans to validate its data while also using the initiative as an avenue to further support schools in preparation for the opening of classes and leveraging the stakeholders on the ground for the data collection and validation process. Consequently, the National Inventory Day, embedded in the Brigada Eskwela for SY 2025-2026 shall be conducted.

II. SCOPE

These guidelines on the conduct of the National Inventory Day shall serve as guide to all personnel involved at all governance levels and external stakeholders to be involved in the activity. This involves the Regional Office, Schools Division Office, and all DepEd-managed public schools nationwide.

III. DEFINITION OF TERMS

The operation definitions below serve as a guide and reference of DepEd personnel and involved stakeholders on the validation day:

- a. **Functional Toilet Bowls** refers to the serviceable toilet bowls.
- b. **ICT Equipment.**
 - i. **SMART TV Package** refers to a television set that has integrated internet connectivity and built-in software or applications, enabling it to access online content and interactive services.
 - ii. **E-Learning Carts** refers to a set of mobile educational resources. These packages might include a combination of electronic devices such as laptops or tablets, charging cart, Smart TV and other possible educational technology tools.
 - iii. **External Hard Drive** refers to portable storage device that is connected to a computer or other digital devices via an external interface, typically USB, Thunderbolt, eSATA, or other connection methods.
- c. **Instructional Rooms** refers to rooms use for academic purposes: Classroom SPED, Classroom Elementary (Kindergarten, Grade 1, 2,3,4,5,6), Classrooms 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.

- d. **Internet for Academic or Instructional Purposes** refers to internet solely utilized in the classroom or laboratory as an aid to instruction.
- e. **Internet for Administrative Purposes** refers to internet solely used for encoding administrative data of the school (e.g., enrollment, attendance, disbursements, financial statements, and other reports) or are only accessible at the school head office or faculty room.
- f. **Learning Tools and Equipment** refers to non-text-based learning resources such as Science and Mathematics Equipment (SME) and Technical Vocational Livelihood (TVL) tools and equipment.¹
- g. **Locally-funded Personnel** refers to school personnel not having Plantilla positions and whose compensation is chargeable against the local budget. Included are teachers funded under Special Education Fund, Local Government Unit fund, and other funding source such as but not limited to Parents-Teacher Association.
- h. **Nationally-funded personnel actually working in the school** refers to teaching, teaching-related and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school. It includes those personnel who are working in a school but whose items belong from other schools or DepEd Office.
- i. **Non-instructional Rooms** refers to rooms use for non-instructional purposes (e.g., Library/Learning Resource Center, Canteen, Clinic, Conference Room, Offices, Faculty Room, Museum, Supply Room, Conference Room, Data File Room/Records Room, Student Co-Curricular Center, Youth Development Center, Not Currently Used, Others).
- j. **Non-Teaching personnel** refers to personnel whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, but do not involve nor directly support the actual conduct of teaching or delivery of instructions.²
- k. **Related-Teaching Personnel** refers to those with position whose primary duties and responsibilities contribute to the delivery of basic education services and achievement of agency outcomes, through the provision of direct support to teaching and the delivery of instruction, such as standard setting, policy and program formulation, research, and sector monitoring and evaluation.³
- l. **School Furniture.**
 - i. **Armchair** refers to a usable armchair in the school, regardless of material (wood, plastic).
 - ii. **DepEd New Design 2-Seater Table and Chair** refers to the new design of school furniture of which 1 set is equal to 2 chairs and 1 table on wood and steel finishes.
 - iii. **Kinder Modular Table & Chair** refers to the standard modular table & chair used by kindergarten learner.
 - iv. **Other Classroom Table and Chair** refers to the table and chair used by learner in the classroom not mentioned in this Table.
 - v. **School Desk** refers to a usable two-seater desks in the school.
- m. **School Wide Internet** refers to the entirety of a school's physical space, encompassing all its buildings, facilities, and outdoor grounds.
- n. **Teaching personnel** refers to personnel that is directly engaged in teaching or in the delivery of instruction in elementary or secondary levels (junior high school and senior

high school, whether in full-time or part-time basis in schools and Community Learning Centers (CLCs).⁴

- o. **Textbook** as defined in Republic Act 8047, is an exposition of generally accepted principles in one (1) subject, intended primarily as a basis for instruction in a classroom or pupil-book-teacher situation. It is the primary learning resource for classroom instruction that sufficiently develops the prescribed learning competencies for a specific grade level and learning area.⁵

IV.

