



Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED QUEZON  
RECORDS SECTION

**UPLOADED**

Date/Time: 04.10.26 / 4:18pm  
By: Michelle P. De Mesa  
Ref. No.: DM 0323, s. 26

10 April 2026

**DIVISION MEMORANDUM**

No. 0323, s. 2026

**SUBMISSION OF PROPERTY INVENTORY FORM**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
District/School ICT Coordinators  
District/School Property Custodians  
All Others Concerned

1. With 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", this Office, through the Property and Supply Unit, announces the submission of Property Inventory Form on or before **April 20, 2026**.
2. This Office requires all schools to submit all insurable properties and other assets of the schools. 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 Communication Technology (ICT) equipment.
3. All schools/districts are directed to diligently submit their respective inventory records using the provided link:

**<https://tinyurl.com/PROPERTY-INVENTORY-FORM-2026>**

4. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

*Supgda 11/11/2026*

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321

E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



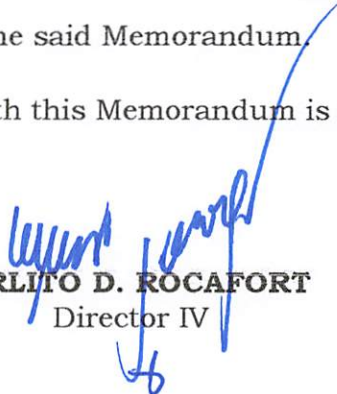
31 March 2026

Regional Memorandum  
No. 225s. 2026

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

**To: Schools Division Superintendents  
Division Supply Officers  
All others concerned**

1. Enclosed herewith is the DepEd Memorandum No. OM-ADMIN-2026-326, dated March 23, 2026, issued by Atty. Mel John I. Verzosa, Undersecretary for Administration, relative to the submission of duly accomplished Property Inventory Form (PIF) for Property, Plant and Equipment and all Information and Communication Technology (ICT) equipment.
2. Attention is invited to Paragraphs II and III of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV

RO8/A1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



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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](mailto:as.amd@deped.gov.ph) copy furnished [ericka.veraguas@deped.gov.ph](mailto: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](mailto:ericka.veraguas@deped.gov.ph).

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