



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

March 31, 2026

DIVISION MEMORANDUM

No. 148 s. 2026

SUBMISSION OF PROPERTY INVENTORY FORM

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisor
Public Schools District Supervisors/Districts In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
School Supply Officers
School Property Custodians
All Others Concerned

1. This has reference to DepEd Central Office Memorandum OM-Admin-2026 - 326 dated March 23, 2026 regarding the Commission on Audit (COA) Circular No. 2018-002-released on May 31, 2018 titled “ *Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage, overall insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System*”
2. In this regard, all Administrative Officers II, Supply Officers or designated School Property Custodians are required to comply with the preparation and submission of Property Inventory Form (PIF) for the insurable properties and other assets of their respective schools. (School buildings and other structures, Property, Plant and Equipment with costs P 50,000.00 and above, and Semi -Expendable ICT Equipment (laptops and desktops PCs only). The said form shall be consolidated per district (one excel file).
3. Administrative Officers II of elementary schools shall submit the PIF Excel file to their respective designated District Property Custodian for district consolidation to ensure the completeness of report and submission under their district.
4. District Property Custodians, Supply Officers and Designated School Property Custodians of Secondary Implementing and Non- Implementing Units shall upload the excel file in this link <https://tinyurl.com/2026PIF-SDONV> on or before **April 20, 2026** using the following file name format:

For Districts: District Name_PIF_2026
Example: **Solano I_PIF_2026**

For Secondary Schools: School Name_PIF_2026
Example: **Bagabag NHS_PIF_2026**

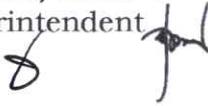


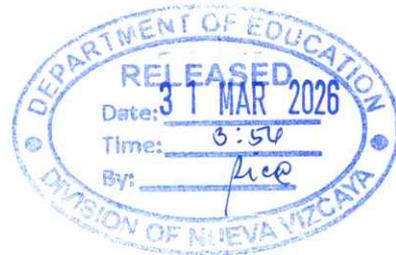
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: ● +63 962 681 4945 ● +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>



Republic of the Philippines
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REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

5. Enclosed are the DepEd Central office Memorandum, COA Circular, Instructions for filling up the PIF (Annex A), Instruction Guide on the Submission of the Property Inventory Form (Annex D) and the template of the PIF (Annex A & B) which may also be accessed in this link: <https://bit.ly/3VxluoN>
6. For immediate dissemination and strict compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
03-2026-247 





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM
OM-ADMIN-2026- 316

FOR : **All Regional Directors**
All Schools Division Superintendent

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : **SUBMISSION OF PROPERTY INVENTORY FORM (PIF)**

DATE : 23 March 2026

This has reference to the Commission on Audit (COA) Circular Number 2018-002 dated May 31, 2018, titled "*Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage, overall insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System.*" Attached are copies of the said COA Circular and the template of the PIF (Annex A & B) which may also be accessed in this link: <https://bit.ly/3VxluoN>

Pursuant to the above Circular, the Department of Education, through the Asset Management Division (AMD), is requiring the submission of the PIF covering all insurable properties and other assets of the Department. This will serve as basis for consolidation and submission to COA, as well as for the insurance coverage of DepEd's properties. For Fiscal Year 2026 submission, the list of items will be limited to all Property, Plant, and Equipment (PPE) items (with an acquisition cost above Php 50,000.00) and all Information and Communications Technology (ICT) equipment.

In this connection, each Regional Office (RO) is requested to facilitate and coordinate the submission of PIFs from its Schools Division Offices (SDOs), ensuring completeness and accuracy. Likewise, each SDO is requested to facilitate and coordinate the submission of PIFs from their respective public schools and other DepEd offices. The signed copies of the accomplished forms must be submitted via email to as.amd@deped.gov.ph copy furnished ericka.veraguas@deped.gov.ph, **on or before April 27, 2026**, with the subject: *[Region]_ [Office Name]_PIF_2026*. Additionally, the same shall be submitted in excel (editable) and PDF format in this link: <https://tinyurl.com/2026PIF-SUBMISSION>. A more detailed instruction on the submission is attached (Annex C & D).

Should you have any concerns or clarifications, your Office may contact Ms. Ericka Veraguas of the Asset Management Division through telephone number (02) 8635-0551 or at electronic mail address ericka.veraguas@deped.gov.ph.

Thank you for your cooperation and prompt response to this matter.



Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

CIRCULAR

No. : 2018-002
Date : MAY 31 2018

- TO** : All Heads of Departments, Agencies, Bureaus, Commissions, Boards and Offices of the National Government; State Universities and Colleges; Government-Owned or Controlled Corporations; Local Government Units; Commission on Audit Directors, Supervising Auditors and Audit Team Leaders of the National, Local, and Corporate Government Sectors; and All Others Concerned
- SUBJECT** : Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage over all insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System

1.0 Rationale

Republic Act (RA) No. 656, otherwise known as the Property Insurance Law, as amended by Presidential Decree (PD) No. 245, requires all government agencies (except municipal governments below first class category) to insure against any insurable risk their properties, assets, and interests with the General Insurance Fund (GIF), as administered by the Government Service Insurance System (GSIS).

It has come to the attention of this Commission that there are still properties owned by government agencies and their subsidiaries which are not insured with the GIF; or which are insured with private insurance companies or which, while covered by the GIF, are not insured adequately.

The non-compliance with the requirement denies the government adequate and reliable protection against any damage to or loss of its properties or assets and interests due to fire, earthquake, storm, or other fortuitous events/casualty. It also deprives the GSIS of substantial premium income that should have formed part of the GIF.

To enable the GIF to deliver the mandated services, it is necessary for the GSIS to obtain complete information on the inventory of assets and properties of all government agencies, including the latest appraised/market values determined by a third party or in-house appraiser in compliance with the accounting and other valuation standards adopted by the concerned agency.

2.0 Purpose

This Circular is being issued to assist in the implementation of the provisions of RA No. 656, as amended, on the insurance and bonding of risks on insurable government assets and properties with the GIF.

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3.0 Coverage

This Circular shall cover all insurable government assets and other assets such as contracts, rights of action, and other insurable risks of government agencies, departments, bureaus, boards, commissions, state universities and colleges, local government units, government-owned or controlled corporations and their subsidiaries/affiliates, including all others in which these agencies or offices have an insurable risk or an insurable interest, such as but not limited to, loss or damage of the government assets.

It is only when such property or part thereof are not acceptable to the GIF that these may be insured with a private insurance company¹ at a cost most advantageous to the government, subject to the applicable provisions of the Revised Implementing Rules and Regulations of RA No. 9184 or the Government Procurement Reform Act.

Properties or assets, contracts or agreements, causes or rights of action, or other insurable interests of the Armed Forces of the Philippines, shall be bound by this Circular to the extent that they are acceptable to the GIF.²

4.0 Definition

For purposes of this Circular, the following terms are defined as follows:

- 4.1 **Property** includes vessels and craft, motor vehicles, machineries, permanent buildings, properties stored therein (i.e. furniture, fixtures, equipment, supplies and materials, etc.) or in buildings rented by the government, or properties in transit, the ownership of which had already passed to the government.
- 4.2 **Insurable Interests**, as defined in RA No. 10607 (PD No. 612, as amended), otherwise known as the Insurance Code, and Administrative Order No. 33 mean every interest in property, whether real or personal, or any relation, thereto, or liability in respect thereof, of such nature that a contemplated peril might directly damnify the insured.
- 4.3 **Insurable Value** refers to replacement cost or actual cash value of a building for which standard insurance policies provide indemnity cover. Insurable value is less than the appraised or market value of the property because it excludes the value of land on which the building stands. The formula for computing the insurable value is usually stated in the valuation clause of a policy document.
- 4.4 **Market Value** refers to the estimated amount for which an asset should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, where the parties had each acted knowledgeably, prudently, and without compulsion.
- 4.5 **Appraised Value** is an appraiser's opinion of the current worth of a property based on factors such as area, location, improvements, and amenities.

¹ As provided by Republic Act No. 656

² Pursuant to Commission on Audit Decision No. 2016-290 dated October 19, 2016

- 4.6 **Acquisition Cost** is the amount paid or value given up to acquire a government asset.

