



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-1208

To : **SCHOOLS DIVISION SUPERINTENDENTS**

From : **JOCELYN DR ANDAYA**
Director IV

Subject : **COMPLETION OF DOCUMENTARY REQUIREMENTS FOR THE SUBMISSION OF CLAIMS UNDER THE NATIONAL INDEMNITY INSURANCE PROGRAM**

Date : October 14, 2024

- Attached is DepEd Memorandum OUF-2024-777 re: Completion of Documentary Requirements for the Submission of Claims Under the National Indemnity Insurance Program, the contents of which are self-explanatory, for your information and appropriate action.
- Attention is particularly invited to paragraphs 2, 3 and Annex A of the aforesaid Memorandum.
- Immediate dissemination of this Memorandum is desired.

essd/lito/24



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

MEMORANDUM
OUF-2024 - 777

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

 Digitally signed by Sevilla
Annalyn Macam
Date: 2024.09.25 15:32:39
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FROM : ANNALYN M. SEVILLA
Undersecretary

SUBJECT : COMPLETION OF DOCUMENTARY REQUIREMENTS FOR THE
SUBMISSION OF CLAIMS UNDER THE NATIONAL INDEMNITY
INSURANCE PROGRAM

DATE : SEPTEMBER 24, 2024

This refers to the completion of documentary requirements for the submission of claims under the National Indemnity Insurance Program for schools damaged by Typhoons Aghon and Carina.

To facilitate submission to the Bureau of Treasury and the Government Service Insurance System, certain provisions of OUF Memorandum 2024-0552 (Interim Guidelines on the Submission of Claims Under the National Indemnity Insurance Program) are hereby amended.

- 1) Submission of the School Division Superintendent to the **Education Facilities Division and Disaster Risk Reduction Management Service (DRRMS)** of the following documents:

Documents	Email
Vetted Radar with properly labeled photos/ videos of the damaged infrastructure facilities	Disaster Risk Reduction Management Service (DRRMS) - drmo@deped.gov.ph
As Built Plans Program of Works signed by Division Engineer	Educational Facilities Division efd@deped.gov.ph

It is necessary for the EFD and DRRMS to be furnished with copies of the documents for monitoring. Subsequently, this Office, through the Education Programs Management Office, shall consolidate all submitted documentary



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requirements for the centralized submission of notices of claims to the Bureau of Treasury.

- 2) Regarding the submission of documentary requirements by field offices directly to the regional Government Service Insurance System (GSIS), the Regional Director may either consolidate all documents for submission to the regional GSIS or instruct the Schools Division Superintendents (SDS) to submit the documents directly to the GSIS in coordination with their respective GSIS adjuster, with a copy furnished to the Regional Office for monitoring.

These provisions amend OUF Memorandum 2024-552, which previously required Regional Directors to submit claims directly to the Bureau of Treasury. Instead, this memorandum instructs field offices with claims under the National Indemnity Insurance Program (NIIP) to submit the documentary requirements to the 1) DepEd Central Office (i.e., EFD and DRRMS); and 2) to their respective local GSIS office.

Attached as Annex "A" is the summary of submission for each school. **The deadline for the submission of photos, and As Built Plans and POW to DRRMS and EFD, respectively is September 26, 2024.** Failure to meet the deadline may result in GSIS denying our claim for the insurance.

For your strict compliance. Thank you.

Cc: Office of the Secretary
Office of the Undersecretary for School Infrastructure and Facilities
Office of the Undersecretary for Operations
Office of the Assistant Secretary for Field Operations
Office of the Director for Disaster Risk Reduction Management Service
Education Facilities Division
All other offices concerned

ANNEX A

List of Schools with Claims Under NIP (TYPHOON CARINA)

