

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

September 24, 1984

MECS O R D E R
No.54, s. 1984

PREPARATION AND SUBMISSION OF INVENTORY OF PROPERTY
TO THE PROPERTY INSURANCE FUND, GOVERNMENT
SERVICE INSURANCE SYSTEM (GSIS)

To: Bureau Directors
Regional Directors
Schools Superintendents
Vocational Administrators

1. Pursuant to Republic Act No. 656, creating the "Property Insurance Fund", all offices of the MECS are directed to prepare and submit an inventory of property in the regions, divisions and/or schools.
2. The property as herein mentioned shall include vessels and craft, motor vehicles, machineries, permanent buildings, school buildings and properties (equipment, semi-expendable supplies) stored therein or in buildings rented by the government or properties in transit.
3. The money value of each of the property should be reflected in the inventory.
4. Copy of the inventory shall be submitted direct to the GSIS, furnishing a copy to the MECS, attention Supply Officer IV.
5. The Property Insurance Fund shall determine the premiums on insurance which shall be paid in advance to the System by the government office concerned.
6. The inventory shall be submitted not later than October 31, 1984, so that the amount of premiums to be paid could immediately be determined by the System and included in the budget to be prepared for fiscal year 1986.

(SGD.) JAIME C. LAYA
Minister

Reference: N o n e

Allotment: 1-2-3--(D.O. 1-76)

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

BUREAUS & OFFICES	LEGISLATION	SUPPLIES
EQUIPMENT	PROPERTY	
INSURANCE	SCHOOL BUILDINGS	