



**RECEIVED**  
14 APR 2026

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

CTRL No.: 2026-04-189

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

April 13, 2026

DIVISION MEMORANDUM  
No. 189 s. 2026

**SUBMISSION OF PROPERTY INVENTORY FORM (PIF)**

TO: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
OIC-Public Schools Division Supervisors  
Elementary and Secondary School Heads  
School Property Custodian  
All Others concerned

1. Per Memorandum OM-ADMIN-2026-326, titled Submission of Property Inventory Form (PIF) dated March 23, 2026 the Department of Education, through the Asset Management Division is requiring the submission of the Property Inventory Form (PIF) covering all insurable properties and other assets of the Department.
2. For FY 2026 submission, the list of items shall be limited to all Property, Plant, and Equipment (PPE) items (with an acquisition cost above Php 50,000.00) and all information and Communications Technology equipment.
3. In this regard, this Office requests all School Property Custodians to submit the accomplished PIF in excel file (editable) and signed PIF in PDF Format at the Property and Supply Office not later than **April 22, 2026**.
4. The template for the property inventory Form (PIF) may be accessed through this link: <https://bit.ly/3VxluoN>.
5. For inquiries and clarifications, please contact Joy M. Ibias, Division Supply Officer at [joy.ibias@deped.gov.ph](mailto:joy.ibias@deped.gov.ph).
6. For immediate dissemination and strict compliance.

for.  
**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
OIC-Schools Division Superintendent



**IRIGA  
SPRINGS**

Sa Serbisyo ng Tapat at Maagap,  
Edukasyon ay Dekalidad!

Sto. Domingo, Lungsod Iriga  
[iriga.city@deped.gov.ph](mailto:iriga.city@deped.gov.ph)