June 03, 2025

REGIONAL MEMORANDUM
No.   6 1 8   s. 2025

CONDUCT OF THE 2025 NATIONAL INVENTORY DAY

To: Schools Division Superintendents
       Planning Officers
       Public Elementary and Secondary School Heads
       All Others Concerned

1.   In reference to the upcoming conduct of the National Inventory Day (NID) scheduled for June 2025, the Department of Education underscores the importance of gathering updated and accurate data on essential school resources to inform national planning and programming.

2.   The objectives of this activity include the following:

   a) To validate essential resource data of DepEd
   b) To identify priority Programs, Projects, and Activities (PPAs) based on school needs;
   c) To engage the community in establishing inventory data and identifying data-driven partnerships with the community;
   d) To provide updated data for National budgeting and Adopt-A-School Program Planning.

4.   Below is the timeline of major activities related to the conduct of the 2025 National Inventory Day (NID).

Activity	Date
Virtual Orientation of Regional and Division Offices, Live via Official Facebook	June 5, 2025
Creation of School Technical Working Group (STWG)	June 2–6, 2025
Inventory Validation and Project Proposal Preparation	June 9–13, 2025
Deadline for Data Submission (schools with internet)	June 13, 2025
Deadline for Data Submission (schools needing SDO support)	June 20, 2025

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Page **1** of 2

5.   The **virtual orientation on June 5, 2025,** will be streamed live via **DepEd Philippines' official Facebook page**. At the **regional level**, the **FTAD** and **PPRD** are required to attend. Likewise, all **Schools Division Offices** (SDOs) and **school heads** are directed to watch and participate in this orientation.

5.   All Schools Division Offices are requested to disseminate these materials to their respective schools and provide the necessary technical assistance and monitoring to ensure full and accurate participation in the NID activities.

6.   Attached herewith are the following reference materials for your perusal and guidance:

    a. **Instructional Guide for National Inventory Day**
    b. **Presentation Material on NID Objectives, Data Requirements, and Timelines**

7.   For access to the system and additional resources, please visit:

          https://www.nid.deped.gov.ph
          https://bit.ly/NIDReferenceMaterials

8.   Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: None
References: As stated
To be indicated in the Perpetual Index under the following subjects:
    DATA   NID   PLANNING

PPRD-MSM

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
618
By: _____ Date: 6-4-25

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Page 2 of 2

Guide for the Conduct of National Inventory Day

This guide is intended to provide clear instructions and standardized procedures for the school head in facilitating the National Inventory Day (NID) in all public schools from June 9 to 13, 2025. The NID will engage stakeholders in mobilizing data-driven partnerships with the community to help address the needs of school and validate essential resource data against existing records of DepEd and engage the community in establishing inventory data. At the end of the activity, the schools are expected to upload the validated inventory of selected resources funded under GAA, LGU, Senate, Congress, and other Donors; except belongings personally owned by the school and project profile describing the proposal for possible funding.

This guide covers all activities before, during and after the actual conduct of NID. For easy access to reference materials, direct links are highlighted and attached as annexes.

I. Week Before the Brigada Eskwela:

1. **Please read the following materials:**

   1.1. The DepEd Memorandum No. 42, series of 2025 (*Material 1*) titled "2025 Brigada da Eskwela Implementing Guidelines" which include the guidelines on the implementation of the National Inventory Day (NID).

   Under Section IV of Enclosure 2, procedures and timelines were presented which will be used as structure of the planning and implementation of NID. Please refer to pages 17 to 13 for the activities to be conducted including its timeline and responsible offices, for your guidance.

   1.2. All resources and other references such as the data dictionary, mechanics, and template for the operational planning, and project proposal can be accessed in the 2025 NID Materials google drive.

2. **Create the School Technical Working Group (STWG);**

2.1. Identify internal and external stakeholders that can be part of the working group based on Section V(c) of Enclosure 2. The number of STWG members shall depend on the school size.

