



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUN 23 2026

REGIONAL MEMORANDUM

No. 617, s. 2026

To: Schools Division Superintendents
All Others Concerned

DISSEMINATION OF OASF MEMORANDUM NO. 2026-1364 RE: SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY INSURANCE PROGRAM (NIIP)

1. This Office, through the Finance Division, disseminates the attached OASF Memorandum No. 2026-1364 dated June 16, 2026 from ATTY. EDSON BYRON K. SY, Assistant Secretary for Finance and Officer-in-Charge, Office of the Undersecretary for Finance, entitled **“Submission of Documentary Requirements for the Processing of Claims for FY 2025 National Indemnity Insurance Program (NIIP),”** which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Enclosure: As stated
Reference: OASF Memorandum No. 2026-1364
To be indicated in the Perpetual Index under the following subjects:

INSURANCE
NIIP
CLAIMS
SCHOOL BUILDINGS
CALAMITIES

SMYL/FD-RM/ DISSEMINATION OF OASF MEMORANDUM NO. 2026-1364 RE: SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY INSURANCE PROGRAM (NIIP)/JUNE 18, 2026



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

MEMORANDUM

CASF-2026-1364

**FOR : REGIONAL OFFICE DIRECTORS
SCHOOL DIVISION OFFICE SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED**

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

**SUBJECT : SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE
PROCESSING OF CLAIMS FOR FY 2025 NIIP**

DATE : JUN 16 2026

In connection with the processing and evaluation of claims for damaged school buildings under the National Indemnity Insurance Program (NIIP), all concerned schools **with existing claims** that sustained damages as a result of various calamities in 2025 are hereby directed to submit the documentary requirements necessary to support their respective claims. The list of affected schools, categorized by calamity, is attached as **Annex "A"**.

For each affected school, the following documentary requirements shall be submitted:

1. Photographs clearly showing the extent and nature of the damage to the school building(s)/classroom(s);
2. Program of Work (POW) and/or detailed Repair Estimate; and
3. Floor Plan of the affected structure(s).

To facilitate the timely consolidation, validation, and endorsement of claims to the Bureau of the Treasury (BTr) and the Government Service Insurance System (GSIS), all concerned schools, Regional Offices (ROs), and Schools Division Offices (SDOs) are hereby required to ensure the complete and accurate submission of the foregoing documentary requirements **on or before 24 June 2026** through the following link:
<https://tinyurl.com/3vp35jhs>.

Failure to submit the complete documentary requirements within the prescribed period shall be construed as non-compliance with the requirements for claim processing and **may result in the non-processing, denial, withdrawal, or exclusion**



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of the corresponding claim from further evaluation and endorsement to GSIS and other concerned agencies.

For clarifications or other concerns, please coordinate with Ms. Gina Maria Goretti Arcilla through email at gina.arcilla@deped.gov.ph or via Viber at 0967-081-9267.

Immediate and strict compliance with this Memorandum is hereby directed.