5.0 Guidelines

- 5.1 Heads of government agencies shall direct the pertinent official under his/her supervision to:
- a. Secure directly from the GSIS GIF, all insurances or bonds covering properties, contracts, rights of action, and other insurable risks of their respective offices;
 - b. Prepare the Property Inventory Form (PIF) listing of all the insurable properties and other assets, showing their latest appraised values/valuation, appraisal date, location, and other information (Annex A);
 - c. Extract from the Report on the Physical Count of Property, Plant and Equipment, as well as from the Report on the Physical Count of Inventories, prepared in accordance with the provisions of the Government Accounting Manual, the data for the PIF pertaining to the insurable assets and interest of the government (excluding impaired properties for disposal);
 - d. Cause the appraisal of the insurable properties and other assets of their respective offices. For this purpose, an in-house appraisal shall be sufficient if the property or insurable interest has a value of P10 million and below. Otherwise, an independent appraisal shall be necessary;
 - e. Submit the consolidated PIF to the Supervising Auditor /Audit Team Leader and the GIF, GSIS, not later than April 30 of each year;
 - f. Include in the agency annual budget the amount of premiums for the general insurance covering all insurable properties and other assets and ensure its payment to the GSIS; and
 - g. Ensure centralized payment of insurance premiums of all assets/property, whether located in the Central/Head Office (C/HO) or Regional/District Offices, Branches and/or Operating Units (R/DOs/Bs/OU) in order to avoid double payment. The Head of the agency shall issue specific guidelines/instructions to the R/DOs/Bs/OU to submit their respective accurate and updated PIF for consolidation at the C/HO.
- 5.2 ~~It~~ shall be the responsibility of the officials of the GIF to validate/review the accuracy of the valuation of the properties reported in the PIF.
- 5.3 The Head of Agency, Accountant, Property Officer, Administrative Officer, Cashier, Treasurer, or any government official of the National Government Agencies/Local Government Units/Government-Owned or Controlled Corporations, who are responsible for the payment of the premiums prescribed, who refuses or habitually neglects to comply within the time

prescribed, shall be held liable for the payment of said premiums and shall pay to GSIS a fine of two per centum (2%) per month of said premiums from their due dates until received by the GIF, as provided for under Section 6(b) of RA No. 656.

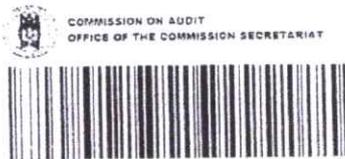
- 5.4 Likewise, the GSIS General Insurance Group officials and employees who neglected and failed to collect or accept payments of the said premiums or issue receipt therefor shall be liable for the said premiums and the penalty prescribed herein.
- 5.5 Failure on the part of the agency officials concerned and the GSIS to submit and receive, respectively, the documents and reports mentioned herein, as well as failure of the GSIS underwriting officials to assess the premium due within the timeframe herein prescribed, shall automatically cause the suspension of the payment of their salaries until they shall have complied with the requirements of RA No. 656 and its Implementing Rules and Regulations, as well as the provisions of this Circular.
- 5.6 No appropriation authorized in the General Appropriations Act shall be available to pay the salary of any official or employee who violates the provisions of this Circular, without prejudice to any disciplinary action that may be instituted against such official or employee.

6.0 Repealing Clause

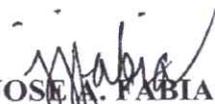
All circulars, memoranda, and other issuances inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

7.0 Effectivity

This Circular shall take effect after fifteen (15) days upon publication in a newspaper of general circulation.




MICHAEL G. AGUINALDO
Chairperson


JOSE A. FABIA
Commissioner

NAME OF AGENCY
Address of Agency
PROPERTY INVENTORY FORM
As of _____

Name of Office _____
Address _____
Region _____

Classification/Type (1)	Item Description (2)	Nature of Occupancy (schools, offices, hospital, etc.) ¹ (3)	Location (4)	Date Constructed/ Acquired/ Manufactured (5)	Property No./ Other Reference ² (6)	Valuation		Date of Appraisal (9)	Remarks (10)
						Acquisition Cost/ Insurable Interest ² (7)	Market/ Appraisal/ Insurable Interest ² (8)		
PART I – PROPERTY, PLANT AND EQUIPMENT, AND INVENTORIES									
<i>(Please enumerate with appropriate account classification)</i>									
PART II – OTHER INSURABLE INTERESTS									
(a) Rights of Action									
(b) Other Insurable Interests									
PREPARED and CERTIFIED					APPROVED:				
CORRECT:					DATE:				
Head, Inventory Committee					Head of Agency				
Date					Date				

¹ For buildings and other structures, please indicate the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.