Internal	External
School Principal/ School Head	Local Government Units
DepEd Teachers (voluntary)	Barangay Government Units
Administrative Officer	Private partners/individuals
Teaching-related personnel	Local/NGOs volunteer
Disbursing Officer and	Parent-Teacher Association Officers
other Non-teaching personnel	Parents
	SELG and SSLG officers
	Other government agencies
	Personnel from Central Office,
	Regional Office, and School District
	Office

2.2. For the involvement of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) officers, a signed parent consent (*Template 1*) is required.

2.3. In identification of the STWG, the school head shall assign the members based on their level of familiarity and knowledge of the school resources to ensure proper and accurate inventory. Please refer to Enclosure 2, Section IV (A-F), page 19-20, for the complete list of resources to be counted.

2.4. Prepare a memorandum for the creation of the STWG. Please refer to the attached template to be used as a memorandum format (*Template 2*) which will serve as an invitation for the actual inventory validation and triangulation.

2.5. Send the memorandum to concerned parties and ensure their attendance.

3. **The following must be prepared and settled:**

3.1. For proper arrangement of resources and equipment:

- All Revised K to 12 textbooks that were delivered in 2024 and onwards must be secured in the property office.

- The kinder modular tables, kinder chairs, school desks, teacher table and chair, DepEd new design tables and chairs, other classroom tables, and other classroom chairs.

- All laptops, tablets, and e-learning carts shall be placed at the Computer Laboratories or designated Computer/ICT room, except those specifically assigned to non-instructional rooms.

- The belongings personally owned by school personnel must be labeled as "personal" and be excluded in the inventory.

3.2. For printing the needed materials:

- Prepare copy/s of the NID operational guide. (Material 2)

- The school personnel shall print the data capture (Form 1), school personnel (Form 2), room forms (Form 3), textbooks (Form 4), and facility forms (Form 5) that can be accessed in the 2025 NID Materials google drive.

- The number of printed forms should match the total number of rooms in the school, as each form will serve as a monitoring tool and will be posted on the wall outside each room.

- Prepare copy/s of the latest school site development plan which shall be used as a basis to follow a systematic building-to-building inventory sequence.

3.3. For Means of Verification (MCV)

- Personnel – 1) Payroll; 2) SF-7; 3) List of Personnel; 4) Organizational Chart; 5) Attendance; and 6) the likes.

- Textbooks, Science and Math equipment, Technical and Vocational equipment and ICT equipment – Inspection and Acceptance Report (IAR)

4. **To access the NID system:**

4.1. For schools with internet access, please log in to the NID system at www.nid.deped.gov.ph using your school Basic Education Information System (BEIS) account and password to download the Data Capture Form by clicking

`Export Excel Data`

. This file will generate the latest reported inventory from various sources such as BEIS and NSBI subject for validation.

4.2. For schools needing SDO assistance, the form can be generated by the SDO and will be accomplished offline. The SDO will then give the printed form to the schools on or before June 2, in which the latter will be used for the consolidation during the NID Simulation.

5. Ensure that all necessary tools and materials—such as paper tape, pens, scissors, and manila paper—are prepared and readily available for use during the STWG's operational planning and actual inventory activities. Additionally, a designated room should be prepared to serve as the venue for the operational planning session.

During the Brigada Eskwela Opening

1. **National Inventory Day (NID) Presentation**

1.1. On June 9, 2025, as part of the Kick-off Activity, the school head/representative shall inform the STWG members on the conduct of National Inventory Day (NID) during the Brigada Eskwela. The objectives of the NID are as follows:

- Engage stakeholders in mobilizing data-driven partnerships with the community to help address the needs of school; and
- Validate essential resource data against existing records of DepEd and engage the community in establishing inventory data.

1.2. Present the created STWG including the schedule of operational planning and inventory validation.

During the Actual Inventory Validation and Triangulation

1. Distribute the printed materials and forms to STWG members

2. Conduct the operational planning to be facilitated by the school head/representative (facilitator). The following is the flow of the activity:

  2.1. Preliminaries

    2.1.1. Prayer

    2.1.2. Acknowledgement of participants

    2.1.3. Opening remarks

    2.1.4. Presentation of existing major programs, projects, and activities (PPAs) of school

    2.1.5. The School Head may opt to present the National Inventory Day by:

    2.1.6. Playing the recorded video presentation of NID

    2.1.7. Presenting the attached material: NID Presentation (*Material 2*) which includes speaker notes on each slide to guide the facilitator during the discussion.

