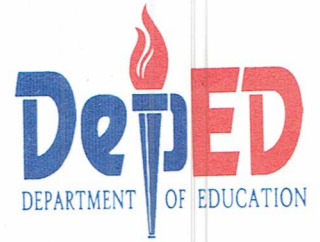




Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



Regional Office VI Advisery No. 024 S, 2017
February 22, 2017

This advisery is issued for the information and
compliance of all Schools Division
Superintendent and all Public
Schools

**SUBMISSION TO DEP. ED., CENTRAL OFFICE OF COLLECTION
OF INVENTORY AND COST OF INSURANCE FOR DEP. ED.,
PROPERTIES**

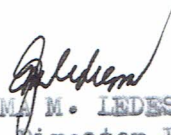
ADVISORY

The Office of Undersecretary for Administration (OWA) Dep. Ed.,
Central Office is requesting for the Inventory of insurable properties,
including the cost of insuring said properties.

In view thereof, all Division Offices are hereby expected to
disseminate the enclosed Memorandum to all Public Schools under your
jurisdiction.

The deadline of submission to Dep. Ed., Central Office (OWA)
is on or before the 22nd of February, 2017.

For your information, guidance and immediate dissemination.

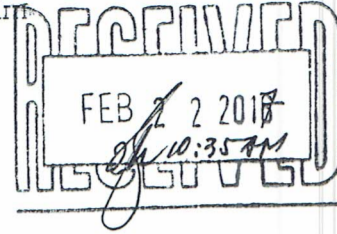

MA. GEMMA M. LEDESMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director



RECEIVED

Date: 2/20/17

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim





ADVISORY

The Office of Undersecretary for Administration (OUA) is requesting for the **Inventory of their respective insurable properties, including the cost of insuring said properties.**

In view thereof, all Regional Offices are hereby expected to disseminate the enclosed Memorandum to all Schools Division Offices which is expected to disseminate the same to all public schools under their jurisdiction.

The deadline of submission to this office (OUA) is on or **before the 22nd of February, 2017.**


ALAIN DEL B. PASQUA




Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

1389

FEB 20 2017

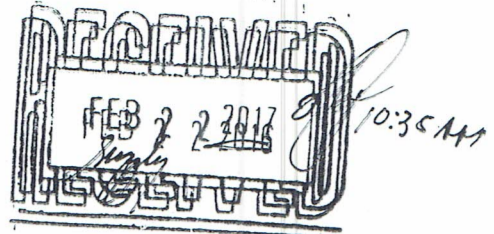
MEMORANDUM

**FOR: CENTRAL OFFICE
REGIONAL OFFICES
SCHOOL DIVISION OFFICES
ALL PUBLIC SCHOOLS**

FROM: ALAIN DEL B. PASCUA
Undersecretary for Administration

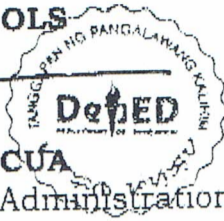
**RE: Collection of Inventory and Cost of Insurance for
DepEd Properties**

DATE: 17 FEBRUARY 2017



DepED CO DIV
Office of the Regional Director
Dolan Street, Pasig City

RECEIVED
Date: 2/20/17



As per the Commission on Audit (COA) recommendation, the Department of Education (DepEd) is asked to provide for the insurance of all insurable properties pursuant to the provision of Republic Act No. 656 or the "Property Insurance Law" to protect the interest of the government and to be indemnified for any damage or loss that may arise.

In line with this, the Office of the Undersecretary for Administration (OUA) is requesting all concerned Offices to **produce an inventory of their respective insurable properties, including the cost of insuring said properties on or before the 22nd of February, 2017** in preparation for inclusion in the 2018 budget.

For strict compliance.

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

ASSET REGISTRY TEMPLATE (sample Template for Regional & Division Offices)

Office Type	Office Name	Asset Classification	Asset Sub Class	UACS Object Code	Asset Item	Manufacture	Model	Serial Number	Specification	Property Number	Current Condition	Source of Fund	Cost of Acquisition	Date of Acquisition	Estimate of Total Life Years	Name of Accountable Officer	Asset Location	Remarks
				999A														
				999A														
				999A														

Note: Office Type, Asset Classification and Asset Sub Class are equipped with drop down menus; UACS codes are automatically generated; Current condition and Source of Fund has also drop down menus