Annex A
Instructions for filling up the PIF

Column	Description
1	<p>Classification</p> <p>This column shall contain the general/major classification of the property as it is classified in the financial statements. Example: Buildings, Machinery and Equipment; Motor Vehicle, etc.</p> <p>Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p>Type</p> <p>This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p>For both classification and type and its description, please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p>
2	<p>Item Description</p> <p>This column shall indicate a more specific and detailed information of the property, i.e. the brand or make, size/dimension of the property, capacity, etc. of the property.</p>
3	<p>Nature of Occupancy</p> <p>This column is for buildings and other structures, which indicates the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.</p>
4	<p>Location</p> <p>This column shall indicate where the property is located, installed or constructed. It shall indicate the whether it is in the Central/Head or Regional Offices, Branches and Operating units and their addresses.</p>
5	<p>Date Constructed/ Acquired/Manufactured</p> <p>Indicate in this column the date of construction/acquisition and manufacture of the property which is important for the determination of the depreciation, depreciated cost, and the insurable amount.</p>
6	<p>Property No./Other Reference</p> <p>Property Number indicated in this column pertains to the identifying number assigned by the Supply and/or Property Division/Unit corresponding to the RPCPPE, Acknowledgement Receipt of Equipment, Inventory Custodian Slip, Property Stickers, and other reference.</p>

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Column

Description

Other Reference shall be indicated in this column for insurable interests other than Property. It may refer to Contract Reference Number, Purchase Order Number and the like.

7

Acquisition Cost/Insurable Interest

Acquisition Cost/ Insurable Interest pertains to the cost/value as defined in Paragraph 4 hereof.

8

Market/Appraisal/ Insurable Interest pertains to the cost/value as defined in Paragraph 4 hereof

9

Date of Appraisal

The date of the appraisal to be indicated in this column pertains to the date the appraisal was conducted by the in-house or independent appraiser pursuant to Paragraphs 1 and 5.1.b hereof.

10

Remarks

Indicate other information which are important for and will facilitate the determination of the depreciation, depreciated cost, and the insurable amount of the property and the amount of premium to be paid to the GSIS .

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Annex A
Instructions for filling up the PIF

A. General Instructions

1. Naming of the PIF

All submitted Property Inventory Forms (PIF) shall follow the prescribed format indicated below:

NAME OF AGENCY
Address of Agency
PROPERTY INVENTORY FORM
As of _____

2. Authorized Signatories

All Proj

Office Level	Prepared and Certified Correct By	Approved By
Regional Office	Regional Supply Officer	Regional Director
Schools Division Office	SDO Supply Officer	Schools Division Superintendent
Schools	Designated School Custodian / Administrative Officer II	Principal / Head Teacher

B. Column Instructions

Item/Classification	Definition/Description
Region	Indicate the administrative region where the property is assigned or located (e.g., Region I, II, III, IV-A, NCR).
Division	Refers to the Schools Division Office (SDO) or organizational division having jurisdiction over the property (e.g., SDO Abra, SDO Bulacan)
Office/School Type	Indicate the type where the property is assigned, such as the Central Office, Regional Office, Schools Division Office, School (Elementary, Secondary, Integrated, or Central), or an attached agency or other office.
Office/School Name	Provide the official name of the office, school, or unit where the property is located or assigned.
Article/Item	This column shall indicate the general name of the property or item (e.g., Building, Laptop, Motor Vehicle).
Item Description	This column shall indicate a more specific and detailed information of the property, i.e. the brand or make, size/dimension of the property, capacity, etc. of the property.
Classification	This column shall contain the general/major classification of the property as it is classified in the financial statements (e.g., Buildings, Machinery and Equipment, Motor Vehicles), including the corresponding account code based on the Chart of Accounts. Please refer to the Government Accounting Manual and the Chart of Accounts for the appropriate classification and account code.
Nature of Occupancy	This column is for buildings and other structures, which indicates the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.
Location	This column shall indicate where the property is located, installed or constructed. It shall indicate the whether it is in the Central/Head or Regional Offices, Branches and Operating units and their addresses.
Date Constructed/Acquisition Date	Indicate in this column the date of construction/acquisition of the property which is important for the determination of the depreciation, depreciated cost, and the insurable amount.
Property No./Other Reference	Property Number indicated in this column pertains to the identifying number assigned by the Supply and/or Property Division/Unit corresponding to the RPCPPE, Acknowledgement Receipt of Equipment, Inventory Custodian Slip, Property Stickers, and other reference. Other Reference shall be indicated in this column for insurable interests other than Property. It may refer to Contract Reference Number, Purchase Order Number and the like.

