



July 24, 2018

TRAVEL ORDER

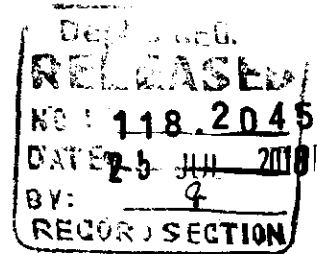
NO. 913, s. 2018

TO :

ENGR. PHILIP TUBOG
DIVISION ENGINEER

MS. JENNIFER PIDOS
DIVISION ACCOUNTANT

MR. HENRY BALAHAN
DIVISION SUPPLY OFFICER



OFFICE : Division of Negros Oriental

PURPOSE : To attend the **WORKSHOP ON THE PREPARATION OF NATIONAL ASSET REGISTRY AND PROPERTY INVENTORY FORM**

DATE OF TRAVEL : July 30-31, 2018

VENUE/PLACE : ECOTECH CENTER, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: **Division MOOE funds, subject to the usual accounting and auditing rules and regulations.**

: Transportation and other incidental expenses

: Board and Lodging

Note: Participants are required to bring the following documents during the workshop.

1. **Proof/s of ownership by DepEd of the school sites and/or school buildings.**
2. **Record/s of the Accounting Units showing the booking-up of the school sites and/or school buildings.**
3. **Inventory Reports on Property, Plant and Equipment (as of June 30, 2018)**

WILFREDA D. BONGALOS, PH.D., CESO V
Schools Division Superintendent

[Signature]



Office of the Director
Administrative Service

MEMORANDUM

July 23, 2018

**For: The Regional Directors
The Schools Division Superintendents
Regions VI, VII and VIII**

**Subject: Workshop on the Preparation of National Asset Registry
and Property Inventory Form**

The Orientation Meeting on the above subject for the Regions VI, VII and VIII, as authorized under Memorandum dated June 25, 2018 duly issued by the Undersecretary for Administration, will include a **WORKSHOP** to be conducted on July 31, 2018, 8:00 AM at ECOTECH, Cebu City. The said activity shall be for the purpose of acquainting and preparing the participants in the timely and accurate compliance to the requirements of Administrative Order No. 4 dated August 7, 2017 and Circular No. 2018-002 dated May 31, 2018 of the Office of the President and the Commission on Audit, respectively. The Orientation Meeting will start on July 30, 2018, at 1:30 PM.

In this connection, we are requesting that the following personnel be required to attend in the Workshop:

- Regional and Division Chief Accountants,
- Regional and Division Supply Officers
- Regional and Division Engineers

For the facilitative and productive conduct of the Workshop, the following documents are requested to be brought to the venue by the participants:

1. Proof/s of ownership by DepEd of the school sites and/or school buildings
2. Record/s of the Accounting Units showing the booking-up of the school sites and/or school buildings
3. Inventory Reports on Property, Plant and Equipment (as of June 30, 2018)

Thank you for the usual support and cooperation.


ROBERT M. AGUSTIN
Director IV



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM
09 July 2018

For: **All Regional Directors**
ARMM DepEd Regional Secretary

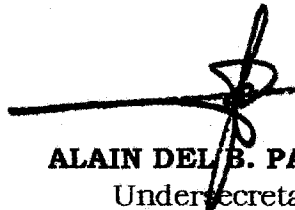
Subject: **ORIENTATION MEETINGS ON NATIONAL ASSET REGISTRY**
AND GOVERNMENT PROPERTY INSURANCE

The Office of the President created an Inter-Agency Committee on Government Property Insurance (IAC-GPI) to ensure that the key government facilities/properties like School Buildings are provided with comprehensive and adequate insurance coverage.

In this connection, the Bureau of Treasury together with the Department of Education will conduct an **Orientation Meetings on National Asset Registry and Government Property Insurance Pilot on July 10, 11, 24, 31 and August 7, 2018** (see attached Memorandum).

We are also inviting the Regional Engineers to attend these meetings. As such, we are requesting the Regional Directors and the ARMM DepEd Regional Secretary to kindly send their Regional Engineers in the orientation meetings.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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

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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: 9-1-14 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, School 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
2	IV-A, IV-B, V	July 11, 2018 (8:00 am - 5:00 pm)	Cabildo St. corner A. Soriano Ave. Intramuros, Manila
3	VI, VII, VIII	July 24, 2018	Ecotech, Cebu City
4	IX, X, XI, XII, CARAGA, ARMM	July 31, 2018	Davao RELC
5	I, II, III, CAR	August 7, 2018	La Union RELC

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