



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
OSDS - 2026 - 041

To : Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

Subject : **SUBMISSION OF REQUIRED DOCUMENTS FOR INSURANCE EVALUATION**

Date : May 19, 2026

In connection with the ongoing insurance adjustment and evaluation of damages sustained by various school buildings in Davao Oriental due to the October 10, 2025, earthquake, the Manila Adjusters & Surveyors Company (MASCO), appointed by the Government Service Insurance System (GSIS), has formally requested the submission of specific documents to facilitate their assessment.

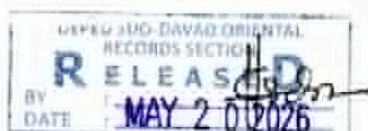
Accordingly, the concerned schools (**Annex A**) are hereby directed to accomplish and submit the following requirements for your respective schools:

1. **Photographs** of the damaged property/buildings;
2. **Copy of estimate or program of works** for repairs or rehabilitation of the damages;
3. **As-built plans** of the affected school buildings.

Furthermore, the following schools, as listed in **Annex B**, are hereby required to communicate with the MASCO, providing their contact details so that they may proceed with scheduling the inspection.

These documents must be compiled and transmitted to the Schools Division Office on or before **25 MAY 2026 (MONDAY), at 5:00 PM**, for proper endorsement to MASCO.

Please give this matter your immediate and preferential attention. Non-compliance may delay the processing of insurance claims and rehabilitation efforts.



**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent



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Annex A: **SCHOOLS TO COMPLY WITH THE REQUIREMENTS**

Butay Integrated School	Caraga North
Caraga National HS	Caraga North
San Luis Elem. School	Caraga North
San Luis National HS	Caraga North
San Pedro Integrated School	Caraga North
Sangab National HS	Caraga North
Sta. Fe Elem. School	Caraga North
Binaton Integrated School	Caraga South
Mercedes Elem. School	Caraga South
Pantuyan Elem. School	Caraga South
Pantuyan National HS	Caraga South
San Jose Central Elem. School	Caraga South
Santiago National HS	Caraga South
Enrique Orendia Elem. School	Gov. Generoso North
Aguinaldo Elem. School	Gov. Generoso South
Lavigan Elem. School	Gov. Generoso South
Lavigan National HS	Gov. Generoso South
Luzon Central Elem. School	Gov. Generoso South
Luzon National HS	Gov. Generoso South
Nangan Elem. School	Gov. Generoso South



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Annex B: **NOT YET INSPECTED**

Butay Integrated School	Caraga North
Caraga National High School	Caraga North
Sangab National High School	Caraga North
Pantuyan National High School	Caraga South
Santiago National High School	Caraga South



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