



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

January 24, 2020

DIVISION MEMORANDUM

No. 049, s. 2020

**SUBMISSION OF PROPERTY INVENTORY FORM REQUIRED
PER COA CIRCULAR NO. 2018-002, DATED MAY 31, 2018**

To: Public Schools District Supervisors/OICs
School Heads Elementary and Secondary

1. The field is reminded on the Division Memorandum No. 410 s. 2018, dated June 26, 2018 and No. 603 s. 2018, dated September 10, 2018 entitled "Submission of Property Inventory Form required by the Commission on Audit per COA Circular NO. 2018-002, dated May 31, 2018 (copy enclosed for ready references).
2. Enclosed also are the forms on GSIS Fire Insurance Application and the summary.
3. It is informed that Property Inventory Form is to be strictly filled-up indicating the contents valuation of the building(s) to be included in the GSIS Fire Insurance application. Assessed Market Value will be issued by the Municipal Assessor through Tax Declaration of each school building(s).
4. Division Memorandum No. 603, s. 2018 dated September 10, 2018 be strictly observed.
5. Immediate and wide dissemination and strict compliance is enjoined. Be guided accordingly.


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph
Website: www.depedcebuprovince.gov.ph

GSIS Form No. L-680-3-012 (revised May 1984)
GOVERNMENT SERVICE INSURANCE SYSTEM
FIRE INSURANCE APPLICATION
(To be typewritten in Triplicate)

Thru GSIS Cebu City Branch

() Original
() Additional

I. Applicant/Office	Address	Contact Number
Type of Buildings: () RESIDENTIAL () COMMERCIAL () INDUSTRIAL () OTHERS () Office Bldg. (Name) () School Bldg. (Name)		Value PhP
Contents		Value PhP
Location	Block No.	Lot No.
		Total PhP

II. DETAILS OF MATERIALS USED IN THE CONSTRUCTION OF THE BUILDING TO BE INSURED

No. Of Storeys	ROOF/ FLOOR	WALL				OCCUPIED AS
		FRONT	RIGHT	LEFT	REAR	
1st Storey						
2nd "						
3rd "						
4th "						
5th "						
6th "						
7th "						

III. DETAILS OF ADJOINING OR ADJACENT BUILDING ON ALL SIDES					DISTANCE FROM BUILDING TO BE INSURED
Direction	Roof/Others	No. of Storey	External Wall	Occupied As	
Front					
Right					
Left					
Rear					

IV. THERE IS A NIPA HOUSE WITHIN _____ METERS AWAY FROM BUILDING TO BE INSURED.

V. RISKS INSURED AGAINST: (Please Check Preferences)

() Fire and Lighting () Earthquake-Fire () Typhoon And/Or Flood
() Earthquake-Shock () Unauthorized Dismantling () Others (Specify)

IMPORTANT: Attach INVENTORY of Office Furniture/Fixtures/Equipments/Etc. At the back of this form, draw a SKETCH of the Location of the Building proposed for coverage.

I hereby declare that the above particulars are complete and true to the best of my knowledge and belief and I agree that this Fire Insurance Applicant shall be the basis of a contract between me and the GSIS.

Signature

Head Office

Date

I hereby certify that funds are available for the payments of premiums.

Signature

Accountant/Treasurer

Date



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



September 10, 2018

DIVISION MEMORANDUM

No. 603, s. 2018

REMINDING THE FIELD OF THE SUBMISSION OF PROPERTY INVENTORY FORM TO THE GSIS TOGETHER WITH THE REQUIRED GSIS FORM NO. L-680-3-013(revised May 1984) SIGNED BY THE SCHOOL HEADS AND THE DIVISION ACCOUNTANT

- 1.) A Division Memo No. 410, s. 2018, dated June 26, 2018 was dissiminated to the field, enclosing COA Circular Number 2018-002 dated May 31, 2018, w/ annexes requiring the filed the submission of Property Inventory Form duly accomplished, (copy at the Div. Memo 410 & COA Circular is enclosed).
- 2.) Upon submission to the GSIS the partial copies of the Property Inventory Form (PIF) from the District, it was not accepted due to the reason that there was no attached GSIS Form No. L-680-3-013(revised May 1984) signed by the School Head and the Division Accountant, hence, submission by individual School Head is required, copy furnished the office of the Division Office, Commission On Audit and the Supply Section.
- 3.) It is advised that COA Circular No. 2018-002, dated May 31, 2018 must be acted immediately. Attention is invited to the Guidelines serforth at the said COA Circular particular Sections 5.3 to 5.6. The most important point is Section 5.5 & 5.6 Failure on the part of the agency officials concerned and the GSIS to submit & receive respectively, the documents mentioned herein, as well as failure of the GSIS underwriting officials to assess the premium due within the time frame herein prescribed, SHALL AUTOMATICALLY CAUSE THE SUSPENSION OF THE PAYMENT OF THEIR SALARIES until they shall have complied the requirements of RA No. 656 and its implementing rules & regulations, as well as the provisions of the circular.