    2.1.8. In closing the presentation, the facilitator shall emphasize the correct counting of infrastructure, furniture, utilities, and other equipment. For further reference, the guide documents can be accessed at the 2025 NID Materials google drive.

3. Presentation of Workshop 1 mechanics.

  3.1. The STWG shall firm-up the roles of the stakeholders during the actual validation. Please refer to the table below or access the downloadable STWG Template (*Template 3*).

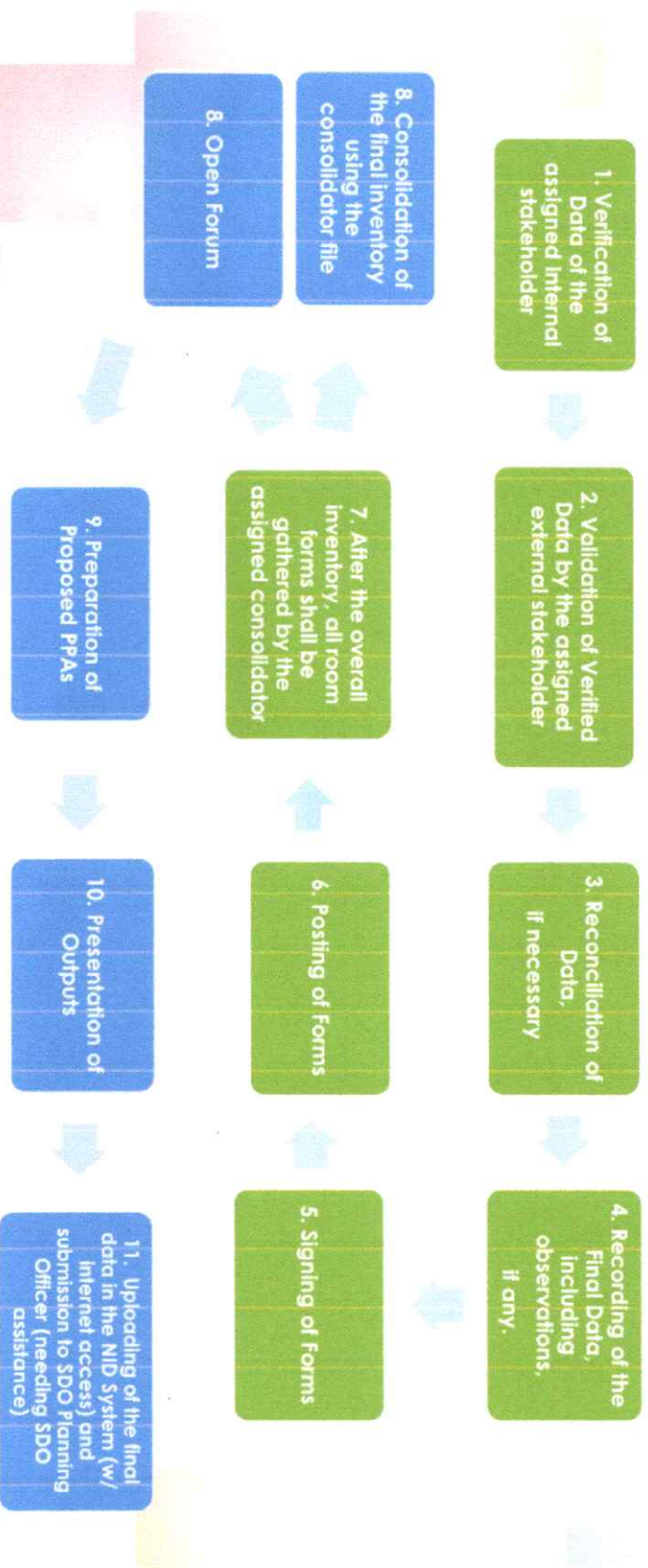| Group	Internal Stakeholder		External Stakeholder		Role
	Name	**Designation /Contact Details**	**Name**	**Designation /Contact Details**	
Plantilla	*School Head				Accounting the plantilla items and the locally-funded personnel
ICT	*ICT Coordinator				Accounting the ICT-related equipment received by the school
Textbooks	*Property Custodian				Accounting the revised K-12 textbooks

