



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



July 23, 2018

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.

FOR AND IN THE ABSENCE OF:

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

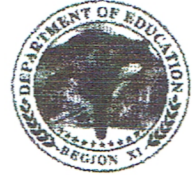
Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Encls: 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

DepEd Schools Division Office of Digos City
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date: 23 JUL 2018 Time: 5:03
By: *[Signature]*



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw



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 I. ESCOBARTE, CESO III
Regional Director

ROE4

DEPARTMENT OF EDUCATION

RECORDS SECTION

RELEASED

By: _____

Date: 7-27-18 Time: 11:17 am



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

July 4, 2018

ADVISORY

**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:

Sub-Activities / Regions	Inclusive Dates	Venue
Cluster 3- VI, VII, VIII	July 31, 2018	ECOTECH, Cebu City
Cluster 4- IX, X, XI, XII, CARAGA, ARMM	July 24, 2018	NEAP, Davao

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.

7: 9-1-24 7/4/18
ROBERT M. AGUSTIN
Director IV
Administrative Service



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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).



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

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:

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

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.

ALAIN DEL B. PASCUA
Undersecretary