



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

July 17, 2024

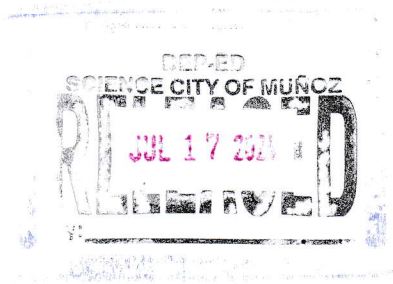
**SCHOOLS DIVISION MEMORANDUM**

No. 231, s. 2024


**SUBMISSION OF PROPERTY INVENTORY FORM**

To: All Public Elementary and Secondary School Heads  
School Property Custodians  
Administrative Officer II  
All Others Concerned

1. In relation to attached Regional Memorandum No. 512, s. 2024 dated July 16, 2024, and OUA Memorandum dated June 20, 2024 requiring the submission of duly accomplished Property Inventory Form (PIF) of all insurable properties of the Schools Division Offices and elementary and secondary schools (including Implementing Units) using the Property Inventory Form prescribed under COA Circular No. 2018-02 dated May 31, 2018.
2. All Public Elementary and Secondary Schoolheads in cooperation with all the School Property Custodians and Administrative Officer II are hereby instructed to submit hard copy of report on or before August 7, 2024 thru the SDO Records Section, and upload soft copy of report (excel format) thru the link: <https://drive.google.com/drive/folders/1owVS-PjCWmuNO6Vk7yllqwwG0Yu-Mh7A> , for consolidation.
3. A copy of PIF template, including the instructions in filling-up the form is attached to this Memorandum. An edible "Excel" template can also be accessed online through the link : <https://bit.ly/PIFTemplate1>.
4. Immediate and wide dissemination of this Memorandum is highly desired.



  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

WSV/Submission of Property Inventory Form  
004/July17,2024 



*Loyal, Excellent, Accountable and Dedicated to Service*  
Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008 Rev.06 (03.23.23)



Certificate No. 50500731 OM15

DEPARTMENT OF EDUCATION  
REGION III

PROPERTY INVENTORY FORM

As of \_\_\_\_\_

Name of Office/School: \_\_\_\_\_

Address: \_\_\_\_\_

Schools Division: \_\_\_\_\_

| Classification/Type<br>(1)   | Item Description<br>(2) | Nature of Occupancy<br>(schools, offices,<br>hospitals, etc.) <sup>1</sup><br>(3) | Location<br>(4) | Date Constructed/<br>Acquired/<br>Manufactured<br>(5) | Property No. / Other<br>References <sup>2</sup><br>(6) | Valuation   |   | Date of Appraisal<br>(9) | Remarks<br>(10) |
|--|-------------------------|---|-----------------|---|--|---|---|--------------------------|-----------------|
|  |                         |   |                 |   |  | Acquisition Cost/<br>Insurable Interest <sup>2</sup><br>(7) | Market Appraisal/<br>Insurable Interest <sup>2</sup><br>(8) |                          |                 |
| PART I - PROPERTY, PLANT AND EQUIPMENT, AND INVENTORIES<br><i>(Please enumerate with appropriate account classification)</i> |                         |   |                 |   |  |   |   |                          |                 |
| PART II - OTHER INSURABLE INTERESTS  |                         |   |                 |   |  |   |   |                          |                 |
| (a) Rights of Action   |                         |   |                 |   |  |   |   |                          |                 |
| (b) Other Insurable Interests  |                         |   |                 |   |  |   |   |                          |                 |
| PREPARED and CERTIFIED<br>CORRECT:   |                         |   |                 |   | APPROVED:  |   |   |                          |                 |
| _____  |                         |   | _____           |   | _____  |   |   | _____                    |                 |
| Head, Inventory Committee  |                         |   | Date            |   | Head of Agency   |   |   | Date                     |                 |

<sup>1</sup>For buildings and other structures, please indicate the nature or type of occupancy of the Government property whether schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and determining the amount of premium to be paid to the GSIS.

<sup>2</sup> For insurable interest other than Property.

