

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

January 25, 1993

DECS O R D E R  
No. 7, s. 1993

ADDITIONAL GUIDELINES FOR THE AVAILMENT  
OF THE PROPERTY REPLACEMENT FUND

To: Bureau Directors, Regional Directors, Schools  
Superintendents  
Heads of Chartered State Colleges and Universities  
Heads of Community Colleges and Universities  
and Vocational Schools

1. The attention of this Office was called by the Government Service Insurance System-Property Replacement Fund (PRF) that several requests by DECS field offices have not been given due course in view of noncompliance to certain requirements by affected schools to avail of the fund as contained in DECS Order No. 126, s. 1991.

2. In order that the affected schools shall be able to maximize the availment of the fund, the regional offices are hereby directed to perform the following responsibilities:

- a. Submit an updated regional inventory of schoolbuildings in every division using the attached Form (Inclosure No. 1). This inventory will serve as the basis for replacement cost. Any building constructed thereafter, shall also be reported to OSIS-PRF, copy furnished the Systems and Procedures Bureau, DBM. Properties not supported by this inventory shall not be covered by PRF.
- b. In case of claims settlement, a consolidated regional request for restoration/indemnification of damage/loss of property shall be submitted to OPS, DECS Central Office which shall in turn consolidate all requests and submit to PRF, OSIS using the attached Notice of Claim Form (Inclosure No. 2). A copy of the request shall be furnished the Systems and Procedures Bureau (SPB), DBM, properly noted and signed and sworn to by the regional director and endorsed by the Secretary of Education, Culture and Sports not later than ninety (90) days after the occurrence of the damage/loss. Thereafter, no claims shall be entertained. The request shall reflect the following:

PROPERTY INVENTORY FORM

Region \_\_\_\_\_  
 Division \_\_\_\_\_

NAME OF SCHOOL	ADDRESS	DESCRIPTION OF BUILDING				FLOOR AREA (sq. m.)
		TYPE	YEAR CONSTRUCTED	TYPES OF CONSTRUCTION	NO. OF ROOMS/ DIMENSION/ UTILIZATION	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
A. ELEMENTARY						
B. SECONDARY						

- (1) Complete Name of School
- (2) Location (Barangay/Municipality)
- (3) Type - Marcos, Cebu, etc. or Bayanhan, Bagong Lipunan, etc.
- (4) District - 1-9 or 10-34 or

(Inclosure No. 2 to DECS Order No. 7, s. 1993)

PROPERTY REPLACEMENT FUND

NOTICE OF CLAIM

Date: \_\_\_\_\_

The Manager  
Property Replacement Fund Department  
GSIS Building  
Legaspi Village, Makati  
Metro Manila

Sir :

This is to inform you that we are claiming for the loss/damage to our property described hereunder:

- Office: \_\_\_\_\_
- Property (Name and Description): \_\_\_\_\_
- Location of Property: \_\_\_\_\_
- Time and Cause of Loss/Damage: \_\_\_\_\_
- Amount of Loss/Damage: \_\_\_\_\_
- Description of Loss/Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Supporting Documents:
  - Proof of Ownership of Lost/Damaged Property [ ]
  - For Buildings - Report of Loss/Damage [ ]
  - Others (Specify): \_\_\_\_\_ [ ]

Submitted by:

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Designation