



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

April 16, 2026

DIVISION MEMORANDUM  
No. **166** s. 2026

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

TO : Public Schools District Supervisors  
Heads of Public Secondary and Integrated Schools  
District / Secondary and Integrated School Property Custodians  
School Property Custodians Designate  
All others concerned

1. This is in compliance with the requirements of the Commission on Audit (COA) Circular Number 2018 - 002 dated May 31, 2018 and Regional Memorandum No. 381, s. 2026 dated April 15, 2026, regarding the mandatory insurance coverage of government assets with the Government Service Insurance System (GSIS).
2. In connection with the said requirements, the field is hereby directed to submit their Property Insurance Form (PIF) for all **serviceable** government properties to guarantee inclusion in the Department of Education Fiscal Year 2026 budgetary allocations.
3. The coverage of the said insurable assets include the following property categories : **School Buildings and all Semi Expendable assets with a unit price valuation of Php 50,000.00** and above.
4. PIF forms (electronic copies) shall be available at the Elementary and Secondary Schools Property Custodians Group Chat. Deadline for submission of PIF Forms is **April 23, 2026**.
5. Immediate dissemination of and compliance with this memorandum are desired.

**ROEL R. BERMEJO**  
Schools Division Superintendent

Encl : As stated  
Reference : Regional Memorandum 381, s. 2026  
To be included in the Perpetual Index  
under the following subjects:

INVENTORY      INSURANCE



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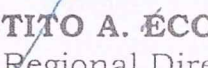
REGIONAL MEMORANDUM  
No. 381, s. 2026

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum OM-ADMIN-2026-326 dated March 23, 2026, from Atty. Mel John I. Versoza, Undersecretary for Administration, regarding the Submission of Property Inventory Form (PIF), which is self-explanatory.
2. In this connection, all Schools Division Offices (SDOs) are directed to facilitate the collection of PIFs from their respective schools and submit the consolidated report to the Asset Management Section on or before April 22, 2026 for consolidation. The digital copies must be uploaded via this link: <https://tinyurl.com/2026PIF-SUBMISSION>.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CRISTITO A. ECO, CESO III**  
Regional Director

Encl.: As stated  
Reference: OM-ADMIN-2026-326  
To be indicated in the Perpetual Index  
under the following subjects:

ASSET  
PROPERTIES  
SCHOOL BUILDING

CMG/ASD-RM-Dissemination-Memorandum OM-ADMIN-2026 Submission of Property Inventory Form (PIF)  
April 14, 2026



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