**Annex A**  
**Instructions for filling up the PIF**

| Column | Description  |
|--------|--|
| 1      | <p><b>Classification</b></p> <p>This column shall contain the general/major classification of the property as it is classified in the financial statements. Example: Buildings, Machinery and Equipment, Motor Vehicle, etc.</p> <p>Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p><b>Type</b></p> <p>This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p>For both classification and type and its description, please refer to the Government Accounting Manual and Chart of Accounts for the general/major classification of property.</p> |
| 2      | <p><b>Item Description</b></p> <p>This column shall indicate a more specific and detailed information of the property, i.e. the brand or make, size/dimension of the property, capacity, etc. of the property.</p>   |
| 3      | <p><b>Nature of Occupancy</b></p> <p>This column is for buildings and other structures, which indicates the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.</p>  |
| 4      | <p><b>Location</b></p> <p>This column shall indicate where the property is located, installed or constructed. It shall indicate whether it is in the Central/Head or Regional Offices, Branches and Operating Units and their addresses.</p>   |
| 5      | <p><b>Date Constructed/Acquired/Manufactured</b></p> <p>Indicate in this column the date of construction/acquisition and manufacture of the property which is important for the determination of the depreciation, depreciated cost, and the insurable amount.</p>   |
| 6      | <p><b>Property No./Other Reference</b></p> <p><b>Property Number</b> indicated in this column pertains to the identifying number assigned by the Supply and/or Property Division/Unit corresponding to the RPCPPE, Acknowledgement Receipt of Equipment, Inventory Custodian Slip, Property Stickers, and other reference.</p> <p><b>Other Reference</b> shall be indicated in this column for insurable interests other than Property. It may refer to Contract Reference Number, Purchase Order Number and the like.</p>   |
| 7      | <p><b>Acquisition Cost/Insurable Interest</b></p> <p><b>Acquisition Cost/Insurable Interest</b> pertains to the cost/value as defined in Paragraph 4 hereof.</p>   |
| 8      | <p><b>Market/Appraisal/Insurable Interest</b> pertains to the cost/value as defined in Paragraph 4 hereof.</p>   |
| 9      | <p><b>Date of Appraisal</b></p>  |

**Annex A**  
**Instructions for filling up the PIF**

**Column**

**Description**

**10**

The date of the appraisal to be indicated in this column pertains to the date the appraisal was conducted by the in-house or independent appraiser pursuant to Paragraphs 1 and 5.1.b hereof.

**Remarks**

Indicate other information which are important for and will facilitate the determination of the depreciation, depreciated cost, and the insurable amount of the property and the amount of premium to be paid to the GSIS.



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

JUL 16 2024  
ESM...  
Regional Office

**REGIONAL MEMORANDUM**

No. 512, s. 2024

**SUBMISSION OF PROPERTY INVENTORY FORM**

TO : Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Please find attached copy of OUA Memorandum dated June 20, 2024 requiring the submission of duly accomplished Property Inventory Form (PIF) of all insurable properties of the Schools Division Offices and elementary and secondary schools (including Implementing Units) using the Property Inventory Form prescribed under COA Circular No. 2018-02 dated May 31, 2018.
2. A copy of the PIF template, including the instructions in filling-up the form is attached to this Memorandum. An editable 'Excel' template can also be accessed online through the link: **<https://bit.ly/PIFTemplate1>**.
3. The PIF reports of elementary and secondary schools (including implementing units) shall be consolidated at the SDO level before submitting to the Regional Office for further consolidation by the Asset Management Section.
4. To facilitate the consolidation process at the SDO, the editable 'Excel' file of the PIF reports of the schools shall be emailed to the SDO for consolidation, together with the scanned signed copy of the school report. Likewise, the editable 'Excel' file of the consolidated SDO report shall be emailed to the Regional Office for further consolidation, together with the 'Zipped' file of all the scanned signed PIF reports of schools.
5. The consolidated SDO reports shall be emailed to the Regional Office, Asset Management Section at email address: **[amu.ro3@deped.gov.ph](mailto:amu.ro3@deped.gov.ph)** not later than August 25, 2024. For this purpose, the SDO may prescribe the deadline of submission for their respective schools to meet this requirement.
6. It is noteworthy to mention that these PIF reports will be the basis in providing GSIS property insurance of school properties. Its implementation will resolve the perennial audit findings on the non-insurance of school buildings and other facilities.