PROCEDURES AND TIMELINES

1. To ensure consistency in implementation, the National Inventory Day will be conducted in a structured manner as integrated within the activities of the Brigada Eskwela. The activities below are chronologically arranged and indicated are responsible person or office.

Activity	Description	Timeline	Responsible Office
1. Orientation of Regional and Schools Division Offices			
	An online orientation will be conducted among Regional, Division Offices, and schools relative to the guidelines of National Inventory Day.	May 27, 2025	Policy and Planning Service and External Partnership Service
2. Creation of School Technical Working Group			
	School to engage group who will be part of the Technical Working Group (TWG) responsible of the National Inventory Day and prepare the operational plan for the conduct of the data validation.	June 2-6, 2025 or during the actual inventory validation and triangulation	School Head
3. Actual Inventory Validation and Triangulation			
	Schools will input verified data into the system, ensuring cross-checking with existing records. A multi-stakeholder approach will be implemented by including partners from the local government, private sector, Non-Government Organizations, and community groups to ensure the correctness of the data.	June 9-13, 2025	School Technical Working Group

4. Closing Program			
	Communication of the National Inventory results.	On or before June 13, 2025 for schools with internet and until June 20, 2025 for schools needing assistance from the Schools Division	School Technical Working Group
5. Data Analysis and Presentation			
	Submitted data will be analyzed and presented.	End of June 2025	National Inventory Day TWG (Central Office)

1. All schools can access the National Inventory Day system through www.nid.deped.gov.ph and shall serve as the platform where forms to be filled out can be generated and submitted. The system shall be fully operational after the national orientation for the National Inventory Day on 27 May 2025.
 - a. For schools with internet access, the form shall be generated from the system by accessing their respective school account. To access the school's account, use the BEIS username and password of the school. The generated form shall contain pre-loaded data from the latest submitted data of the school which will be subject to validation and triangulation.
 - b. For schools needing assistance to access the site, the form can be generated by the Schools Division Office (SDO). The accomplished offline form may then be submitted to SDO for uploading.
2. A separate dashboard summarizing the school data at all governance levels shall be made accessible to education stakeholders for transparency.
3. All resources and other references such as the data dictionary, mechanics and template for the operational planning, and project proposal template for the National Inventory Day can be accessed through this link: <https://bit.ly/NIDReferenceMaterials>.
4. The cut-off date for the data is **13 June 2025**. For the submission of schools with internet access, it is highly encouraged to upload in the NID system on 13 June 2025 while for schools needing SDO assistance, submission and uploading to the system is on or before **20 June 2025**.
5. The validation will cover essential resource categories that directly impact school operations such as the school personnel, school infrastructure, usable furniture, learning resources (textbooks and learning tools and equipment), ICT equipment, and utilities. Specifically, the following are the key data points for validation:

A. Inventory of School Personnel (Filled and Unfilled Positions). Schools may refer to the Electronic School Form 7.

1. Number of Teaching Positions **assigned in school** per latest School Personal Services Itemization and Plantilla of Personnel (PSIPOP) or Division PSIPOP.
 - a. Teaching personnel
 - b. Teaching-related
 - c. Non-Teaching personnel
2. Number of Nationally Funded Plantilla **actually working** in schools (including Plantilla Personnel borrowed/detailed from other school(s)/DepEd Offices).
 - a. Teaching personnel
 - b. Teaching-related
 - c. Non-Teaching personnel
3. Number of Locally funded Personnel working in the school such as funded under Special Education Fund and Local Government Fund
 - a. Teaching personnel
 - b. Teaching-related
 - c. Non-Teaching personnel

B. Inventory of School Infrastructure

1. Number of instructional rooms (existing and ongoing construction)
2. Number of non-instructional rooms (existing and ongoing construction)
 - a. Faculty Room
 - b. Library or Learning Resource Center
 - c. ICT room
 - d. Guidance Office
 - e. Clinic
 - f. Ongoing construction
3. Number of functional toilet bowls

C. Inventory of Usable Furniture

1. Number of Kinder Modular Table
2. Number of Kinder Chair
3. Number of Armchair
4. Number of School Desk
5. Number of other classroom table
6. Number of other classroom chair
7. Number of DepEd New Design 2-seater Table and Chair

D. Inventory of Learning Resources

1. Inventory of textbooks **aligned with the Revised K-12 Curriculum**:
 - a. Number of Grade 1 textbooks: Reading, Makabansa, Good Manners and Right Conduct (GMRC), Language