Non-instructional Rooms	*Physical Facilities Coordinator			Accounting the clinic, guidance offices, principal's office, canteen, toilets, and other non-instructional rooms
Instructional Room (Classroom or building)	*DepEd Teachers *School Governing Council ** Officers of Student Government			Accounting the instructional rooms, including their content: classroom chairs and tables, electric fans, SMART TVs, and other relevant materials or equipment for SME and TVL found in each room.

Remarks: * Recommended Member

** Requires signed parental consent

4. Presentation of the above filled up template including Q&A, if any.

Conduct of the Actual Inventory Validation and Triangulation

```
1. Verification of Data of the assigned internal stakeholder
      ↓
2. Validation of Verified Data by the assigned external stakeholder
      ↓
3. Reconciliation of Data, if necessary
      ↓
4. Recording of the Final Data, including observations, if any.
      ↓
5. Signing of Forms
      ↓
6. Posting of Forms
      ↓
7. After the overall inventory, all room forms shall be gathered by the assigned consolidator
      ↓
8. Consolidation of the final inventory using the consolidator file
      ↓
8. Open Forum
      ↓
9. Preparation of Proposed PPAs
      ↓
10. Presentation of Outputs
      ↓
11. Uploading of the final data in the NID System (w/ Internet access) and submission to SDO Planning Officer (needing SDO assistance)
```

1. **Actual Inventory Verification and Validation.** Includes all **personnel and functional items** identified in the data capture form (*Form 1*) funded under the GAA, LGU, Senate, Congress, and other Donors; except belongings personally owned by the school. Assigned groups will proceed to the designated areas. The Verifiers and Validators shall document the actual conduct of the inventory validation by taking photos and videos. In case of dissimilarities in the number of resources counted by the verifier and validator, the reconciliation of data shall be performed during the actual inventory validation to resolve discrepancies. Once reconciled, the Verifiers and Validators shall attach their signatures in the forms then paste them outside of the corresponding rooms assigned to them. Furthermore, the Verifiers and Validators must take a picture of the posted forms outside of each room. After all the groups are done in validating each assigned

room, the Stakeholders shall remove the forms from the walls but must leave the paper tapes on the walls for determining which rooms are already done.

1.1. For School Personnel. The assigned Verifiers and Validators shall proceed to the principal's office. The school personnel form shall be used to tally the number of existing school personnel. The School Head or the designated personnel who handles the data on teaching and non-teaching personnel, validates the number of the following (listed below under 1.1) using the designated sections incorporated in the school personnel form (*Form* 2). The following means of verification shall be presented once needed: 1) Payroll; 2) SF-7; 3) List of Personnel; 4) Organizational Chart; 5) Attendance; and 6) the likes. The validator alongside the School Head or the designated personnel must attach their signatures in the school personnel form. In cases wherein there are cluster personnel, the accounting will depend on the exact school where their plantilla item was assigned, however, it should still be noted for future reference.

1.1.1. Nationally funded plantilla actually working in schools, including plantilla borrowed/detailed from other School(s)/DepEd Offices; and unfilled positions.