**Address:** Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89  
**Email Address:** [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
**Website:** <https://region3.deped.gov.ph/>



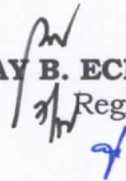
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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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7. The SDO is enjoined to disseminate this Memorandum to all elementary and secondary schools and monitor their compliance.
8. For information, guidance and strict compliance.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

/AO1  
July 11, 2024

To send feedback  
regarding any of  
our services,  
kindly scan the  
QR Code.



**Address:** Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89  
**Email Address:** region3@deped.gov.ph  
**Website:** <https://region3.deped.gov.ph/>



Certificate No. PHP QMS  
24 93 0181

DEPARTMENT OF EDUCATION  
 REGION III  
**PROPERTY INVENTORY FORM**

As of \_\_\_\_\_

Name of Office/School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Schools Division: \_\_\_\_\_

| Classification/Type<br>(1)  | Item Description<br>(2) | Nature of Occupancy<br>(schools, offices,<br>hospitals, etc.) <sup>1</sup><br>(3) | Location<br>(4) | Date Constructed/<br>Acquired/<br>Manufactured<br>(5) | Property No./ Other<br>References <sup>2</sup><br>(6) | Valuation   |   | Date of Appraisal<br>(9) | Remarks<br>(10) |               |
|---|-------------------------|---|-----------------|---|---|---|---|--------------------------|-----------------|---------------|
|   |                         |   |                 |   |   | Acquisition Cost/<br>Insurable Interest <sup>2</sup><br>(7) | Market Appraisal/<br>Insurable Interest <sup>2</sup><br>(8) |                          |                 |               |
| <b>PART I - PROPERTY, PLANT AND EQUIPMENT, AND INVENTORIES</b><br><i>(Please enumerate with appropriate account classification)</i> |                         |   |                 |   |   |   |   |                          |                 |               |
| <b>PART II - OTHER INSURABLE INTERESTS</b><br>(a) Rights of Action<br><br>(b) Other Insurable Interests                             |                         |   |                 |   |   |   |   |                          |                 |               |
| <b>PREPARED and CERTIFIED<br/>                     CORRECT:</b><br><br>_____<br>Head, Inventory Committee                           |                         |   |                 | _____<br>Date   |   | <b>APPROVED:</b><br><br>_____<br>Head of Agency             |   |                          |                 | _____<br>Date |

<sup>1</sup>For buildings and other structures, please indicate the nature or type of occupancy of the Government property whether schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and determining the amount of premium to be paid to the GSIS.

<sup>2</sup> For insurable interest other than Property.

**Annex A**  
**Instructions for filling up the PIF**

| <b>Column</b> | <b>Description</b>   |
|---------------|--|
| <b>1</b>      | <p><b>Classification</b></p> <p>This column shall contain the general/major classification of the property as it is classified in the financial statements. Example: Buildings, Machinery and Equipment, Motor Vehicle, etc.</p> <p>Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p><b>Type</b></p> <p>This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p>For both classification and type and its description, please refer to the Government Accounting Manual and Chart of Accounts for the general/major classification of property.</p> |
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| <b>3</b>      | <p><b>Nature of Occupancy</b></p> <p>This column is for buildings and other structures, which indicates the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.</p>  |
| <b>4</b>      | <p><b>Location</b></p> <p>This column shall indicate where the property is located, installed or constructed. It shall indicate whether it is in the Central/Head or Regional Offices, Branches and Operating Units and their addresses.</p>   |
| <b>5</b>      | <p><b>Date Constructed/Acquired/Manufactured</b></p> <p>Indicate in this column the date of construction/acquisition and manufacture of the property which is important for the determination of the depreciation, depreciated cost, and the insurable amount.</p>   |
| <b>6</b>      | <p><b>Property No./Other Reference</b></p> <p><b>Property Number</b> indicated in this column pertains to the identifying number assigned by the Supply and/or Property Division/Unit corresponding to the RPCPPE, Acknowledgement Receipt of Equipment, Inventory Custodian Slip, Property Stickers, and other reference.</p> <p><b>Other Reference</b> shall be indicated in this column for insurable interests other than Property. It may refer to Contract Reference Number, Purchase Order Number and the like.</p>   |
| <b>7</b>      | <p><b>Acquisition Cost/Insurable Interest</b></p> <p><b>Acquisition Cost/Insurable Interest</b> pertains to the cost/value as defined in Paragraph 4 hereof.</p>   |