Acquisition Cost / Insurable Interest	<p>Acquisition Cost / Insurable Interest pertains to the cost/value as defined in Paragraph 4 of the applicable guidelines (COA CIRCULAR NO. 2018-002 - May 31, 2018).</p> <p>a. Acquisition Cost is the amount paid or value given up to acquire a government asset. b. Insurable Interests, as defined in RA No. 10607 (PD No. 612, as amended), otherwise known as the Insurance Code, and Administrative Order No. 33 mean every interest in property, whether real or personal, or any relation, thereto, or liability in respect thereof, of such nature that a contemplated peril might directly damnify the insured)</p>
Market/Appraisal/ Insurable Interest	<p>Market/Appraisal/ Insurable Interest pertains to the cost/value as defined in Paragraph 4 indicated in COA CIRCULAR NO. 2018-002 - May 31, 2018.</p> <p>a. Market Value refers to the estimated amount for which an asset should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, where the parties had each acted knowledgeably, prudently, and without compulsion. b. Appraised Value is an appraiser's opinion of the current worth of a property based on factors such as area, location, improvements, and amenities.</p>
Date of Appraisal	<p>The date of the appraisal to be indicated in this column pertains to the date the appraisal was conducted by the in-house or independent appraiser pursuant to Paragraphs 1 and 5.1.b indicated in the same circular.</p>
Remarks	<p>Indicate other information which are important for and will facilitate the determination of the depreciation, depreciated cost, and the insurable amount of the property and the amount of premium to be paid to the GSIS.</p>

INSTRUCTION GUIDE ON THE SUBMISSION OF THE PROPERTY INVENTORY FORM (PIF)

In compliance with the provisions of Commission on Audit (COA) Circular No. 2018-002, all concerned offices are hereby guided on the proper submission of the Property Inventory Form (PIF):

1. Scope of Submission

All Regional Offices, Schools Division Offices (SDOs), and schools, shall prepare and submit their respective PIFs covering:

- All Property, Plant, and Equipment (PPE) with an acquisition cost **above Php 50,000.00**;
- Information and Communications Technology (ICT) equipment, limited to **desktop and laptop computers** (semi-expendable properties); and
- School Buildings

2. Roles and Responsibilities

Schools Division Offices (SDOs), and Schools

- Prepare and accomplish the PIF template accurately and completely.
- Ensure that all required data fields are properly filled out and validated.

Regional Offices (ROs)

- Facilitate and oversee the submission of PIFs from all concerned offices within their jurisdiction.
- Consolidate all submitted PIFs per SDO.
- Review submissions and ensure their completeness and accuracy prior to transmission.

3. Submission

All submissions shall be completed through the coordination of the Regional Offices and Schools Division Offices.

Submission shall be made via email and MS Forms (online upload).

A. Submission via Email

Send scanned copies (PDF format) of the duly accomplished PIF to:

- as.amd@deped.gov.ph
- **Copy furnished:** ericka.veraguas@deped.gov.ph

Email subject format: [Region]_[Office Name]_PIF_2026

Example: RIII_Regional Office_PIF_2026

- Ensure that all attachments are clear, complete, and properly labeled.

B. Submission via MS Forms (Online Upload)

Access the submission link:

<https://tinyurl.com/2026PIF-SUBMISSION>

Upload the following files:

- Excel file (editable format) of the accomplished PIF
- PDF file (signed/scanned copy) of the accomplished PIF

File name format:

- **[Region]_[Office Name]_PIF_2026**
Example: RIII_Regional Office_PIF_2026
- **[Region]_[SDO/Office Name]_PIF_2026**
Example: RIII_SDO Bulacan_PIF_2026
- **[Region]_[SDO/Office Name – School]_PIF_2026**
Example: RIII_SDO_Bulacan_San Roque Elementary School_PIF_2026

Ensure that the uploaded files are consistent with those submitted via email.

Note:

- Regional Offices (ROs) shall facilitate communication to ensure submission from all SDOs.
- SDOs shall facilitate communication to ensure submission from all schools.
- Each Region has a designated folder, and each SDO has a corresponding subfolder within the Regional folder.
- All public school PIF shall be uploaded in the appropriate SDO folder.
- All public school PIFs must be uploaded to the designated subfolder corresponding to their SDO.

4. Deadline of Submission

All submissions must be completed **on or before April 27, 2026**.

5. Important Reminders

- Ensure that all data entries are accurate, consistent, and supported by appropriate records.
- Double-check that the Excel and PDF versions match prior to submission.
- Incomplete or inconsistent submissions may be returned for correction.

6. Contact for Clarifications

For any concerns or clarifications, you may contact the Asset Management Division (AMD) through the email addresses provided above.