- Teacher I-III
- Master Teacher I-IV
- Special Science Teacher I-V
- SNED Teacher I-V
- School Principal I-IV
- Head Teacher I-VI
- Administrative Officers
- Librarians
- Guidance Service Specialists
- Guidance Counselors
- School Counselors Associates
- Project Development Officer I

1.1.2. Number of personnel actually working in schools as Locally Funded Personnel.

- Teachers actually working in schools

- Teaching-related personnel actually working in schools
- Administrative Officer
- Librarian
- Guidance Advocates
- Guidance Counselor (Licensed Guidance Counselor)
- Guidance Assistant/Aide
- Project Development Officer I

1.2. Room to room verification and validation of data. The assigned Verifiers alongside the Validators shall proceed to the assigned rooms wherein all instructional and non-instructional rooms shall be counted, except storage rooms. A set of room forms (*Form 3*) will be used to determine if the specific room is either instructional or non-instructional, and what type of room it is. Proceed in counting the functional school furniture, electric fan, tools and learning equipment (if any) present in each instructional and non-instructional rooms. All listed electric appliances shall be turned on during the actual inventory validation to ensure their functionality. Avoid double counting of the ICT equipment tallied between the instructional and ICT rooms. The room forms shall be placed on the outsides of each instructional and non-instructional room once they have reconciled the unmatched data tallied. Once reconciled, both shall attach their signatures in the room forms.

1.2.1. For Instructional Classrooms (Classroom SPED, Classroom Elementary, Classroom JHS, Classroom SHS, ALS Room, Audio Visual, Computer Room, Industrial Arts Room, Home Economic Room, Science Laboratory, Speech Laboratory, Research Laboratory, Not Currently Used, and Others)

1.2.1.1. Count the following:

- Usable chairs and tables for learners and teachers
- Textbooks (Revised K to 12 curriculum)
- Electric Fans
- Toilet Bowl
- Functional SMART (can be connected to internet) or non-SMART TVs

- E-Learning Carts
- Laptops and Desktops for Learners and Teachers
- Tablet for Learners
- 2-in-1 Device for learners (tablet with keyboard)

1.2.1.2. Availability of the following:

- Internet connectivity
- Electricity
- Science and Math Equipment
- Technical Vocational Livelihood

1.2.1.3. Number of instructional rooms ongoing construction, if any.

1.2.2. For ICT Rooms

1.2.2.1. Count the following

- Usable chairs and tables for learners and teachers
- Textbooks (Revised K to 12 curriculum)
- Electric Fans
- Toilet Bowl
- Functional SMART (can be connected to internet) or non-SMART TV's
- E-Learning Carts
- Laptops and Desktops for Learners and Teachers
- Tablet for Learners
- 2-in-1 Device for learners (tablet with keyboard)

1.2.2.2. Availability of the following:

- Internet connectivity
- Electricity
- Science and Math Equipment
- Technical Vocational Livelihood

1.2.2.3. Number of instructional and non-instructional rooms ongoing construction, if any.

1.2.3. For Non-instructional rooms (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, and Others.)

1.2.3.1. Count the following

- Usable chairs and tables for learners and teachers
- Laptops or desktops
- Textbooks (Revised K to 12 curriculum)
- Functional SMART (Revised K to 12 curriculum)
- Functional SMART (can be connected to internet) or non-SMART TVs
- Electric Fans
- Toilet Bowl

1.2.3.2. Availability of the following:

- Internet connectivity
- Electricity
- Science and Math Equipment
- Technical Vocational Livelihood

1.2.3.3. Number of instructional and non-instructional rooms ongoing construction, if any.

1.3. For Revised K-12 Curriculum textbooks. The assigned Verifiers alongside the Validators shall proceed to the property room or any designated area for textbooks. The textbook form (*Form 4*) shall be used to tally the number of textbooks. The Property Custodian or the designated personnel who handles the data on textbooks, validates the number of the following (listed below under 1.3) using the designated sections incorporated in the textbooks form. If the textbooks are not present in the property room and to check the present deliveries of textbooks, an Inspection and Acceptance Report (IAR) shall be presented as a Means of Verification. The validator alongside the Property Custodian or the designated personnel must attach their signatures in the textbook form. In cases wherein there are

present old textbooks, they will not be included in the accounting, however, it should still be noted for future reference.