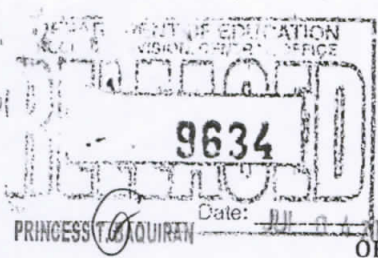


**Annex A**  
**Instructions for filling up the PIF**

| <b>Column</b> | <b>Description</b>   |
|---------------|--|
| <b>8</b>      | <b>Market/Appraisal/Insurable Interest</b> pertains to the cost/value as defined in Paragraph 4 hereof.  |
| <b>9</b>      | <b>Date of Appraisal</b><br><br>The date of the appraisal to be indicated in this column pertains to the date the appraisal was conducted by the in-house or independent appraiser pursuant to Paragraphs 1 and 5.1.b hereof.                    |
| <b>10</b>     | <b>Remarks</b><br><br>Indicate other information which are important for and will facilitate the determination of the depreciation, depreciated cost, and the insurable amount of the property and the amount of premium to be paid to the GSIS. |

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Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

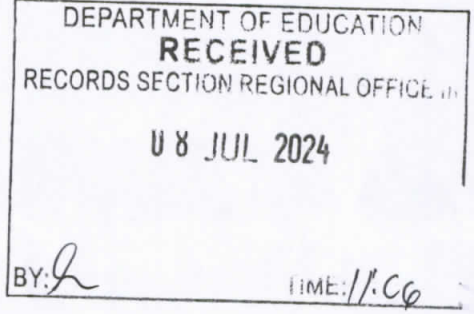
FOR : **Regional Directors**

FROM : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**ATTY. REYSIE A. ESCOBEDO**  
Undersecretary for Operations

SUBJECT : **Submission of Property Inventory Form**

DATE : June 20, 2024



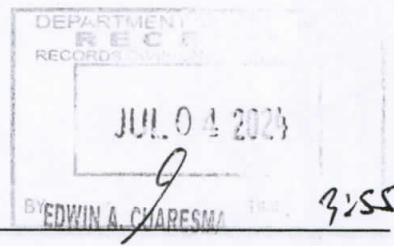
This has reference to the Commission on Audit (COA) Circular Number 2018-002 dated May 31, 2028, titled "Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage over all insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System." Attached is a copy of the said COA Circular which may also be accessed through the link below:

<https://bit.ly/3VxIuoN>

The Asset Management Division will consolidate the **Property Insurance Form** of all **insurable properties and other assets** of the Department of Education for submission to the Commission. In this light, we hope to receive the **property insurance form** of each **Regional Office, Schools Division Office, Public Schools** and other non-school properties of DepEd through the **Regional Office**. The scanned copies along with the editable excel file, should be transmitted to the email address **as.amd@deped.gov.ph** **on or before 30 August 2024** with the subject **[insert regional office] Submission of PIF**. The **hard copies** should reach the DepEd Central Office **on or before 16 September 2024**.

For any further queries, your staff may contact Mr. Albert C. Alano at telephone number (02) 8635-0551 or via email at [albert.alano@deped.gov.ph](mailto:albert.alano@deped.gov.ph) and [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph).

Thank you.



