



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

April 13, 2026

DIVISION MEMORANDUM
NO. 139 s. 2026

SUBMISSION OF PROPERTY INVENTORY FORM (PIF)

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors/OIC-PSDSs
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. This refers to the Memorandum OM-ADMIN-2026-326 issued by the Office of the Undersecretary for Administration requiring the submission of PIF covering all insurable properties and other assets of the Department of Education pursuant to COA Circular Number 2018-002.
2. The following files may be accessed through this link: bit.ly/3VxJuoN
 - a. DepEd CO memorandum on the submission of PIF,
 - b. COA Circular Number 2018-002,
 - c. Instruction guides on the submission of PIF,
 - d. Excel file of PIF template, and
 - e. PIF submission link.
3. Provided hereunder are the authorized signatories at the school level:

Prepared and Certified Correct By	Approved By
Designated School Property Custodian Administrative Officer II	Principal/School Head

4. All School Heads are instructed to ensure accurate and updated data entry in the PIF, and submit to the Division Office both signed and soft copies **on or before April 17, 2026** to give ample time for the validation,



Belogo Sports Complex, Belogo, Sorsogon City, Sorsogon 4700
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consolidation, and submission to the Regional Office. The accomplished excel file should be emailed to sdosor.supply1@gmail.com

5. For immediate dissemination and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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