1.3.1 Count the following:

- Grade 1 (Reading and Literacy, Makabansa, Good Moral and Right Conduct, and Language)
- Grade 4 (Araling Panlipunan, Good Moral and Right Conduct, Filipino, Science, Music and Arts, English, Mathematics, Physical Education and Health, and EPP)
- Grade 7 (English, Mathematics, Filipino, Music and Arts, Physical Education and Health, Technology and Livelihood Education, Good Moral and Right Conduct, and Science)
- SHS (HOPE 1 & 2, HOPE 3 & 4, Personal Development, Physical Science, Statistics and Probability, Understanding Culture, Society and Politics, Media and Information Literacy, General Mathematics, Contemporary Arts)

1. 4. For Facilities. The assigned Verifiers alongside the Validators shall proceed roaming around the school. The facilities form (*Form 5*) shall be used to tally the number of functional toilet bowls and buildings compliant to Accessibility Law using the designated sections incorporated in the facilities form. For determining the number of Buildings compliant to the Accessibility Law, the specific school building must have at least 1 of the needed facilities/accessibilities which are: 1) school ramps; 2) comfort rooms for PWDs; 3) signages and visual aids; and 4) stairs with handrails and non-slip nosing. The assigned STWGs must take reference from the Inclusive Accessibility document (*Material 4*) uploaded in the 2025 NID Materials. The designated personnel must attach their signatures on the facilities form.

1.4.1. Count the following:

- No. of Functional Toilet Bowls
- No. of Buildings compliant to the Batas Pambansa Blg. 344 (Accessibility Law)

1.4.2. Availability of the following:

- School Ramps at the Entrance and Exit Gates

2. **Consolidation of report.** The pasted forms in the outsides of each room must be collected altogether after all the rooms were validated. All data both validated by the internal and external stakeholders shall be totaled by the assigned consolidator using the consolidator template (*Template 4*). Upon completion, data shall be encoded in the official data capture form (*Form 1*) to be printed and signed by the school head as representative of internal stakeholder and lead external validators preferably from LGU.

While consolidation is ongoing, the STWG shall proceed on the open forum.

3. **Open Forum.**

    3.1. Assign a Documenter to take note of all the discussions and agreements during the meeting.

    3.2. All STWG shall share their observations during the actual inventory validation to identify the needs and inadequacies in school and recommend possible solutions for its improvement.

    3.3. STWG shall also provide feedback on the implementation of NID for its process and system improvement.

4. **Preparation of proposed Program, Project, and Activity (PFA).** The workshop mechanics shall be discussed, primarily, the said workshop shall identify essential PPAs to address the challenges/problems/inadequacies in your school, if necessary. The PPAs shall not exceed three (3) PPA proposals. Please be informed that submission of PPA proposal (*Template 5*) is voluntary. The following are the mechanics to be followed:

    - **School Profile.** Fill out the basic information about the school, such as the school name, school ID, School Division Office, and Regional Office.

    - **Rationale.** Write the rationale of the program, project, or activity (PPA). Explain why the PPA is needed. You may include data to support the need. Keep the rationale brief and focused.

    - **Objectives.** State the objectives of the PPA. Make sure they are measurable, clearly identify the target beneficiaries, and describe the intended impact. Objectives should also be attainable and directly related to the PPA.

    - **Alignment with the Quality Basic Education Development Plan (QBEDP).** Indicate how the objectives of your PPA contribute to any of the three outcomes of the Quality Basic Education Development Plan. If your PPA does not align with any of the outcomes, you may skip this part.

- **Timeline of Implementation.** List all activities to be carried out under the PPA. Indicate the physical target and schedule of each activity. Note that all activities must be completed by December 2026.
- **Funding Requirement.** Based on your listed activities, indicate the total budget needed. Remember, each proposal must not exceed ₱100,000.00.
- **Signatures.** Provide the name and position of the person who prepared the proposal. The school principal shall sign the proposal as the endorser.

5. **Presentation of outputs.** The overall result of the inventory and the proposed PPA shall be presented sequentially to inform the STWG of the results of the activities conducted wherein they can provide additional inputs, address gaps and discrepancies — if there is any, and agree on the final outputs.

6. **Uploading of data and proposed PPAs to NID System (w/ internet access) or Submission to SDO Planning Officer (needing SDO assistance)**

   6.1. For schools with internet access, uploading of data and proposed PPAs can be done through clicking [Import Excel Data] that can be located in the NID System. These must be submitted on or before June 13, 2025.