Section 5.6 states that no appropriation authorized to 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.

- 4.) Immediate and widest dissimination and compliance is enjoined.
- 5.) Be guided accordingly.


RHEA MAR A. ANGTUD, Ed.D., CESO VI



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Cebu City



June 26, 2018

DIVISION MEMORANDUM

No. 410, s. 2018

SUBMISSION OF PROPERTY INVENTORY FORM

**To: PSDS/District OICs
Elementary/Secondary School Heads**

1. Pursuant to COA Circular Number 2018-002 dated May 31, 2018 and Republic Act No. 656, otherwise known as the Property Insurance Law, the field is hereby required to submit to this Office a Property Inventory Form.
2. The form (attached herewith) must be accomplished by school. However, the Public Schools District Supervisors are enjoined to closely monitor the compliance of this Memorandum to be submitted on or before July 13, 2018 to Mr. Patricio Gonzaga, Supply Officer.
3. For your guidance and reference, a copy of COA Circular Number 2018-002 is hereto attached.
4. For widest and immediate dissemination and strict compliance.


DR. RHEA MARIA A. ANGTUD, Ed. D. CESO IV
Schools Division Superintendent



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. VII
Cebu City

MEMORANDUM:

TO : SUPERVISING AUDITORS
OIC – SUPERVISING AUDITORS
OIC – REGIONAL SUPERVISING AUDITORS
AUDIT TEAM LEADERS
This Region

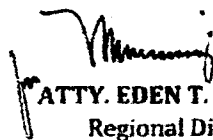
SUBJECT : Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage over all insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System

DATE : June 6, 2018

FOR : ☐ Appropriate Action ☐ Release
☐ Comments/Recommendation ☒ Information/Reference
☐ Review/Evaluation ☐ File
☐ Compliance ☐ Further Action (Return upon compliance)
☐ Others

REMARKS : We are furnishing you a copy of COA Circular No. 2018-002 dated May 31, 2018, on the subject.

Please furnish your respective auditees a copy of the said Circular.


ATTY. EDEN T. RAFANAN
Regional Director

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

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.



COMMISSIONER ON AUDIT
OFFICE OF THE COMMISSIONER




MICHAEL G. AGUINALDO
Chairperson


JOSEFA FABIA
Commissioner

Annex A
Instructions for filling up the PIF

Column	Description
1	<p data-bbox="410 794 581 819">Classification</p> <p data-bbox="407 854 1422 944">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 data-bbox="407 979 1419 1039">Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p data-bbox="407 1074 464 1098">Type</p> <p data-bbox="407 1128 1414 1188">This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p data-bbox="407 1218 1414 1308">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 data-bbox="399 1368 605 1393">Item Description</p> <p data-bbox="399 1427 1409 1487">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 data-bbox="399 1517 662 1542">Nature of Occupancy</p> <p data-bbox="399 1577 1409 1726">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 data-bbox="399 1756 508 1781">Location</p> <p data-bbox="399 1811 1404 1901">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 data-bbox="399 1921 917 1946">Date Constructed/ Acquired/Manufactured</p> <p data-bbox="399 1981 1401 2070">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 data-bbox="399 2100 758 2125">Property No./Other Reference</p> <p data-bbox="391 2160 1396 2275">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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Republic of the Philippines
COMMISSION ON AUDIT
OFFICE OF THE AUDITOR
NGS-Cluster 5, Audit Group A, Team R7-13
DepEd-Division of Cebu Province
Sudlon, Lahug, Cebu City

June 7, 2018

Dr. RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent
Department of Education
Division of Cebu Province
Sudlon, Lahug, Cebu City

Madam:

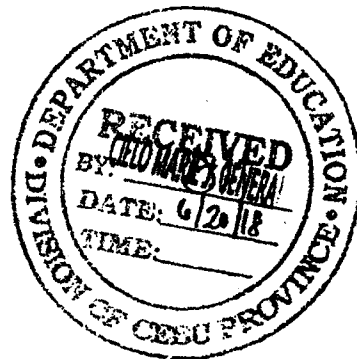
We are furnishing your Office a copy of COA Circular No. 2018-002 dated May 31, 2018 re: Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage over all insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System.

