



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

3160

March 27, 2026

REGIONAL MEMORANDUM

No. **393** s. 2026

**SUBMISSION OF STATUS UPDATE ON DIVISION
OFFICE BUILDING INSURANCE**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Administrative Division – General Services Unit, requires the submission of the latest status of the Division Office Building Insurance on or before April 3, 2026, to ensure timely consolidation and appropriate action.
2. This initiative aims to facilitate the preparation and submission of a funding request to the Central Office (CO) for the renewal or application of building insurance.
3. All concerned offices are directed to provide the necessary information through this link <https://forms.gle/zoVugh9No6rHjbps6>.
4. For compliance.

for!

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director

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Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

BUILDING INSURANCE

FUNDS



GSU-ATR