DepEd Philippines

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 8638-1780; Email: [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph)  
@depedphilippines @DepEd\_PH www.deped.gov.ph



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City, Philippines

**CIRCULAR**

No. : 2018-002  
Date : MAY 31 2018

**TO** : All Heads of Departments, Agencies, Bureaus, Commissions, Boards and Offices of the National Government; State Universities and Colleges; Government-Owned or Controlled Corporations; Local Government Units; Commission on Audit Directors, Supervising Auditors and Audit Team Leaders of the National, Local, and Corporate Government Sectors; and All Others Concerned

**SUBJECT** : Guidelines prescribing the submission of the **Property Inventory Form** as basis for 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

**1.0 Rationale**

Republic Act (RA) No. 656, otherwise known as the Property Insurance Law, as amended by Presidential Decree (PD) No. 245, requires all government agencies (except municipal governments below first class category) to insure against any insurable risk their properties, assets, and interests with the General Insurance Fund (GIF), as administered by the Government Service Insurance System (GSIS).

It has come to the attention of this Commission that there are still properties owned by government agencies and their subsidiaries which are not insured with the GIF; or which are insured with private insurance companies or which, while covered by the GIF, are not insured adequately.

The non-compliance with the requirement denies the government adequate and reliable protection against any damage to or loss of its properties or assets and interests due to fire, earthquake, storm, or other fortuitous events/casualty. It also deprives the GSIS of substantial premium income that should have formed part of the GIF.

To enable the GIF to deliver the mandated services, it is necessary for the GSIS to obtain complete information on the inventory of assets and properties of all government agencies, including the latest appraised/market values determined by a third party or in-house appraiser in compliance with the accounting and other valuation standards adopted by the concerned agency.

**2.0 Purpose**

This Circular is being issued to assist in the implementation of the provisions of RA No. 656, as amended, on the insurance and bonding of risks on insurable government assets and properties with the GIF.

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### 3.0 Coverage

This Circular shall cover all insurable government assets and other assets such as contracts, rights of action, and other insurable risks of government agencies, departments, bureaus, boards, commissions, state universities and colleges, local government units, government-owned or controlled corporations and their subsidiaries/affiliates, including all others in which these agencies or offices have an insurable risk or an insurable interest, such as but not limited to, loss or damage of the government assets.

It is only when such property or part thereof are not acceptable to the GIF that these may be insured with a private insurance company<sup>1</sup> at a cost most advantageous to the government, subject to the applicable provisions of the Revised Implementing Rules and Regulations of RA No. 9184 or the Government Procurement Reform Act.

Properties or assets, contracts or agreements, causes or rights of action, or other insurable interests of the Armed Forces of the Philippines, shall be bound by this Circular to the extent that they are acceptable to the GIF.<sup>2</sup>

### 4.0 Definition

For purposes of this Circular, the following terms are defined as follows:

- 4.1 **Property** includes vessels and craft, motor vehicles, machineries, permanent buildings, properties stored therein (i.e. furniture, fixtures, equipment, supplies and materials, etc.) or in buildings rented by the government, or properties in transit, the ownership of which had already passed to the government.
- 4.2 **Insurable Interests**, as defined in RA No. 10607 (PD No. 612, as amended), otherwise known as the Insurance Code, and Administrative Order No. 33 mean every interest in property, whether real or personal, or any relation, thereto, or liability in respect thereof, of such nature that a contemplated peril might directly damnify the insured.
- 4.3 **Insurable Value** refers to replacement cost or actual cash value of a building for which standard insurance policies provide indemnity cover. Insurable value is less than the appraised or market value of the property because it excludes the value of land on which the building stands. The formula for computing the insurable value is usually stated in the valuation clause of a policy document.
- 4.4 **Market Value** refers to the estimated amount for which an asset should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, where the parties had each acted knowledgeably, prudently, and without compulsion.
- 4.5 **Appraised Value** is an appraiser's opinion of the current worth of a property based on factors such as area, location, improvements, and amenities.

<sup>1</sup> As provided by Republic Act No. 656

<sup>2</sup> Pursuant to Commission on Audit Decision No. 2016-290 dated October 19, 2016

4.6 **Acquisition Cost** is the amount paid or value given up to acquire a government asset.