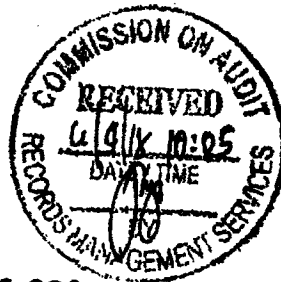
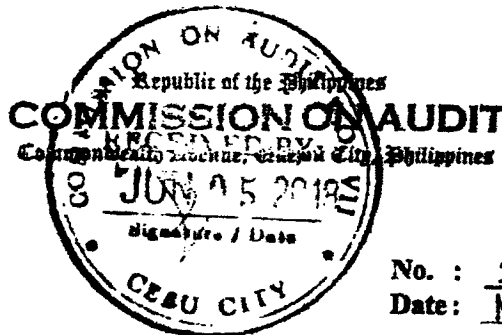
For your information and guidance.

Very truly yours,

Ruby Lee C. Belandres

RUBY LEE C. BELANDRES
State Auditor III
OIC-Audit Team Leader





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.

18-06-1548

- 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 ~~an~~ 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/OUTs) in order to avoid double payment. The Head of the agency shall issue specific guidelines/instructions to the R/DOs/Bs/OUTs 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

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 (Please enumerate with appropriate account classification)									
PART II - OTHER INSURABLE INTERESTS									
(a) Rights of Action									
(b) Other Insurable Interests									
PREPARED and CERTIFIED CORRECT:					APPROVED:				
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.

² For insurable interests other than Property.

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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.



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Cebu City



June 26, 2018

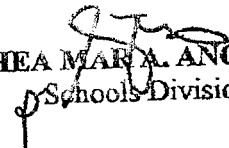
DIVISION MEMORANDUM

No. 410, s. 2018

SUBMISSION OF PROPERTY INVENTORY FORM

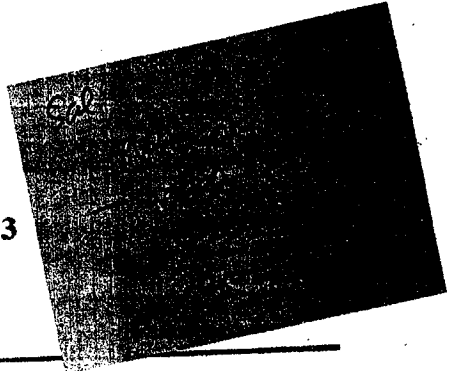
To: PSDS/District OICs
Elementary/Secondary School Heads

1. Pursuant to COA Circular Number 2018-002 dated May 31, 2018 and Republic Act No. 656, otherwise known as the Property Insurance Law, the field is hereby required to submit to this Office a Property Inventory Form.
2. The form (attached herewith) must be accomplished by school. However, the Public Schools District Supervisors are enjoined to closely monitor the compliance of this Memorandum to be submitted on or before July 13, 2018 to Mr. Patricio Gonzaga, Supply Officer.
3. For your guidance and reference, a copy of COA Circular Number 2018-002 is hereto attached.
4. For widest and immediate dissemination and strict compliance.


DR. RHEA MARIA ANGTUD, Ed. D. CESO IV
Schools Division Superintendent



Republic of the Philippines
COMMISSION ON AUDIT
OFFICE OF THE AUDITOR
NGS-Cluster 5, Audit Group A, Team R7-13
DepEd-Division of Cebu Province
Sudlon, Lahug, Cebu City



June 7, 2018

Dr. RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent
Department of Education
Division of Cebu Province
Sudlon, Lahug, Cebu City

Madam:

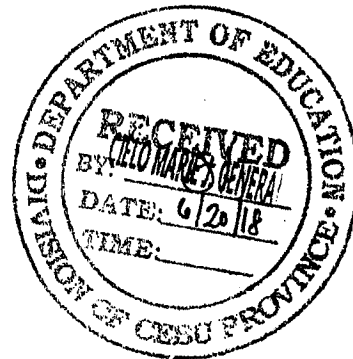
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For your information and guidance.