   6.2. For schools without internet access, a soft and hard copy of the documents shall be submitted to the SDO Planning Officer through courier or a personal visit to the division's office, until June 20, 2025. The SDO Planning Officer will be responsible for uploading these documents to the NID system.

   6.3. The final consolidated data during the NID shall be sent to the LGU for reference and information.

7. Validation of data integrated in a real-time dashboard accessible at NID website: www.nid.deped.gov.ph.

For issues and/or concerns regarding the National Inventory Day, please contact:

National Inventory Day

Objectives:

- To validate essential resources data of DepEd
- To identify priority Programs, Projects and Activities (PPAs) based on the needs of the School
- To engage the community in establishing inventory data and identifying data-driven partnerships with the community
- Provide updated data for National Budget and Adopt-A-School Program planning

Validate Essential Resources

School Personnel

School Infrastructure and Usable Furniture

Learning Resources

Utilities

**ICT Equipment**

Specific Data

Number of school personnel

1. Number of Nationally Funded filled and unfilled Plantilla **actually working in schools** (including Plantilla Personnel borrowed or detailed from other school(s) or DepEd Offices)

   a. Teaching personnel

   b. Teaching-related (Principal or Teacher-in-Charge)

   c. Non-Teaching personnel (licensed guidance counselor, student guidance advocate)

2. Number of Locally funded Personnel working in the school in any funding source (SEF, LGU, and others)

   a. Teaching personnel

   b. Teaching-related

   c. Non-Teaching personnel

School Personnel

Specific Data
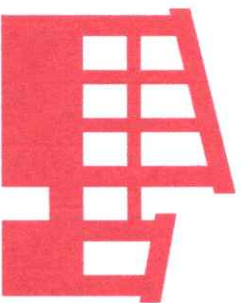
School Infrastructure and Usable Furniture

1. Number of instructional rooms (classrooms and laboratories, including the ongoing construction)
2. Number of non-instructional rooms
   a. Faculty Room
   b. Library/Learning Resource Center
   c. Guidance Office
   d. Clinic
   e. Ongoing construction
3. Number of functional toilet bowls
4. Number of inclusive buildings
5. Number of Kinder Modular Table, Kinder Chair, Armchair, School Desk, teacher table and chair, other classroom table, other classroom chair, and DepEd New Design Tables and Chairs
6. Electric Fans

Specific Data

Learning Resources

1. **No. of textbooks based on the Revised K to 12 Curriculum**
   a. **Grade 1** (Reading, Makabansa, GMRC, Language)
   b. Grade 2 (Subject based on delivery/delivered)
   c. Grade 3 (Subject based on delivery/delivered)
   d. **Grade 4** (Araling Panlipunan, GMRC, Filipino, Science, Music and Arts, English, Mathematics, PE and Health, EPP)
   e. **Grade 7** (Araling Panlipunan, English, Math, Filipino, Music and Arts, PE and Health, TLE, Values Education, Science)
   f. **SHS** (Earth and Life Science, HOPE 1 & 2, HOPE 3&4, PerDev, Physical Science, Stat and Probability, Understanding Culture, Society and Politics, Media and Information Literacy, Gen Math, Contemporary Arts)

2. **Availability of Science and Mathematics and Technical-Vocational and Livelihood (TVL) Tools and Equipment**

Specific Data

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

Utilities

Specific Data

ICT EQUIPMENT

1. Number of SMART and Non-SMART TV
2. Number of E-learning Carts
3. Number of E-learning Cart laptops
4. Number of Laptop for teachers
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 2 in 1 device for learners(tablet and keyboard)
9. Number of Laptop for learners
10. Internet connectivity availability (whichever case is applicable)
    a. With internet connectivity
       ▪ School-wide access
       ▪ Used for academic or instructional purposes
       ▪ Administrative use only
    b. No internet access

