



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

**DIVISION MEMORANDUM**

No. 323 s. 2024

**SUBMISSION OF PROPERTY INVENTORY FORM**

To : Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools  
Division/School Supply Officers  
Administrative Officers II (Elementary)  
Designated School Property Custodians  
All others Concerned

1. This has reference to the Regional Memorandum 512 s. 2024 dated July 16, 2024 on the submission of Property Inventory Form (PIF) of all insurable properties of the Schools Division Office, elementary and secondary schools including Implementing Units (IUs) in line with COA Circular No. 2018-002 which can be accessed through this link : <https://bit.ly/3VxluoN>
2. A copy of the PIF template, including the instruction in filling-up the form is attached to this Memorandum. An editable 'Excel' template shall be accessed through <https://bit.ly/PIFSDOBulTemplate> .
3. The PIF reports of elementary schools shall be consolidated at the District Level before submitting to the Division Office for further consolidation by the Property and Supply Unit.
4. The scanned signed copy of the school report together with the school/district consolidated reports of PIF editable 'Excel' file shall be uploaded not later than **August 20, 2024** to the following link:  

|            |   |   |
|------------|---|---|
| Elementary | - | <a href="https://bit.ly/PIFCONSOElem">https://bit.ly/PIFCONSOElem</a> |
| JHS/SHS    | - | <a href="https://bit.ly/PIFCONSOJhs">https://bit.ly/PIFCONSOJhs</a>   |
5. The submission of the PIF will serve as the basis for the assessment of insurance coverage over all insurable assets and properties of the government with the Government Service Insurance System (GSIS). Its implementation will resolve the perennial audit findings on the non-insurance of school buildings and other facilities.
6. For information, guidance and strict compliance.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent

Property & Supply Unit  
July 31, 2024

DEPARTMENT OF EDUCATION  
REGION III

PROPERTY INVENTORY FORM

As of \_\_\_\_\_

Name of Office/School: \_\_\_\_\_

Address: \_\_\_\_\_

Schools Division: \_\_\_\_\_

| Classification/Type<br>(1)  | Item Description<br>(2) | Nature of Occupancy<br>(schools, offices,<br>hospitals, etc.) <sup>1</sup><br>(3) | Location<br>(4) | Date Constructed/<br>Acquired/<br>Manufactured<br>(5) | Property No./ Other<br>References <sup>2</sup><br>(6) | Valuation   |   | Date of Appraisal<br>(9) | Remarks<br>(10) |
|---|-------------------------|---|-----------------|---|---|---|---|--------------------------|-----------------|
|   |                         |   |                 |   |   | Acquisition Cost/<br>Insurable Interest <sup>2</sup><br>(7) | Market Appraisal/<br>Insurable Interest <sup>2</sup><br>(8) |                          |                 |
| PART I - PROPERTY, PLANT AND EQUIPMENT, AND INVENTORIES<br>(Please enumerate with appropriate account classification) |                         |   |                 |   |   |   |   |                          |                 |
| PART II - OTHER INSURABLE INTERESTS   |                         |   |                 |   |   |   |   |                          |                 |
| (a) Rights of Action  |                         |   |                 |   |   |   |   |                          |                 |
| (b) Other Insurable Interests   |                         |   |                 |   |   |   |   |                          |                 |
| PREPARED and CERTIFIED  |                         |   |                 |   | APPROVED:   |   |   |                          |                 |
| CORRECT:  |                         |   |                 |   | CORRECT:  |   |   |                          |                 |
| Head, Inventory Committee _____ Date _____  |                         |   |                 |   | Head of Agency _____ Date _____                       |   |   |                          |                 |

<sup>1</sup>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 determining the amount of premium to be paid to the GSIS.

<sup>2</sup>For Insurable Interest other than Property.

**Annex A**  
**Instructions for filling up the PIF**

| <b>Column</b> | <b>Description</b>   |
|---------------|--|
| <b>1</b>      | <p><b>Classification</b></p> <p>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>Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p><b>Type</b></p> <p>This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p>For both classification and type and its description, please refer to the Government Accounting Manual and Chart of Accounts for the general/major classification of property.</p> |
| <b>2</b>      | <p><b>Item Description</b></p> <p>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>   |
| <b>3</b>      | <p><b>Nature of Occupancy</b></p> <p>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>  |
| <b>4</b>      | <p><b>Location</b></p> <p>This column shall indicate where the property is located, installed or constructed. It shall indicate whether it is in the Central/Head or Regional Offices, Branches and Operating Units and their addresses.</p>   |
| <b>5</b>      | <p><b>Date Constructed/Acquired/Manufactured</b></p> <p>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>   |
| <b>6</b>      | <p><b>Property No./Other Reference</b></p> <p><b>Property Number</b> 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> <p><b>Other Reference</b> 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.</p>   |
| <b>7</b>      | <p><b>Acquisition Cost/Insurable Interest</b></p> <p><b>Acquisition Cost/Insurable Interest</b> pertains to the cost/value as defined in Paragraph 4 hereof.</p>   |

**Annex A**  
**Instructions for filling up the PIF**

| <b>Column</b> | <b>Description</b>   |
|---------------|--|
| <b>8</b>      | <b>Market/Appraisal/Insurable Interest</b> pertains to the cost/value as defined in Paragraph 4 hereof.  |
| <b>9</b>      | <b>Date of Appraisal</b><br><br>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.                    |
| <b>10</b>     | <b>Remarks</b><br><br>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. |