No	Region	Division	School ID	School Name	Photos	POW	As-Built
1	CAR	Apayao	135271	Mawigue ES		/	
2	CAR	Apayao	135306	Apadi ES			
3	CAR	Apayao	135324	Musimut ES		/	
4	CAR	Apayao	135346	Shalom PS		/	
5	CAR	Apayao	135349	Alem ES		/	
6	CAR	Apayao	305108	BAC-DA National High School		/	
7	CAR	Apayao	318802	Talifugo National High School		/	
8	CAR	Apayao	318805	Consuelo Nnational High School		/	
9	CAR	Apayao	318809	San Francisco National Agricultural and Trade HS		/	
10	CAR	Ifugao	135795	Lab-ong PS		/	
11	CAR	Ifugao	135944	Cocoy ES (Cudiaman)			
12	CAR	Ifugao	135946	Eheb Elementary School			
13	CAR	Ifugao	135951	Luhong ES			
14	CAR	Ifugao	305180	Hungduan National High School			
15	Region I	Ilocos Norte	100061	Bomitog ES			
16	Region I	Ilocos Norte	100102	Bayog ES		/	
17	Region I	Ilocos Norte	100130	Dingras West CES			
18	Region I	Ilocos Norte	100196	Caruan ES		/	
19	Region I	Ilocos Norte	100209	Puyupuyan ES		/	
20	Region I	Ilocos Norte	100245	Pugaoan-Bungro ES		/	
21	Region I	Ilocos Norte	100246	Puritac-Dalayap ES			
22	Region I	Ilocos Norte	500592	Pandan Integrated School		/	
23	Region I	San Carlos City	102238	Balaya Elementary School			
24	Region I	San Carlos City	300376	Abanon National High School			
25	Region II	Cagayan	102336	Calog Sur ES			
26	Region II	Cagayan	102355	Abbeg ES			
27	Region II	Cagayan	102363	Baybayog ES			
28	Region II	Cagayan	102365	Calantac ES			
29	Region II	Cagayan	102373	Piggatan ES			
30	Region II	Cagayan	102375	Pussian ES			
31	Region II	Cagayan	102385	Dagupan ES			
32	Region II	Cagayan	102393	Maluyo ES			

ANNEX A**List of Schools with Claims Under NIP (TYPHOON CARINA)**

33	Region II	Cagayan	102395	Matucay Elementary School			
34	Region II	Cagayan	102408	Concepcion Elementary School			
35	Region II	Cagayan	102425	Caratacat ES			
36	Region II	Cagayan	102434	Nabbialan ES			
37	Region II	Cagayan	102460	Bulala Sur Elementary School			
38	Region II	Cagayan	102470	Paruddun Norte Elementary School			
39	Region II	Cagayan	102471	Paruddun Sur ES			
40	Region II	Cagayan	102473	Sanja ES			
41	Region II	Cagayan	102479	Alba ES			
42	Region II	Cagayan	102491	Baggao East Central School			
43	Region II	Cagayan	102501	Sta. Margarita East ES			
44	Region II	Cagayan	102507	Adaoag ES			
45	Region II	Cagayan	102523	Masical ES			
46	Region II	Cagayan	102536	Ballesteros CS			
47	Region II	Cagayan	102556	Buguey North CS			
48	Region II	Cagayan	102557	Cabaritan ES			
49	Region II	Cagayan	102558	Calamegatan ES			
50	Region II	Cagayan	102561	Fula ES			
51	Region II	Cagayan	102566	Mala Weste ES			
52	Region II	Cagayan	102567	Minanga ES			
53	Region II	Cagayan	102569	Paddaya Este ES			
54	Region II	Cagayan	102571	Quinawegan ES			
55	Region II	Cagayan	102573	San Isidro ES			
56	Region II	Cagayan	102574	San Juan ES			
57	Region II	Cagayan	102575	San Lorenzo Elementary School			
58	Region II	Cagayan	102580	Villa Gracia ES			
59	Region II	Cagayan	102585	Camiguin ES			
60	Region II	Cagayan	102586	Caniwalan ES			
61	Region II	Cagayan	102587	Dadao ES			
62	Region II	Cagayan	102590	Dilam ES			
63	Region II	Cagayan	102648	Batug-Palagao ES			
64	Region II	Cagayan	102658	NABACCAYANCES			
65	Region II	Cagayan	102687	C. dela Cruz ES			
66	Region II	Cagayan	102688	Cabanbanan Norte Elementary School			

