



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 03 2026

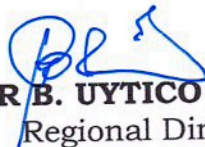
REGIONAL MEMORANDUM

No. 954, s. 2026

To: Schools Division Superintendents
All Others Concerned

**DISSEMINATION OF OUF MEMORANDUM NO. 2026-1990 RE: REITERATION
OF THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE
PROCESSING OF CLAIMS FOR FY 2025 NATIONAL
INDEMNITY INSURANCE PROGRAM**

1. This Office, through the Finance Division, disseminates the attached **OUF Memorandum No. 2026-1990** dated **August 28, 2026**, issued by **Atty. Edson Byron K. Sy**, Undersecretary for Finance, entitled **"Reiteration of the Submission of Documentary Requirements for the Processing of Claims for FY 2025 National Indemnity Insurance Program,"** which is self-explanatory.
2. Immediate and strict compliance with this Memorandum is hereby enjoined.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Enclosure: As stated
Reference: OUF Memorandum No. 2026-1990

SMYL/FD-RM/ DISSEMINATION OF OUF MEMORANDUM NO. 2026-1990 RE: REITERATION OF THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY INSURANCE PROGRAM/SEPTEMBER 3, 2026



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

MEMORANDUM
OUF-2026- 1990

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : ATTY. EDSON BYRON K. SY
Undersecretary for Finance

SUBJECT : REITERATION OF THE SUBMISSION OF DOCUMENTARY
REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY
2025 NATIONAL INDEMNITY INSURANCE PROGRAM

DATE : AUGUST 28, 2026

This refers to the directives issued by this Office through OASF Memorandum No. 2026-1364, dated 16 June 2026, directing all concerned Regional Offices (ROs), Schools Division Offices (SDOs), and schools to submit the documentary requirements in support of existing claims under the National Indemnity Insurance Program (NIIP) for school buildings that sustained damage as a result of various calamities in 2025.

Since the issuance of the foregoing Memorandum, several claimants have yet to submit the documentary requirements necessary for the processing and evaluation of their respective claims. **In this regard, please find below the link to the final notices issued by the third-party adjusters.**

To ensure the completion of outstanding requirements and facilitate the timely processing and endorsement of all eligible claims, this Office hereby reiterates the directives set forth in OASF Memorandum No. 2026-1364. In this regard, all concerned offices are directed to ensure that the following documentary requirements are submitted for each affected school on or before **7 September 2026:**

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



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3. Floor Plan of the affected structure(s).

In addition to the foregoing documentary requirements, all concerned schools shall accomplish or update the designated contact person information through the link provided in the Contact Person List. The designated contact person shall be responsible for coordinating the submission, completion, and follow-up of the documentary requirements for the concerned school or claim.

For reference, the following links are provided for compliance and monitoring purposes:

References	Link
Notices from Third Party Adjusters	https://tinyurl.com/mr3ezw8d
Documentary Requirements Submission	https://tinyurl.com/4sxmd65x
Compliance Monitoring	https://tinyurl.com/yc3djxha
Directory of Contact Persons per School	https://tinyurl.com/mwdz3sb8

To strengthen compliance monitoring and facilitate coordination, all concerned Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby directed to inform all concerned schools of the foregoing requirements and monitor their compliance through the NIIP Claims Compliance Monitoring link provided above. Schools with existing claims are likewise directed to accomplish or update their respective contact person information through the Directory link above.

The timely and complete submission of the required documents is necessary to facilitate the consolidation, validation, and endorsement of claims to the Bureau of the Treasury (BTr) and the Government Service Insurance System (GSIS). **Accordingly, failure to submit the complete documentary requirements within the specified deadline shall be considered non-compliance and shall constitute a waiver of the corresponding claim from further evaluation and endorsement to the GSIS and other concerned agencies.**

For clarifications or other concerns, kindly coordinate with this Office through the designated contact person indicated in the NIIP Claims Compliance Monitoring and Contact Person List or 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 reiterated.