## 5.0 Guidelines

5.1 Heads of government agencies shall direct the pertinent official under his/her supervision to:

- a. Secure directly from the GSIS GIF, all insurances or bonds covering properties, contracts, rights of action, and other insurable risks of their respective offices;
- b. Prepare the Property Inventory Form (PIF) listing of all the insurable properties and other assets, showing their latest appraised values/valuation, appraisal date, location, and other information (Annex A);
- c. Extract from the Report on the Physical Count of Property, Plant and Equipment, as well as from the Report on the Physical Count of Inventories, prepared in accordance with the provisions of the Government Accounting Manual, the data for the PIF pertaining to the insurable assets and interest of the government (excluding impaired properties for disposal);
- d. Cause the appraisal of the insurable properties and other assets of their respective offices. For this purpose, an in-house appraisal shall be sufficient if the property or insurable interest has a value of P10 million and below. Otherwise, an independent appraisal shall be necessary;
- e. Submit the consolidated PIF to the Supervising Auditor /Audit Team Leader and the GIF, GSIS, not later than April 30 of each year;
- f. Include in the agency annual budget the amount of premiums for the general insurance covering all insurable properties and other assets and ensure its payment to the GSIS; and
- g. Ensure centralized payment of insurance premiums of all assets/property, whether located in the Central/Head Office (C/HO) or Regional/District Offices, Branches and/or Operating Units (R/DOs/Bs/OUTs) in order to avoid double payment. The Head of the agency shall issue specific guidelines/instructions to the R/DOs/Bs/OUTs to submit their respective accurate and updated PIF for consolidation at the C/HO.

5.2 ~~It~~ shall be the responsibility of the officials of the GIF to validate/review the accuracy of the valuation of the properties reported in the PIF.

5.3 The Head of Agency, Accountant, Property Officer, Administrative Officer, Cashier, Treasurer, or any government official of the National Government Agencies/Local Government Units/Government-Owned or Controlled Corporations, who are responsible for the payment of the premiums prescribed, who refuses or habitually neglects to comply within the time

prescribed, shall be held liable for the payment of said premiums and shall pay to GSIS a fine of two per centum (2%) per month of said premiums from their due dates until received by the GIF, as provided for under Section 6(b) of RA No. 656.


- 5.4 Likewise, the GSIS General Insurance Group officials and employees who neglected and failed to collect or accept payments of the said premiums or issue receipt therefor shall be liable for the said premiums and the penalty prescribed herein.
- 5.5 Failure on the part of the agency officials concerned and the GSIS to submit and receive, respectively, the documents and reports mentioned herein, as well as failure of the GSIS underwriting officials to assess the premium due within the timeframe herein prescribed, shall automatically cause the suspension of the payment of their salaries until they shall have complied with the requirements of RA No. 656 and its Implementing Rules and Regulations, as well as the provisions of this Circular.
- 5.6 No appropriation authorized in the General Appropriations Act shall be available to pay the salary of any official or employee who violates the provisions of this Circular, without prejudice to any disciplinary action that may be instituted against such official or employee.

#### 6.0 Repealing Clause

All circulars, memoranda, and other issuances inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

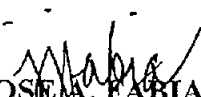
#### 7.0 Effectivity

This Circular shall take effect after fifteen (15) days upon publication in a newspaper of general circulation.