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67	Region II	Cagayan	102693	Caroan ES			
68	Region II	Cagayan	102694	Casitan ES			
69	Region II	Cagayan	102695	Gonzaga North Central School			
70	Region II	Cagayan	102708	Sta. Maria Elementary School			
71	Region II	Cagayan	102711	Bayo ES			
72	Region II	Cagayan	102725	Bical ES			
73	Region II	Cagayan	102756	Alannay ES			
74	Region II	Cagayan	102788	Curva Elementary School			
75	Region II	Cagayan	102791	Pamplona CS			
76	Region II	Cagayan	102808	San Roque ES			
77	Region II	Cagayan	102809	Alimannao ES			
78	Region II	Cagayan	102819	Sisim ES			
79	Region II	Cagayan	102823	Gumarung ES			
80	Region II	Cagayan	102824	Macapil ES			
81	Region II	Cagayan	102836	Gaddangao ES			
82	Region II	Cagayan	102861	Sanchez Mira Central Elementary School			
83	Region II	Cagayan	102878	Basi ES			
84	Region II	Cagayan	102884	Gen. Balao ES			
85	Region II	Cagayan	102898	Casagan ES			
86	Region II	Cagayan	102899	Casambalangan ES			
87	Region II	Cagayan	102900	Diora-Zinungan ES			
88	Region II	Cagayan	102909	Racat ES			
89	Region II	Cagayan	102910	Rapuli ES			
90	Region II	Cagayan	102911	San Vicente ES			
91	Region II	Cagayan	102930	Masi ES			
92	Region II	Cagayan	102931	Mission ES			
93	Region II	Cagayan	102952	Sta. Maria ES			
94	Region II	Cagayan	102977	Alabug Primary School			
95	Region II	Cagayan	102980	Battung ES			
96	Region II	Cagayan	102984	Fugu-Alabug ES			
97	Region II	Cagayan	155007	Niug Norte ES			
98	Region II	Cagayan	155009	Pinaron ES			
99	Region II	Cagayan	155013	Cunig Elementary School			
100	Region II	Cagayan	155015	Centro West Elementary School			

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101	Region II	Cagayan	155016	Villa Leonora ES		
102	Region II	Cagayan	155025	Caranan-Babbay Elementary School		
103	Region II	Cagayan	155026	Palusao ES		
104	Region II	Cagayan	155043	Joaquin Dela Cruz Elementary School		
105	Region II	Cagayan	155046	Eureg. Elementary School		
106	Region II	Cagayan	300419	Abulug SOF		
107	Region II	Cagayan	300422	Baybayog NHS		
108	Region II	Cagayan	300430	Baggao National School of Arts & Trades		
109	Region II	Cagayan	300438	Cabatacan National High School		
110	Region II	Cagayan	300442	Calayan HS - Camiguin Annex		
111	Region II	Cagayan	300447	Casambalangan NHS		
112	Region II	Cagayan	300464	Illuru NHS		
113	Region II	Cagayan	300465	Ipil National High School		
114	Region II	Cagayan	300467	Itawes National High School		
115	Region II	Cagayan	300474	Licerio Antiporda Sr. NHS		
116	Region II	Cagayan	300479	Pamplona National School of Fisheries		
117	Region II	Cagayan	300480	Pattaa NHS		
118	Region II	Cagayan	300485	Sanchez Mira NHS		
119	Region II	Cagayan	300488	Sta. Ana Fishery National High School		
120	Region II	Cagayan	300490	Sta. Teresita National High School		
121	Region II	Cagayan	300491	Sto. Nino NHS		
122	Region II	Cagayan	306002	Baggao NAS - Sta. Margarita Annex		
123	Region II	Cagayan	306011	Licerio Antiporda Sr. NHS - Dalaya Ext.		
124	Region II	Cagayan	306426	Camalaniugan National High School- Catotoran Annex		
125	Region II	Cagayan	500066	Sicalao IS		
126	Region II	Cagayan	502078	Minanga Integrated School		
127	Region III	Bataan	104592	Saguing ES		
128	Region III	Bataan	104593	San Benito ES		
129	Region III	Bataan	104690	Balut ES		
130	Region III	Bataan	306613	Hermosa NHS-Annex		
131	Region III	Tarlac	106454	Plastado ES		
132	Region III	Tarlac	106475	Padapada PS		
133	Region III	Tarlac	106488	Kapanikian ES		

