DIVISION MEMORANDUM
No. 594, s. 2018

ORIENTATION MEETING ON NATIONAL ASSET REGISTRY AND GOVERNMENT PROPERTY INSURANCE PILOT

TO: FRANCIS JUDE D. ALCOMENDRAS
    Administrative Officer V

    HELEN N. FRANCONAS
    Engineer III

Pursuant to unnumbered Regional Memorandum dated July 20, 2018 relative to the above captioned subject, you are hereby directed to attend the said orientation on July 24, 2018 at RELC-NEAP XI, E Quirino Avenue, Davao City.

Traveling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and compliance.

IN THE ABSENCE OF:

WINNIE E. BATOO, CESE
Officer in Charge
Office of the Schools Division Superintendent

Ends: List Enclosures

References: Regional Memorandum July 20, 2018

To be indicated in the Perpetual Index under the following subjects:

SUBJECT

HELEN: memorandum title

July 23, 2018
MEMORANDUM

TO: Schools Division Superintendents  
    Attention: Division Administrative Officer V  
    Division Engineers

SUBJECT: ORIENTATION MEETING ON NATIONAL ASSET REGISTRY  
        AND GOVERNMENT PROPERTY INSURANCE PILOT

DATE: July 20, 2018

Enclosed herewith is an unnumbered memorandum from Usec. Alain Del B. Pascua,  
Undersecretary for Administration, Department of Education dated June 25, 2018 on the  
above-captioned subject.

The Bureau of Treasury and the GSIS, in coordination with the Office of the Director  
and Asset Management Division, Administrative Service, will conduct a one-day Cluster  
Orientation Meeting on July 24, 2018 at the RELC-NEAP XI, E. Quirino Avenue, Davao  
City.

Participants in this activity are the Division Administrative Officer V and Division  
Engineer.

Travelling expenses shall be charged against local funds subject to the usual  
government accounting rules and regulations.

For information and guidance.

ATTY. ALBERTO T. ESCOBARTE, CESO III  
Regional Director
To: ALL PARTICIPANTS CONCERNED (VI, VII, VIII, IX, X, XI, XII CARAGA, & ARMM)

Please be advised that the new schedule for the Conduct of Orientation Meetings on National Asset Registry and Government Property Insurance Pilot - Clusters 3 and 4 are as follows:

<table>
<thead>
<tr>
<th>Sub-Activities / Regions</th>
<th>Inclusive Dates</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 3- VI, VII, VIII</td>
<td>July 31, 2018</td>
<td>ECOTEC, Cebu City</td>
</tr>
<tr>
<td>Cluster 4- IX, X, XI, XII, CARAGA, ARMM</td>
<td>July 24, 2018</td>
<td>NEAP, Davao</td>
</tr>
</tbody>
</table>

In addition, participants and members of the Secretariat are expected to arrive on July 23 and 30, respectively where Dinner will be served as the First Meal. Registration and Program Proper will commence in the morning of July 24 and July 31, 2018.

For information and guidance.

ROBERT M. AGUSTIN
Director IV
Administrative Service
MEMORANDUM
25 June 2018

For: Regional Directors
Schools Division Superintendents
Director IV, Administrative Service
Director IV, Planning Service
Chief, Education Facilities Division
Chief, Asset Management Division

Subject: CONDUCT OF ORIENTATION MEETINGS ON NATIONAL ASSET REGISTRY AND GOVERNMENT PROPERTY INSURANCE PILOT

The Office of the President issued Administrative Order No. 4 dated August 7, 2017 creating the Inter-Agency Committee on Government Property Insurance (IAC GPI) for the purpose of proposing appropriate legislative measures to ensure that key government properties, assets, facilities, and other insurable interests of the Government, especially high-risk items, are provided with comprehensive insurance coverage.

As one of its strategic directions, the IAC GPI identified the creation of an asset registry that tracks the assets of the National Government and the implementation of a pilot insurance program for high-risk assets by the first quarter of 2019. The Department of Education (DepEd) was included as one of five pilot government agencies that will be covered in the project, using some technical inventory monitoring and reporting mechanisms.

Specifically, the DepEd is being requested to provide pertinent information relating to all school buildings using a prescribed template.

Meanwhile, the Commission on Audit (COA) issued Circular No. 2018-002 dated May 31, 2018 discussing guidelines prescribing the submission of the Property Inventory Form in relation to the assessment of general insurance coverage over all insurable assets, properties, and interests of the government with the General Insurance Fund of the Government Service Insurance System (GSIS).
To properly acquaint the Department in its timely compliance with requirements to the above issuances, one-day **Cluster Orientation Meetings** shall be conducted by the Bureau of Treasury and the GSIS, in coordination with the Office of the Director and Asset Management Division, Administrative Service. Schedule and details below:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Region</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NCR</td>
<td>July 10, 2018</td>
<td>Bureau of Treasury, Marble Hall,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(8:00 am - 5:00 pm)</td>
<td>Ayuntamiento Building</td>
</tr>
<tr>
<td>2</td>
<td>IV-A, IV-B, V</td>
<td>July 11, 2018</td>
<td>Cabildo St. corner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(8:00 am - 5:00 pm)</td>
<td>A. Soriano Ave.</td>
</tr>
<tr>
<td>3</td>
<td>VI, VII, VIII</td>
<td>July 24, 2018</td>
<td>Intramuros, Manila</td>
</tr>
<tr>
<td>4</td>
<td>IX, X, XI, XII, CARAGA, ARMM</td>
<td>July 31, 2018</td>
<td>Ecotech, Cebu City</td>
</tr>
<tr>
<td>5</td>
<td>I, II, III, CAR</td>
<td>August 7, 2018</td>
<td>Davao RELC</td>
</tr>
</tbody>
</table>

The following personnel are required to attend:

1. Division Administrative Officers V (Administrative Section)
2. Division Engineers
3. Representative of the Office of the Undersecretary for Administration (OUA)
4. Representative of the Education Facilities Division (EFD)
5. Representative of the Asset Management Division (AMD)
6. Representative of the Office of the Director, Administrative Service (AS)
7. Representative of the Office of the Director, Planning Service (PS)
8. Representative of the Regional Director

Necessary expenses for travelling and per diems of the above participants shall be charged against respective local funds, subject to the usual accounting and auditing rules and regulations.

For immediate compliance.

[Signature]

ALAIN DEL B. PASCUA
Undersecretary