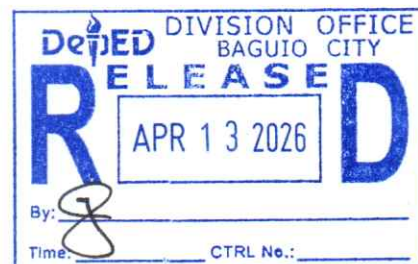




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



April 8, 2026

DIVISION MEMORANDUM

No. **238-2026**

SUBMISSION OF FY 2026 SCHOOL PROPERTY INVENTORY FORM (PIF)

To: All Public Schools Heads
 School Administrative Officer II
 School Property Custodian
 Others Concerned

1. In reference to Memorandum OM-ADMIN-2026-326, dated March 23, 2026 on the Submission of Property Inventory Form (PIF), issued by the Department of Education (DepEd) Central Office and in line with COA Circular No. 2018-002 dated May 31, 2018, **all public schools are directed to submit the Property Inventory Form (PIF).**
2. The PIF shall cover all insurable DepEd properties and shall serve as the basis for consolidation to COA and for insurance coverage. All schools shall prepare and submit their respective **PIFs for Fiscal Year 2026**, covering:
 - a. Property, Plant, and Equipment (PPE) with acquisition cost above PhP 50,000.00;
 - b. Information and Communications Technology (ICT) equipment, **limited to desktop and laptop computers** (semi-expendable properties); and
 - c. School buildings.
3. The duly accomplished, signed and approved PIF (scanned PDF copy), together with its excel version, must be submitted on or before **April 20, 2026**. The PIF must be certified correct by the Property Custodian/Administrative Officer II and approved by the School Principal. The links for accessing the PIF template and submission are as follows:
 - a. PIF template- <http://tiny.cc/schoolPIFtemplate>
 - b. Excel Format and Scanned approved and signed PIF form - <http://tiny.cc/SubmitPIF>
 - c. Checklist for school compliance and submission - <http://tiny.cc/PIFSubmitChecklist>
4. All submissions are subject to SDO consolidation and validation prior to submission to the Central Office.
5. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

For the Schools Division Superintendent

SAMUEL T. EGSAEN JR. EdD, CESO VI
 Assistant Schools Division Superintendent

OSDS/SPMU-vgc



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



<https://depedpines.com>