Very truly yours,

Ruby Lee C. Belandres

RUBY LEE C. BELANDRES
State Auditor III
OIC-Audit Team Leader





Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. VII
Cebu City

MEMORANDUM:

TO : SUPERVISING AUDITORS
OIC - SUPERVISING AUDITORS
OIC - REGIONAL SUPERVISING AUDITORS
AUDIT TEAM LEADERS
This Region

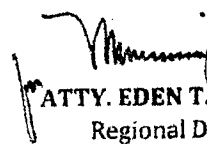
SUBJECT : Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage over all insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System

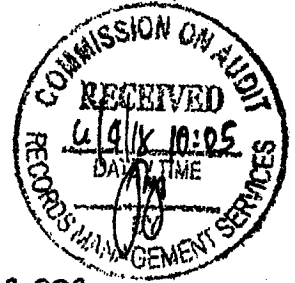
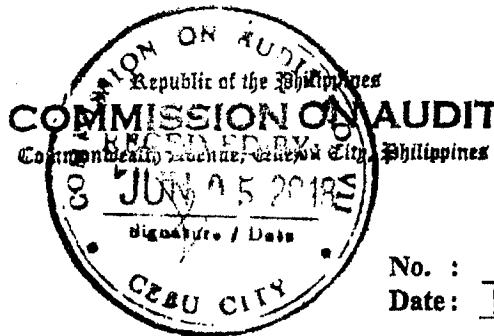
DATE : June 6, 2018

FOR : ☐ Appropriate Action ☐ Release
☐ Comments/Recommendation ☒ Information/Reference
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☐ Others

REMARKS : We are furnishing you a copy of COA Circular No. 2018-002 dated May 31, 2018, on the subject.

Please furnish your respective auditees a copy of the said Circular.


ATTY. EDEN T. RAFANAN
Regional Director



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.

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 ~~an~~ 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.



COMMISSION ON AUDIT
OFFICE OF THE COMMISSION SECRETARY




MICHAEL G. AGUINALDO
Chairperson


JOSEFA FABIA
Commissioner

NAME OF AGENT _____
Address of Agent _____
PROPERTY INVESTED _____
As of _____

Name of Office
Address
Region

Classification/Type (1)	Item Description (2)	Nature of Occupancy (schools, offices, hospital, etc) (3)
PART I - PROPERTY, PLANT AND EQUIPMENT		
PART II - OTHER INSURABLE INTERESTS		
(a) Rights of Action		
(b) Other Insurable Interests		
	PREPARED and CER CORRECT:	
	Head, Inventory	

¹ For buildings and other structures, please
laboratories, public markets, car parks, ten
the amount of the premium to be paid to th

² For insurable interests other than Proper

Annex A
Instructions for filling up the PIF

Column	Description
1	<p data-bbox="362 533 534 560">Classification</p> <p data-bbox="362 593 1361 683">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 data-bbox="362 712 1361 779">Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p data-bbox="362 808 417 835">Type</p> <p data-bbox="362 864 1361 931">This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p data-bbox="362 960 1361 1050">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 data-bbox="351 1106 555 1133">Item Description</p> <p data-bbox="351 1167 1361 1234">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 data-bbox="351 1256 609 1283">Nature of Occupancy</p> <p data-bbox="351 1312 1361 1469">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 data-bbox="351 1491 460 1518">Location</p> <p data-bbox="351 1547 1361 1637">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 data-bbox="351 1659 860 1686">Date Constructed/ Acquired/Manufactured</p> <p data-bbox="351 1715 1361 1816">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 data-bbox="351 1839 704 1865">Property No./Other Reference</p> <p data-bbox="351 1895 1361 2018">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>

4

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.

TRADITIONAL REQUIREMENTS:

1. APPLICATION FORM
2. LOCATION PLAN/SKETCH
3. PICTURES (4 SIDES)
4. INVENTORY (FIXTURES)
5. PHOTOCOPY OF TCT/ TAX DEC ✓

NAME OF SCHOOL : _____

LOCATION : _____

LIST OF BUILDINGS FOR PROPERTY INSURANCE

NAME OF BUILDING	BUILDING AMOUNT (MARKET VALUE)	CONTENTS (MARKET VALUE)	TOTAL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
GRAND TOTAL			

Prepared By:

Certified Correct:

School Property Custodian

Principal

TRADITIONAL

REQUIREMENTS:

1. APPLICATION FORM
2. LOCATION PLAN/SKETCH
3. PICTURES (4 SIDES)
4. INVENTORY (FIXTURES)
5. PHOTOCOPY OF TCT/ TAX DEC ✓

NAME OF SCHOOL : _____

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LIST OF BUILDINGS FOR PROPERTY INSURANCE

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Prepared By: _____

Certified Correct: _____

School Property Custodian

Principal