



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

18 Oct 2023

DIVISION MEMORANDUM
OSDS No. **141**, s.2023

**SUBMISSION OF PROPERTY APPLICATION FORM, PROPERTY INVENTORY
FORM (for Property, Plant and Equipment) AND 5-YEAR SCHOOL SITE
DEVELOPMENT PLAN OF THE SCHOOL**

To: Public Schools District Supervisors/Principals In-charge
Public Elementary and Secondary School Heads
Administrative Officer II
Supply Officers
School Property Custodians

1. In line with one of the common audit observations from the Commission On Audit (COA) on the field offices particularly the acquisition and submission of Property Inventory Form (PIF) reports for Government Service Insurance System (GSIS) reference, which is in accordance with **COA Circular No. 2018-002 dated May 31, 2018** otherwise known as an Act to Create and Establish a “**Property Insurance Fund**” and to Provide for its Administration and for Other Purposes, every government offices/schools are required to insure their properties e.g. Buildings, Information Communication and Technology, Vehicles etc. 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.
2. Anent this, the Schools Division Office of South Cotabato directs all Administrative Officer II, Supply Officers and School Property Custodians to submit the duly accomplished **Property Application Form (PAF)**, **Property Inventory Form (PIF)** of all insurable assets (*base on the report of NSBI 2022-2023*) and **5-Year School Site Development Plan** of the school on or before December 15, 2023 to Property and Supply Section. *See attached forms for PIA and PIF.*
3. For any inquiry, you may direct your concern to **Mr. Ray O. Lloren**, Administrative Officer IV – Supply or contact no. 083-2285269.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



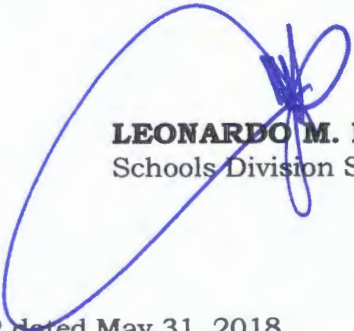
Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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4. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated

Reference: COA Circular No. 2018-002 dated May 31, 2018

To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

ROL/DM- submission of property application form, property inventory form
(for property, plant and equipment) and 5-year school site development plan of
the school
0000/October 18, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

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ISO 9001





GSIS

PROPERTY APPLICATION FORM

Name of Assured : _____ Date: _____

Address : _____

GOVERNMENT SERVICE INSURANCE SYSTEM
Financial Center, Roxas Blvd., Pasay City

Attention: The Manager
Marketing Department
Insurance Group

Sir:

In accordance with Section 5 of Republic Act No. 656, I have the honor to apply for insurance for the following property:

1. Property:

a. Building

Value	_____
No. of Storeys	_____
Construction Type	_____

b. Contents

(Furniture / fixtures / equipment)

2. Location:

No. _____ Street _____ Town/City _____

Province _____ Block No. _____ District No. _____

3. A sketch of the building to be insured and its premises to be drawn at the back hereof.

4. Insurance will be against (please check)

- Fire/Lightning Earthquake/Fire Others (specify) _____
 Typhoon Earthquake/Shock _____
 Flood Robbery and Burglary

It is further certified that we shall effect payment of the above-mentioned insurance policies/bills within the prescribed sixty (60) days from inception or from the date of receipt of the bill, whichever is later. As embodied under Section 77, of the Insurance Code, "no policy or contract of insurance issued by an insurance company is valid and binding unless and until the premium thereof has been paid". Therefore, non-payment of the premium within the prescribed period will cause the GSIS to cancel policy without prior notice.

I hereby declare that the above particulars are complete and true to the best of my knowledge and belief, and I agree that this Property Insurance Application and Certification of Availability of Funds shall be the basis of a contract between me and the Government Service Insurance System, Insurance Group.

Done this _____ day of _____ 20____ in the City of Pasay.

Authorized Signatory
(Signature over printed name)

Office and Designation : _____

Contact No. : _____



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PROPERTY INVENTORY FORM

as of _____

Name of Office/School: _____

Address: _____

Region: **XII**

Classification/Type	Item Description	Nature of Occupancy (schools, offices, hospital, etc.)	Location	Date Constructed /Acquired /Manufactured	Property No./Other Reference	Valuation		Date of Appraisal	REMARKS	
						Acquisition Cost/Insurable Interest	Market /Appraisal /Insurable Interest			
PART I - PROPERTY, PLANT and EQUIPMENT AND INVENTORIES.										
PART II - OTHER INSURABLE INTERESTS										
(a) Rights of Action										
(b) Other Insurable interests										
PREPARED and CERTIFIED CORRECT:				APPROVED:						
_____ <i>Administrative Officer II / School Supply Officer</i>				_____ <i>Date</i>		_____ <i>School Principal / Head</i>			_____ <i>Date</i>	

For buildings and other structures, please indicate the nature or type of occupancy of the Government property whether schools, 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.