



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

DIVISION MEMORANDUM

No. 168 s. 2026

SUBMISSION OF PROPERTY INVENTORY FORM (PIF)

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 Memorandum OM Admin-2026-325 dated March 23, 2026 from the Office of the Undersecretary for Administration, DepEd Central Office on the Submission of Property Inventory Form (PIF) covering all insurable properties and other assets 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. 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 (Php50,000.00) and all Information and Communication Technology (ICT) equipment.
3. 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://tinyurl.com/2026PIFTemplate> .
4. The PDF file (signed/scanned copy) of the accomplished PIF and the accomplished PIF editable 'Excel' file shall be uploaded not later than **April 20, 2026** to the following link:

Central Office: <https://tinyurl.com/2026PIF-SUBMISSION>

Division Office: <https://tinyurl.com/SDOBULPIF>

File name format: (Region)_(SDO/Office Name-School)_PIF_2026
Example : RIII_SDO_BULACAN_San Roque Elementary School_PIF_2026

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.

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

Property & Supply Unit
April 10, 2026