- b. Number of Grade 4 textbooks: Araling Panlipunan (AP), GMRC, Filipino, Science, Music and Arts, English, Mathematics, Physical Education (PE) and Health, and Edukasyong Pantahanan at Pangkabuhasan
- c. Number of Grade 7 textbooks: AP, English, Math, Filipino, Music and Arts, PE and Health, Technology and Livelihood Education, Values Education, Science
- d. Number of Senior High School (SHS) textbooks: Earth and Life Science, SHS HOPE 1 & 2, SHS HOPE 3&4, SHS Personal Development, SHS Physical Science, Statistics and Probability, Understanding Culture, Society and Politics, Media and Information Literacy, General Mathematics, Contemporary Arts

2. Inventory of Learning Tools and Equipment (LTE)

- a. Number of latest Science and Mathematics Equipment packages received
- b. Number of latest Technical-Vocation and Livelihood Equipment packages received

E. Inventory of Information and Communications Technology (ICT) Equipment

- 1. Number of SMART TV Package
- 2. Number of External Hard Drive
- 3. Number of E-learning Carts
- 4. Number of Laptop for teachers (if school head is provided, include)
- 5. Number of Laptop for non-teaching personnel
- 6. Number of Desktop for administrative or learning use
- 7. Number of Tablet for learners
- 8. Number of Laptop for learners
- 9. Internet connectivity availability
 - a. With internet connectivity
 - i. School-wide access
 - ii. Used for academic or instructional purposes
 - iii. Administrative use only
 - b. No internet access

F. Availability of Access to Utilities

- 1. Water Supply (whichever case is applicable to the school)
 - a. With water supply
 - b. Without water supply
- 2. Electricity (whichever case is applicable to the school)
 - a. With electricity
 - b. No electricity

- G. **Proposed Program, Project, or Activity (PPA) for funding request of the school.** This refers to any PPA planned or being implemented by the school that is being proposed for possible funding by the Department of Education. It is a call for proposals from the schools in support of empowering schools to implement their own initiatives to address contextual needs. However, submitted proposals are subject to evaluation by the Strategic Management which will proceed with funding aside from the yearly received Maintenance and Other Operating Expenses (MOOE).

Submission is not mandatory and is open only to interested public schools. Schools can submit at most three (3) project proposals with each not exceeding P100,000.00 and the form is downloadable from <https://bit.ly/NIDReferenceMaterials> or refer to annex D. The proposal shall be uploaded in the school's National Inventory Day account at www.nid.deped.gov.ph or submitted to Schools Division Office if the school has no internet access for appropriate submission.

6. Schools Division Offices shall ensure that their respective school data shall be shared with their Local Government Unit (LGU) and other relevant stakeholders. This is to promote stronger transparency and partnership with counterpart LGUs.
7. A feedback mechanism in the National Inventory Day system will be set up to report inconsistencies and resolve data conflicts. Official reports will be finalized and released in preparation for budget planning and educational reforms.

V. **ROLES AND RESPONSIBILITIES**

To ensure the successful execution of the National Inventory Day, the following groups will have specific roles and responsibilities:

A. **Central Office**

Office/Personnel	Roles and Responsibilities
Policy and Planning Service	System administration, database management, data analysis, and reporting.
External Partnership Service	Lead the coordination on Brigada Eskwela activities.
Education Facilities Division	Validate infrastructure data.
Bureau of Learning Resources	Validate Textbooks and Learning Tools and Equipment data.
Bureau of Human Resource and Organizational Development	Validate school personnel data.
Information and Communications Technology Service	Validate ICT Equipment data and develop the National Inventory Day Dashboard, Data Capture Form, and the system.

B. Region and Division Offices

Governance Level	Office/Personnel	Roles and Responsibilities
Regional Office	Policy and Research Division, Administrative Services Division, and Regional IT Officer	Monitor the submission of respective schools and provide technical assistance. For schools without internet connectivity, Schools Division Offices shall assist to ensure that schools be able to submit data and facilitate the uploading of validated data.
Schools Division Office	Planning Officers, Supply Officer, and Division IT Officer	

C. School Technical Working Group

Office/Personnel	Roles and Responsibilities
School Heads	Engage community members to form the TWG.
School Technical Working Group <ul style="list-style-type: none"> • Teachers (Voluntary basis) • Parent-Teacher Association • School Governing Council • Barangay • Private Sector • Non-Government Agencies • Local Government Units • Other stakeholders 	Validate and submit the data of the school.

VI. MONITORING AND REPORTING

The identified offices and personnel under item V for roles and responsibilities shall monitor the status of submission and implementation of their respective lower governance level. In addition, the DepEd Central office through the Policy and Planning Service, in partnership with the External Partnership Service, shall evaluate the readiness of the schools based on the submitted data.