



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE – CAPIZ

August 8, 2024

DIVISION MEMORANDUM
No. **451** s. 2024

SUBMISSION OF PROPERTY INVENTORY FORM (PIF) AS BASIS FOR THE ASSESSMENT OF GENERAL INSURANCE COVERAGE OVER ALL INSURABLE ASSETS WITH THE GENERAL INSURANCE FUND OF THE GSIS

To : Public Schools District Supervisors
Heads of Public Elementary and Secondary School
District / Secondary School Property Custodians / AO II
School Property Custodians Designate
All others concerned

1. In compliance with the requirements of the Commission on Audit (COA) Circular Number 2018-002 dated May 31, 2024 and Regional Memorandum No. 655, s. 2024 dated July 29, 2024, the field is hereby directed to submit their Property Insurance Form (PIF) for all **serviceable** insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance.
2. Property Inventory Reports should follow the attached prescribed template and should be submitted for Division Office consolidation by **Monday, August 12, 2024**.
3. District Property Custodians/AO II's designated to perform as District Property Custodians are required to submit a **consolidated report** for all insurable assets of the elementary schools within their jurisdiction prior to submission at the Division Office.
4. PIF forms are available via <https://bit.ly/SDOCAPIZPIF>. Integrated and Secondary School Property Custodians are advised to encode their data in the corresponding sheets where their school/municipality is located.
5. For purposes of compliance with this Commission on Audit Circular the following "insurable assets" are thus defined and has to be included in the reports preparation. These should be based on the prepared Physical Count of Property Plant and Equipment (RPCPPE) and Report on the



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Physical Count of Inventories (RPCI) as of June 31, 2024 and limited to as follows :

- 5.1 Heavy equipment (if any)
 - 5.2 Motor Vehicles
 - 5.3 Permanent Buildings
 - 5.4 All other important serviceable semi-expendable / office equipment over 50,000.00 (unit price) as identified by the School Head/Principal/Head of Office
6. All other information / references relative to this Property Inventory Form (PIF) shall be disseminated through the Division Elementary and Secondary Schools Property Custodians Group Chat.
7. Immediate dissemination of and compliance with this memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl : As stated
Reference : None
To be included in the Perpetual Index
under the following subjects:

INVENTORY



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