



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

14 Apr 2026

DIVISION MEMORANDUM

No. 193, s. 2026

SUBMISSION OF PROPERTY INVENTORY FORM (PIF)

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief
OIC-SGOD Chief
Education Program Supervisors
School Heads/OICs (Public Elementary and Secondary Schools)
School Administrative Officer II (Public Elementary and Secondary Schools)
All others concerned

1. Attached is Regional Memorandum No. 225, s. 2026 (Submission of Property Inventory Form [PIF]), for the information and guidance of all concerned.
2. All public elementary and secondary schools are directed to accomplish and submit the Property Inventory Form (PIF) covering all insurable assets and properties.
3. For Fiscal Year 2026, the submission requirement is limited to Property, Plant, and Equipment (PPE) items (with an acquisition cost above Php50,000.00) and Information and Communications Technology (ICT) equipment, specifically desktop and laptop computers.
4. All schools must submit the accomplished and duly signed PIF in both PDF and editable Excel formats on or before **April 21, 2026**. The COA Circular, instructional guidelines, PIF template and designated submission folders may be accessed thru this link: <https://bit.ly/4ds15Nv>.
5. For queries and clarifications, you may contact Ms. Reena Jay T. Marty, Administrative Officer IV, at reenajay.topacio@deped.gov.ph.



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6. For immediate dissemination and compliance.



LITO A. PALOMAR

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent.

Encl.: as stated
Reference: as stated
To be indicated in the Perpetual Index
under the following subject:

PROPERTIES
INVENTORY

asu-sp/rjtm/04-07-2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Asset-RM-2026-225

31 March 2026

Regional Memorandum
No. 225 s. 2026

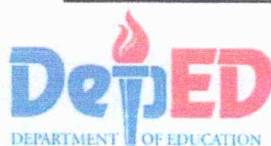
SUBMISSION OF PROPERTY INVENTORY FORM (PIF)

**To: Schools Division Superintendents
Division Supply Officers
All others concerned**

1. Enclosed herewith is the DepEd Memorandum No. OM-ADMIN-2026-326, dated March 23, 2026, issued by Atty. Mel John I. Verzosa, Undersecretary for Administration, relative to the submission of duly accomplished Property Inventory Form (PIF) for Property, Plant and Equipment and all Information and Communication Technology (ICT) equipment.
2. Attention is invited to Paragraphs II and III of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

RO8/A1



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM
OM-ADMIN-2026- 316

FOR : **All Regional Directors**
All Schools Division Superintendent

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : **SUBMISSION OF PROPERTY INVENTORY FORM (PIF)**

DATE : 23 March 2026

This has reference to the Commission on Audit (COA) Circular Number 2018-002 dated May 31, 2018, titled "*Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage, overall insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System.*" Attached are copies of the said COA Circular and the template of the PIF (Annex A & B) which may also be accessed in this link: <https://bit.ly/3VxluoN>

Pursuant to the above Circular, the Department of Education, through the Asset Management Division (AMD), is requiring the submission of the PIF covering all insurable properties and other assets of the Department. This will serve as basis for consolidation and submission to COA, as well as for the insurance coverage of DepEd's properties. 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 Php 50,000.00) and all Information and Communications Technology (ICT) equipment.

In this connection, each Regional Office (RO) is requested to facilitate and coordinate the submission of PIFs from its Schools Division Offices (SDOs), ensuring completeness and accuracy. Likewise, each SDO is requested to facilitate and coordinate the submission of PIFs from their respective public schools and other DepEd offices. The signed copies of the accomplished forms must be submitted via email to as.amd@deped.gov.ph copy furnished ericka.veraguas@deped.gov.ph, **on or before April 27, 2026**, with the subject: *[Region]_ [Office Name]_PIF_2026*. Additionally, the same shall be submitted in excel (editable) and PDF format in this link: <https://tinyurl.com/2026PIF-SUBMISSION>. A more detailed instruction on the submission is attached (Annex C & D).

Should you have any concerns or clarifications, your Office may contact Ms. Ericka Veraguas of the Asset Management Division through telephone number (02) 8635-0551 or at electronic mail address ericka.veraguas@deped.gov.ph.

Thank you for your cooperation and prompt response to this matter.