



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

July 31, 2023

**DIVISION MEMORANDUM**  
NO. 148, s. 2023

**EARLY SUBMISSION OF PROGRAM OF WORKS  
FOR FY 2024 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 2024, the schools are advised to proceed with the preparation of the program of works (POW) of priority projects for implementation in FY 2024 assuming same expenditure levels as that of FY 2023 MOOE.
3. The school heads are nonetheless reminded to prioritize minor repair of classrooms and school buildings, watsan facilities, and other repair and maintenance works of crucial facilities in the school. The prescribed POW template attached herewith may also be accessed through this link:  
  

[bit.ly/POW\\_template](https://bit.ly/POW_template)
4. 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.



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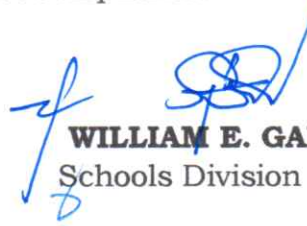
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5. The deadline of submission of the POWs is **on or before September 1, 2023** to give ample time for the validation (to be scheduled by District), review, and reprioritization, if necessary. POWs received after said deadline will be relegated to a lower priority for validation and review.
6. For immediate dissemination and strict compliance.



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



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School  
Logo

**PROGRAM OF WORKS**

<b>School Name:</b>		<b>School ID:</b>				
<b>Location:</b>		<b>District:</b>				
<b>Project Title:</b> PER PROJECT Clustering projects will be returned to the proponent		<b>Project Type:</b>				
<b>Source of Fund:</b>		<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 <input checked="" type="checkbox"/> Others: _____ <Justification>				
		<input checked="" type="checkbox"/> MOOE (FY _____ ) <input checked="" type="checkbox"/> Others Donation _____ SEF _____				
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>	<b>Remarks</b>
1					-	
2					-	
3					-	
4					-	
5					-	
6					-	
7					-	
8					-	
9					-	
10					-	
11					-	
12					-	
13					-	
14					-	
15	Add rows as necessary				-	
<b>Total Material Cost:</b>					-	
<b>Labor Cost:</b>					-	
<b>Total Project Cost:</b>					-	

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

Prepared:

Reviewed:

**NAME OF SCHOOL HEAD**

Designation

**JOSE MA. ALBERT H. PEREZ**

Engineer III

Recommending Approval:

Approved:

**FLORENCIO P. BERMUNDO**

Chief, SGOD

**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