 COMMISSION ON AUDIT  
OFFICE OF THE COMMISSION SECRETARIAT



  
**MICHAEL G. AGUINALDO**  
Chairperson

  
**JOSE A. FABIA**  
Commissioner

**NAME OF AGENCY**  
 Address of Agency  
**PROPERTY INVENTORY FORM**  
 As of \_\_\_\_\_

Name of Office \_\_\_\_\_  
 Address \_\_\_\_\_  
 Region \_\_\_\_\_

| Classification/Type<br><br>(1)                                    | Item Description<br><br>(2)            | Nature of Occupancy (schools, offices, hospital, etc.) <sup>1</sup><br><br>(3) | Location<br><br>(4) | Date Constructed/ Acquired/ Manufactured<br><br>(5) | Property No./ Other Reference <sup>2</sup><br><br>(6) | Valuation  |   | Date of Appraisal<br><br>(9) | Remarks<br><br>(10) |
|---|--|--|---------------------|---|---|--|---|------------------------------|---------------------|
|   |  |  |                     |   |   | Acquisition Cost/ Insurable Interest <sup>2</sup><br><br>(7) | Market/ Appraisal/ Insurable Interest <sup>2</sup><br><br>(8) |                              |                     |
| <b>PART I – PROPERTY, PLANT AND EQUIPMENT, AND INVENTORIES</b>    |  |  |                     |   |   |  |   |                              |                     |
| <i>(Please enumerate with appropriate account classification)</i> |  |  |                     |   |   |  |   |                              |                     |
|   |  |  |                     |   |   |  |   |                              |                     |
| <b>PART II – OTHER INSURABLE INTERESTS</b>                        |  |  |                     |   |   |  |   |                              |                     |
| <b>(a) Rights of Action</b>                                       |  |  |                     |   |   |  |   |                              |                     |
|   |  |  |                     |   |   |  |   |                              |                     |
|   |  |  |                     |   |   |  |   |                              |                     |
| <b>(b) Other Insurable Interests</b>                              |  |  |                     |   |   |  |   |                              |                     |
|   |  |  |                     |   |   |  |   |                              |                     |
|   |  |  |                     |   |   |  |   |                              |                     |
|   | <b>PREPARED and CERTIFIED CORRECT:</b> |  |                     |   | <b>APPROVED:</b>                                      |  |   |                              |                     |
|   | _____<br>Head, Inventory Committee     | _____<br>Date  |                     |   |   | _____<br>Head of Agency                                      | _____<br>Date   |                              |                     |

<sup>1</sup> For buildings and other structures, please indicate the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.

<sup>2</sup> For insurable interests cite the Project.

**Annex A**  
**Instructions for filling up the PIF**

| <b>Column</b> | <b>Description</b>   |
|---------------|--|
| 1             | <p><b>Classification</b></p> <p>This column shall contain the general/major classification of the property as it is classified in the financial statements. Example: Buildings, Machinery and Equipment; Motor Vehicle, etc.</p> <p>Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p><b>Type</b></p> <p>This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p>For both classification and type and its description, please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> |
| 2             | <p><b>Item Description</b></p> <p>This column shall indicate a more specific and detailed information of the property, i.e. the brand or make, size/dimension of the property, capacity, etc. of the property.</p>   |
| 3             | <p><b>Nature of Occupancy</b></p> <p>This column is for buildings and other structures, which indicates the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.</p>  |
| 4             | <p><b>Location</b></p> <p>This column shall indicate where the property is located, installed or constructed. It shall indicate the whether it is in the Central/Head or Regional Offices, Branches and Operating units and their addresses.</p>   |
| 5             | <p><b>Date Constructed/ Acquired/Manufactured</b></p> <p>Indicate in this column the date of construction/acquisition and manufacture of the property which is important for the determination of the depreciation, depreciated cost, and the insurable amount.</p>  |
| 6             | <p><b>Property No./Other Reference</b></p> <p><b>Property Number</b> indicated in this column pertains to the identifying number assigned by the Supply and/or Property Division/Unit corresponding to the RPCPPE, Acknowledgement Receipt of Equipment, Inventory Custodian Slip, Property Stickers, and other reference.</p>   |

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**Column**

**Description**

**Other Reference** shall be indicated in this column for insurable interests other than Property. It may refer to Contract Reference Number, Purchase Order Number and the like.

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**Acquisition Cost/Insurable Interest**

**Acquisition Cost/ Insurable Interest** pertains to the cost/value as defined in Paragraph 4 hereof.

8

**Market/Appraisal/ Insurable Interest** pertains to the cost/value as defined in Paragraph 4 hereof

9

**Date of Appraisal**

The date of the appraisal to be indicated in this column pertains to the date the appraisal was conducted by the in-house or independent appraiser pursuant to Paragraphs 1 and 5.1.b hereof.

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**Remarks**

Indicate other information which are important for and will facilitate the determination of the depreciation, depreciated cost, and the insurable amount of the property and the amount of premium to be paid to the GSIS .

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