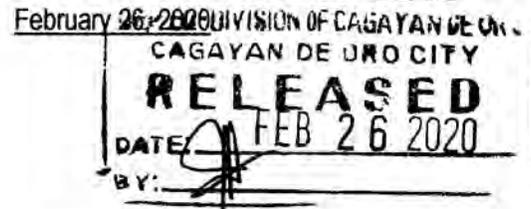




Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY

Division Memorandum
No. 141 s.,2020



SUBMISSION OF PROPERTY AND BUILDING INSURANCE DATA

TO : Elementary and Secondary School Heads
Elementary and Secondary School Property Custodians
This Division

1. The field is hereby directed to submit data on School Property and Building insured to Government Service Insurance System (GSIS). The data will be consolidated by the Supply Office for submission to Commission on Audit (COA) Office.
2. Please use the attached sample template for the required data.
3. The concerned School Heads and School Property Custodians are advised to submit the said report on or before **February 27, 2020** through the Division Supply Office.

Soft Copy (Excel File) to: supplyoffice.divisionofcdo@gmail.com

Hard Copy to: **Laverne L. Mercado**
Administrative Officer IV- Supply Officer

4. For your guidance and strict compliance.

CHERRY MAE L. LIMBACO
Schools Division Superintendent



Address: Fr. William Masterson, SJ. Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (088)-8550048

INFORMATION OF SCHOOL PROPERTY AND BUILDING INSURANCE

No.	Name of School	No. of Building Insured	Amount/ Face Value of Building Insured	Amount/ Face Value of Contents Insured	Amount Paid on GSIS Insurance of Building and Contents	Amount/ Face Value of Floater Accounts	Amount Paid of GSIS Insurance of Floater Accounts	Expiry Date (Insurance)

Prepared by:

School Property Custodian

Noted :

School Head