



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM -2021 -04 -193
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: APR 16 2021 TIME: 9:36 AM
BY: [Signature]

DIVISION MEMORANDUM

No. 193, s. 2021

TO: **Elementary and Secondary School Heads
School Property Custodians
All others concerned**

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

Date: April 15, 2021

Re: **INSURANCE OF SCHOOL BUILDINGS AND EQUIPMENT**

1. In compliance to **COMMISSION ON AUDIT CIRCULAR NO. 79-112 August 30, 1979**, all school heads are directed to insure school properties with the GSIS.
2. New buildings specially those where IT equipment are contained should be insured by complying the following requirements:
 - 2.1 Photo of the building
 - 2.2 List of equipment contained in the building
 - 2.3 Photos of equipment inside the building
 - 2.4 Updated Tax Declaration of the land where the building is situated
 - 2.5 GSIS Application for Property Insurance
3. Queries may be addressed to Darvy C. Dagumol of the Property Unit –
Cellphone # 09267753812.

Copy furnished:

Records Unit
Property Unit

TO BE POSTED IN THE DIVISION WEBSITE



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