



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF TAGUM CITY

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM

No. 576, s. 2020

To: **ALL PUBLIC ELEMENTARY AND SECONDARY  
SCHOOL HEADS**

**SUBMISSION OF DATA FOR SCHOOL BUILDINGS**

In order to have an updated consolidated information as regards public school buildings, all elementary and secondary school heads and their respective property custodians are hereby requested to fill out the attached **Property Insurance Application** from GSIS Tagum and submit the following documents to the Division Property and Supply Section:

1. **Inventory List per Building** (all properties and equipment situated/installed within the building), approved by the school head.
2. **Site Development Plan** per building

For each building, one property insurance application with corresponding attachments shall be submitted. Hence, if the school has three school buildings, then three separate sets of insurance application, inventory list and development plan shall be submitted.

Further, the following additional information shall also be provided in the form: **1. Year the building was constructed in/transferred/donated to the school, 2. Builder/donor of the building (e.g DPWH, LGU Tagum or Security Bank, etc.)** Soft copy of the Property Insurance Application shall be provided in the Facebook group chat of property custodians and school heads.

Deadline of submission is on **December 04, 2020**.

For information and strict compliance.

**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

DEPARTMENT OF EDUCATION  
DIVISION OF TAGUM CITY  
RECORDS SECTION

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