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134	Region III	Tarlac	106498	Caut ES		
135	Region IV-A	Batangas	107225	Balayan East Central School		
136	Region IV-A	Batangas	107243	Patugo Elementary School		
137	Region IV-A	Batangas	107251	Looc Elementary School		
138	Region IV-A	Batangas	107413	Mahayahay Elementary School		
139	Region IV-A	Batangas	107441	Nagtaluntong Elementary School		
140	Region IV-A	Batangas	107723	Balisong Elementary School		
141	Region IV-A	Batangas	107734	Taal Central School		
142	Region IV-A	Batangas	107814	San Jose Elementary School		
143	Region IV-A	Batangas	107824	Dao Elementary School		
144	Region IV-A	Batangas	107829	Jose Zabarte Elementary School		
145	Region IV-A	Batangas	301082	Baybayin National High School		
146	Region IV-A	Batangas	301083	Bayborbor National High School		
147	Region IV-A	Batangas	301108	Laiya Integrated National High School		
148	Region IV-A	Batangas	342206	Lian Senior High School		
149	Region IV-A	Laguna	108194	San Benito ES		
150	Region IV-A	Laguna	108264	Perez ES		
151	Region IV-A	Laguna	108295	Daniw ES		
152	Region IV-A	Laguna	108341	Ananias Laico Memorial Elementary School		
153	Region IV-A	Laguna	108376	Papatahan ES		
154	Region IV-A	Laguna	108458	Coralan ES		
155	Region IV-A	Laguna	301243	Kabulusan Integrated National High School		
156	Region IV-A	San Pedro City	108435	Sto. Niño ES		
157	NCR	Marikina	136671	Barangka ES		
158	NCR	Marikina	136672	Industrial Valley ES		
159	NCR	Marikina	136673	Kalumpang ES		
160	NCR	Marikina	136674	L. Victorino ES		
161	NCR	Marikina	136675	Malanday ES		
162	NCR	Marikina	136676	Marikina ES		
163	NCR	Marikina	136678	San Roque ES		
164	NCR	Marikina	136687	Sto. Nino ES		
165	NCR	Marikina	305399	Tañong HS		
166	NCR	Marikina	305401	Marikina Science HS		
167	NCR	Marikina	305402	Malanday NHS		

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168	NCR	Marikina	305405	Sta. Elena HS			
169	NCR	Marikina	319903	Barangka NHS			
170	NCR	Marikina	319904	Kalumpang National High School			
171	NCR	Marikina	319905	San Roque National High School			
172	NCR	Marikina	319906	Sto. Nino National High School			
173	NCR	Marikina	319907	Jesus Dela Peña National High School			
174	NCR	Marikina	136677	Nangka ES			
175	NCR	Marikina	136680	Concepcion ES			
176	NCR	Marikina	136681	Fortune ES			
177	NCR	Marikina	136682	H. Bautista ES			
178	NCR	Marikina	136683	Kapitan Moy ES			
179	NCR	Marikina	136684	Parang ES			
180	NCR	Marikina	136685	SSS Village ES			
181	NCR	Marikina	136686	St. Mary ES			
182	NCR	Marikina	305398	Marikina HS			
183	NCR	Marikina	305400	Marikina Heights NHS			
184	NCR	Marikina	305404	Parang HS			
185	NCR	Marikina	305630	SSS National High School			
186	NCR	Marikina	319901	Nangka HS			
187	NCR	Marikina	319902	Fortune High School			
188	NCR	Marikina	500052	Concepcion Integrated School EL			
189	NCR	Marikina	500052	Concepcion Integrated School SL			