



11 MAY 2017

DIVISION MEMORANDUM

No. 296, s. 2017

DISSEMINATION ON THE UNNUMBERED MEMORANDUM FROM DEPED CENTRAL OFFICE, OFFICE OF USEC. ALAIN DEL B. PASCUA, UNDERSECRETARY FOR ADMINISTRATION, RE: SUBMISSION OF PHYSICAL INVENTORY FOR DEPED PROCURED PROPERTIES DATED FEBRUARY 21, 2017.

1. Attached is the unnumbered DepEd Memorandum, dated 21, February, 2017 entitled submission of 2016 Physical Inventory for DepEd Procured Properties, using Asset Registry template.
2. Please e-mail this report to the Property and Supply Section of the Division office @ oyacab_ann@yahoo.com and to property.depedcentral@gmail.com or on the facebook page, ASSET DEPED CO. Please attach the Confirmation Receipt if already e-mailed to the DepEd Central Office.
3. Immediate and wide dissemination is highly enjoined.

For:

RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

ESTER A. TUTALAN, Ed.D.
Assistant Schools Division Superintendent

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

FOR: **REGIONAL DIRECTORS
SUPERINTENDENTS**

FROM: **ALAIN DELA B. PASCUA**
Undersecretary for Administration

RE: **Submission of 2016 Physical Inventory for DepEd
Procured Properties**

DATE: **21 FEBRUARY 2017**

This is in connection with the common audit observation from the Commission on Audit (COA) on field offices regarding insurance of their properties. Republic Act No. 656 dated June 16, 1951 requires every government office to insure their properties with the GSIS against any insurable risk for the purpose of indemnifying or compensating the government for any damage to, or loss of, its properties due to fire, earthquake, typhoon, and other casualty.

Despite the mandatory requirement, buildings and other properties of the Regional and Division Offices, as well as school properties, remained uninsured with the GSIS general insurance Fund.

In this regard, all concerned are directed to submit the updated Physical Inventory Report, as of December 2016, using the attached proforma Asset Registry Template.

Also attached is a CD with the Asset Registry Template that can be used in preparing the Inventory Reports with information necessary in establishing cost of the properties.

Kindly submit your inventory report on or before March 30, 2017 for us to estimate how much insurance fund we can propose for 2018.

Inquiries may be directed to **Maritess L. Ablay**, Chief Administrative Officer, or to **Albert C. Alano**, Supervising Administrative Officer, at telephone numbers 633-7217/635-0551, or thru email address property.depedcentral@gmail.com or thru Facebook Page ASSET DEPEDCO.

For compliance.

Office of the Undersecretary for Administration
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