



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

2601-124

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 3 s, 2026

REITERATION OF REQUEST FOR THE PHOTOS, PROGRAMS OF WORK/REPAIR ESTIMATE, AND FLOOR PLAN OF THE SCHOOLS COVERED UNDER THE NATIONAL INDEMNITY INSURANCE PROGRAM THAT SUSTAINED DAMAGE FROM THE CALAMITIES THAT OCCURRED IN 2025

To: CES, SGOD
 Public School Heads
 All Others Concerned

1. The Office of the Undersecretary for Finance reiterates the submission of program of works/repair estimates and floor plants for NIIP-covered schools damaged by calamities that occurred in 2025.
2. The following documentary requirements must be uploaded on the designated repository on or before January 12, 2026:
 - a. Photographs of damaged buildings
 - b. Program of Work/Repair Estimate
 - c. Floor Plan
3. The list of schools covered under the NIIP can be accessed through the link: <https://tinyurl.com/3ea46zev>
4. The repository for uploading documentary requirements can be accessed through: <https://tinyurl.com/NIIP2025DocReqs>
5. The official list of schools that are covered under NIIP can be accessed at: <https://tinyurl.com/NIIP2025List>
6. Submit a copy of the documentary requirements to the School Governance and Operations Division, through the Records Unit, on or before January 12, 2026.
7. For immediate dissemination and strict compliance.

VILMA D. EDA, CESO V
 Schools Division Superintendent

SCHOOLS DIVISION OFFICE
 DEPED VIGAN CITY
 06 JAN 2026
RELEASED
 BY: _____



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REITERATION OF REQUEST FOR THE PHOTOS, PROGRAM OF WORK/REPAIR ESTIMATE, AND FLOOR PLAN OF THE SCHOOLS COVERED UNDER THE NATIONAL INDEMNITY INSURANCE PROGRAM THAT SUSTAINED DAMAGE FROM THE CALAMITIES THAT OCCURRED IN 2025

From Office of the Assistant Secretary for Finance <asec.finance@deped.gov.ph>

Date Fri 26/12/2025 17:14

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>

Cc Education Program Management Office <epmo@deped.gov.ph>; Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@deped.gov.ph>; Asec Finance <asec.finance@deped.gov.ph>

 1 attachment (469 KB)

OASF MEMO [OASF-2025-1052] MEMO TO ROS RE SUBMISSION OF NIIP DOCS.pdf;

You don't often get email from asec.finance@deped.gov.ph. [Learn why this is important](#)

Greetings from the **Office of the Assistant Secretary for Finance!**

Dear all,

This refers to Memorandum EPMO-2025-0730, dated November 18, 2025, addressed to the Education Facilities Division (EFD) regarding the submission of programs of work/repair estimates and floor Plans for NIIP-covered schools damaged by the calamities that occurred in 2025.

In line with this, this Office reiterates the need to submit the following documentary requirements in support of claims filed under the National Indemnity Insurance Program (NIIP) 2025:

1. Photographs of the damaged school buildings
2. Program of Work/Repair Estimate
3. Floor Plan

To ensure proper consolidation and timely endorsement to the Bureau of the Treasury (BTr) and the Government Service Insurance System (GSIS), kindly submit the above documents for all affected school buildings and upload them to the designated repository **on or before January 12, 2026**.

Please refer to the links below for the list of affected schools and the designated repository for the documentary requirements:

List of Schools covered under NIIP that were damaged by calamities that occurred in 2025	https://tinyurl.com/3ea46zev
Repository for uploading documentary requirements	https://tinyurl.com/NIIP2025DocReqs
Official list of schools that are covered under NIIP	https://tinyurl.com/NIIP2025List

Please be advised that failure to submit the requested documentary requirements within the prescribed deadline may result in GSIS denying the insurance claims for the affected school buildings.

Thank you for your continued support of the NIIP.

Regards,

Office of the Assistant Secretary for Finance

1/F Alonzo Building, DepED Complex, Meralco Ave., Pasig City

17/F Techzone Building, Sen. Gil Puyat Ave., Makati City

Email Address: asec.finance@deped.gov.ph



DepED
Department of Education



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Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
DACF - 2025-1052

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS (SDS)
 NIIP FOCALS AND ALTERNATE FOCALS

FROM : *[Signature]*
 ATTY. EDSON BYRON K. SY
 Assistant Secretary for Finance
 Officer-in-Charge
 Office of the Undersecretary for Finance

SUBJECT : REITERATION OF REQUEST FOR THE PHOTOS, PROGRAM OF
 WORK/REPAIR ESTIMATE, AND FLOOR PLAN OF THE
 SCHOOLS COVERED UNDER THE NATIONAL INDEMNITY
 INSURANCE PROGRAM THAT SUSTAINED DAMAGE FROM THE
 CALAMITIES THAT OCCURRED IN 2025

DATE : December 23, 2025

This refers to Memorandum EPMO-2025-0730, dated November 18, 2025, addressed to the Education Facilities Division (EFD) regarding the submission of programs of work/repair estimates and floor Plans for NIIP-covered schools damaged by the calamities that occurred in 2025.

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Please refer to the links below for the list of affected schools and the designated repository for the documentary requirements:

List of Schools covered under NIIP that were damaged by calamities that occurred in 2025

<https://tinyurl.com/3ea46zcv>



Repository for uploading documentary requirements	https://tinyurl.com/NIIP2025DocReqs
Official list of schools that are covered under NIIP	https://tinyurl.com/NIIP2025List

Please be advised that failure to submit the requested documentary requirements within the prescribed deadline may result in GSIS denying the insurance claims for the affected school buildings.

Thank you for your continued support of the NIIP.