



DM 2020-11-432
DIVISION OF MALAYBALAY CITY
NOT RELEASED
NOV 4 2020 1:45
BY: [Signature]

Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM
No. 432, s. 2020

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Elementary and Secondary School Head
All Others Concerned**

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

Date: November 4, 2020

Re: INSURANCE OF BUILDINGS AND EQUIPMENT IN SCHOOLS

1. Administrative Order No. 33 issued by former President Corazon C. Aquino in 1987, requires all Departments to insure their physical assets with GSIS against calamities.
2. In this regard, the Office requires all School Heads to facilitate processing of application of insurance on all insurable properties in their respective schools. Forms can be photocopied from the Property Unit.
3. Queries relative to this can be relayed to Darvy C. Dagumol, Administrative Officer IV, Property and Supply Unit thru 0935-775-3812.

Copy furnished:
Records Unit
Property and Supply Unit

TO BE POSTED IN THE DIVISION WEBSITE

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