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<http://deped.sorsogon.gov.ph>  
and use your Reference



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

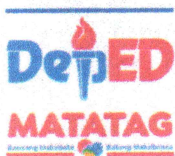
July 10, 2024

**DIVISION MEMORANDUM**  
NO. 141, s. 2024

**EARLY SUBMISSION OF PROGRAM OF WORKS  
FOR FY 2025 PROPOSED PRIORITY PROJECTS**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. This Office reiterates that the Maintenance and Other Operating Expenses (MOOE) of the schools shall be used to fund minor repairs of facilities, buildings, and grounds maintenance necessary for the upkeep of the school pursuant to DepEd Order No. 008, s. 2019 entitled – *Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, including Other Funds Managed by Schools.*
2. Pending the issuance by the Department of Budget and Management (DBM) of the National Expenditure Program (NEP) for FY 2025, the schools are advised to proceed with the preparation of the program of works (POW) of priority projects for implementation in FY 2025 assuming same expenditure levels as that of FY 2024 MOOE.
3. This office likewise expects that the approved projects for FY 2024 are either completed and/or on track for completion by the end of the current fiscal year.
4. The school heads are nonetheless reminded to prioritize minor repair of classrooms and school buildings, watsan facilities, and other repair and maintenance works of essential facilities in the school. The prescribed POW template attached herewith may also be accessed through this link:



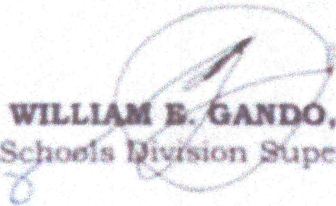
Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [deped.sorsogon.com.ph](http://deped.sorsogon.com.ph)

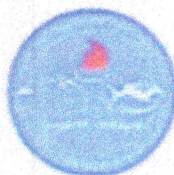


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[bit.ly/POW\\_template](https://bit.ly/POW_template)

5. Clustered projects in a single POW, POWs that do not conform to the given template, and those with incomplete documentary attachments will not be processed and will be returned to the proponent.
6. The deadline of submission of the POWs is **on or before August 9, 2024, on a per district basis**, to facilitate and give ample time for the validation (also to be scheduled by District), review, and reprioritization, if necessary. POWs received after said deadline will be relegated to a lower priority for validation and review.
7. Submissions not coursed through the District Office (i.e., PSDSs/OIC-PSDSs and Administrative Officers (AO) II deployed in the District Offices/Designated District Property Custodians/Physical Facilities Coordinator or equivalent) will not be processed and will be returned to the proponent. In view thereof, the concerned AO II/district personnel are likewise instructed to submit a cover transmittal page indicating the list of schools under their jurisdiction (see attached template).
8. For immediate dissemination and strict compliance.

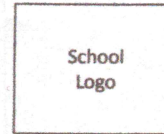
  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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**PROGRAM OF WORKS**

Date received by EFS: \_\_\_\_\_

<b>School Name:</b>		<b>School ID:</b>				
<b>Location:</b>		<b>District:</b>				
<b>Project Title:</b> PER PROJECT Clustered projects will be returned to the proponent		<b>Project Type:</b>				
<b>Source of Fund:</b> <input checked="" type="checkbox"/> MOOE (FY _____) <input checked="" type="checkbox"/> Others External Stakeholders		<input checked="" type="checkbox"/>	Minor Repair of Classroom/Bldg.			
		<input checked="" type="checkbox"/>	Repair/Construction of Watsan			
		<input checked="" type="checkbox"/>	Ancillary Structures			
		<input checked="" type="checkbox"/>	School Ground Improvement			
		<input checked="" type="checkbox"/>	Repair of School Furnitures			
		Others: _____ <Justification>				
Item No.	Description	Unit	Quantity	Unit Cost	Total	Remarks
1					-	MOOE
2					-	MOOE
3					-	MOOE
4					-	SEF
5					-	SEF
6					-	
7					-	
8	Add rows as necessary				-	
<b>Total Material Cost:</b>						-
<b>Labor Cost:</b>						-
<b>Total Project Cost:</b>						-

Prepared:

Reviewed:

**NAME OF SCHOOL HEAD**

Designation

**JOSE MA. ALBERT H. PEREZ**

Engineer III

Recommending Approval:

**NAME OF PSDS**

(to avoid duplication with SEF projects)

Designation

**FLORENCIO P. BERMUNDO**

Chief, SGOD

Approved:

**WILLIAM E. GANDO, CESO VI**

Schools Division Superintendent

Attachments: Documentation of proposed repairs of existing facilities  
Drawings/sketch and layout (with measurements) of proposed improvements



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Date: \_\_\_\_\_

**TRANSMITTAL PAGE**

*EARLY SUBMISSION OF PROGRAM OF WORKS  
FOR FY 2025 PROPOSED PRIORITY PROJECTS*

DISTRICT	<i>District Name</i>	<i>Municipality</i>
PSDS	<i>Name</i>	<i>Signature</i>
AO-II	<i>Name</i>	<i>Signature</i>

No. of Elementary Schools: 9	No. of Secondary Schools: 2	No. of Integrated Schools: 1	TOTAL: 12
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No.	Schools	Transmittal (Y/N)	Remarks
1	Sample ES	N	No submission
2	Sample ES	N	No submission
3	Sample ES	Y	
4	Sample ES	Y	
5	Sample ES	N	No submission
6	Sample ES	Y	
7	Sample ES	Y	
8	Sample ES	Y	
9	Sample ES	Y	
10	Sample NHS	N	No submission
11	Sample NHS	Y	
12	Sample IS	Y	
<b>TOTAL TRANSMITTED</b>		<b>8</b>	