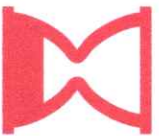# Propose Max of 3 Priority PPAs for Possible Funding
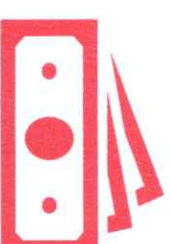
1. Rationale of the (PPA)

2. Objectives

3. Contribution to the 5-Point Reform Agenda

4. Timeline of Implementation

5. Funding Requirement not exceeding 100k each

PPA Form

Available at:

bit.ly/NIDReferenceMaterials

NAME OF THE PROJECT 1, 2, or 3
Project Proposal

School Name		SDO
School ID		Region

A. Rationale of the Program, Project, or Activity (PPA)

Short description of why the Program, Project, or Activity is relevant and needed by the school to be implemented.

B. Objectives *(Provide clear and measurable objectives; include the target beneficiaries; and intended impact)*

The PPA aims to achieve the following:
1. Objective 1
2. Objective 2
3. Add more if needed

Check where the PPA contributes to the achievement of (under the Quality Basic Education Development Plan):

☐ High performing teachers	☐ Learners physical and mental well-being protected	☐ Efficient and supportive governance structure

C. Timeline of Implementation *(Indicate the activities and respective date)*

Activity *(Chronologically Arranged)*	Physical Target of Activity	Date
Activity 1		Schedule
Activity 2		Schedule
Add more rows if necessary		Schedule

D. Funding Requirement *(Provide the amount needed per activity)*

Activity *(Chronologically Arranged)*	Budget **(in peso)**
Activity 1	
Activity 2	
Add more rows if necessary	

Prepared by *(any school personnel):*

_____
Name and Designation

Endorsed by *(School Head):*

_____
Name and Designation

Activities and Timelines

Orientation of Regional and School Division Office on NID

June 5, 2025

Field offices will be briefed on the NID process

(1)

Creation of School Technical Working Group (STWG)

June 2-6, 2025 or during the actual inventory validation and triangulation

Schools will meet the TWG and plan for the activities

(2)

Actual Inventory Validation and Triangulation, and Preparation of Project Proposal

June 9-13, 2025

Schools and partners to gather and input data in the system

(3)

Closing Program

June 13, 2025

Communication of National Inventory results by the school

(4)

Data Analysis and Presentation of the NTWG

End of June 2025

Submitted data will be analyzed and presented

(5)

10

Procedures and Timeline

How to access the NID system?

- Login to **www.nid.deped.gov.ph** using your school's BEIS username and password.

How schools needing assistance will access the site?

- The form can be generated by the SDO and will be accomplished offline.

Will there be a way for education stakeholders to view the data?

- Yes. A separate **dashboard summarizing the school data** at all governance level **shall be made accessible for transparency**

Where to access the NID resource and other references?

- You may Access through this link: **https://bit.ly/NIDReferenceMaterials**

What are the cut-off dates for the submission of data?

- **June 13, 2025** – schools with internet access
- On or before **June 20, 2025** – schools needing SDO assistance

Roles and Responsibilities

Governance Level	Office/Personnel	Roles and Responsibilities
Division Office	Planning Officers, Supply Officer, Division IT Officer, Human Resource Officer, District Supervisor	Monitor the submission of respective schools and provide technical assistance
Regional Office	Policy and Research Division, Administrative Services Division, Regional IT Officer	Monitor the submission rate of respective divisions, and provide technical assistance

Roles and Responsibilities

Governance Level	Office/Personnel	Roles and Responsibilities
	School Heads	Engage community members to form the TWG and will act as internal verifiers
	School Technical Working Group	Overall, the STWG, validates and submits the data of the school and prepares the PPAs
School	A. Internal Stakeholders • Teachers (Voluntary basis) • Administrative Officer • Bookkeeper & Disbursing Officer, and Other Non-Teaching Personnel B. External Stakeholders • Parent-Teacher Association • School Governing Council • Barangay • Private Sector • Non-Government Agencies • Local Government Units • Other stakeholders	Internal stakeholders act as verifiers of the pre-uploaded data, and cross-checking with existing records. While the external stakeholders are responsible for the confirmation of the accuracy/validity/correctness of the data