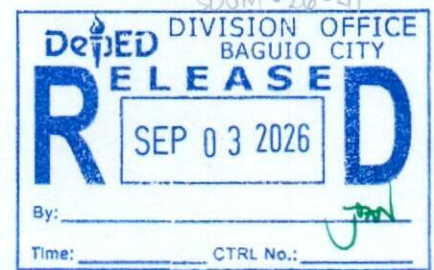




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



September 3, 2026

DIVISION MEMORANDUM

No. **576-2026**

**URGENT SUBMISSION OF SCHOOL DOCUMENTARY REQUIREMENTS FOR FY
2025 NATIONAL INDEMNITY INSURANCE PROGRAM (NIIP) CLAIMS**

To: Public Schools District Supervisors
Public School Heads
School Administrative Officers
Others Concerned

1. In reference to DepEd Memorandum OUF-2026-1990 dated August 28, 2026, entitled, "*Reiteration of the Submission of Documentary Requirements for the Processing of Claims for FY 2025 National Indemnity Program*," all schools with existing FY 2025 NIIP claims for calamity-damaged school buildings are directed to complete and submit the following requirements for each affected school:

a. Clear photographs showing the extent and nature of the damage with proper file name (ex. CAR_BAGUIO_CITY_SCHOOL ID_NAME OF SCHOOL), to be uploaded through the link <https://tinyurl.com/mry2xpsw> ;

b. Program of Work (POW) and/or Detailed Repair Estimate with proper file name (ex. CAR_BAGUIO_CITY_SCHOOL ID_NAME OF SCHOOL) through the link <https://tinyurl.com/33wxdw67> ;

c. Floor Plan of the affected structure/s with proper file name (ex. CAR_BAGUIO_CITY_SCHOOL ID_NAME OF SCHOOL), to be uploaded through the link <https://tinyurl.com/5n6c3zrz> ;and,

d. Directory of NIIP Contact Persons per School, to be accomplished through the link <https://tinyurl.com/3w8ha436>

2. **All required documents must be completed and submitted through the provided links on or before September 6, 2026** for consolidation and submission by the Supply and Property Management Unit (SPMU) to the higher office on September 7, 2026.

3. For reference and guidance, all concerned schools are advised to **refer to the attached list of schools** with existing FY 2025 NIIP claims and the corresponding details of their claims. Failure to submit the complete requirements within the prescribed deadline shall be considered non-compliance and shall constitute a waiver of the corresponding claim for further evaluation and endorsement to the GSIS and other concerned agencies.

4. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU-vgc

Enclosure A

Region	Division	School ID	School Name	Photos	POW	Floor Plan	Status	Calamity
CAR	APAYAO	135364	Imelda ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136403	Mabini Elementary School	☒	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305277	Roxas National High School	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136397	Pinsao ES	☐	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	136387	Quezon Hill NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	305279	Santo Tomas NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	136415	Manuel A. Roxas Elementary School	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	305271	Bakakeng NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	305283	Magsaysay NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	136380	Adiwang Integrated School	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136413	Loakan ES	☐	☒	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136389	San Carlos Heights ES	☐	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	319302	Dominican-Mirador NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	305286	Pinget NHS	☒	☒	☒	Completed	TY Crising, Dante and E...

Region	Division	School ID	School Name	Photos	POW	Floor Plan	Status	Calamity
CAR	Baguio City	136396	Pinget ES	☐	☒	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136384	Dontogan ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305280	Irisan NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	305269	Baguio City National High School	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	319304	Hillside NHS	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	221505	Irisan Elementary School	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	340055	Baguio City Science NHS	☐	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	136382	Baguio Central School	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305275	Mil-an NHS	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305284	Joaquin Smith National High School	☒	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136386	Pacday Quinio ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136408	Dona Aurora H. Bueno ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136398	Quirino Hill ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305274	Lindawan National High School	☒	☐	☒	Incomplete	TY Crising, Dante and E... TY Nando
CAR	Baguio City	136412	Lindawan ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305272	Fort Del Pilar NHS	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136392	Alfonso Tabora Elementary School	☒	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	131311	Jose P. Laurel Elementary School	☐	☐	☒	Incomplete	TY Crising, Dante and E...

Region	Division	School ID	School Name	Photos	POW	Floor Plan	Status	Calamity
CAR	Baguio City	131311	Jose P. Laurel Elementary School	☐	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	221503	Springhills ES	☒	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	305285	Pinsao NHS	☒	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136394	Lucban IS	☒	☐	☒	Incomplete	TY Crising, Dante and E...
CAR	Baguio City	136402	Gibraltar ES	☐	☐	☒	Incomplete	TY Crising, Dante and E...