



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

July 29, 2024

DIVISION MEMORANDUM

No. 387 s. 2024

**PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION OF
PROGRAM OF WORKS FOR MINOR REPAIRS OF FACILITIES AND GROUNDS
MAINTENANCE USING SCHOOL MOOE**

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

1. As per DepEd Order No. 008, s.2019 dated May 2, 2019, School MOOE shall be used, among others, to fund minor repairs of facilities, buildings and grounds maintenance necessary for the upkeep of the school.
2. Education Facilities sections of the office of the School Governance and Operations Division (SGOD) will conduct a Technical Assistance in the preparation of Program of Works for minor repairs of facilities and grounds maintenance using school MOOE.
3. For the Orientation/Workshop, the participants will be all district Bookkeeper.
4. Further, Schedule for the said activity in Annex "A".
5. Expenses relative to the conduct of the activity shall be charged against Division/School MOOE/Local Funds subject to usual accounting and auditing rules and regulations.
6. Travelling, Meal and other related expenses of the school participants incurred during this activity will be charged to school MOOE funds while expenses of division participants will be charged to local funds subject to the usual accounting and auditing rules and procedures.
7. Immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. CADAYONA, JR. Phd, CESQ VI,
OIC-Schools Division Superintendent

Enclosure:

Reference: DepEd Order No. 008, s. 2019 & DM No. 225, s. 2024

To be indicated in the Perpetual Index under the following subjects:



Address: P2 Brgy. Hamorawon, Calbayog City, Samar

Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>

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Annex "A"

District	Date and Time	Venue
Oquendo 1,2,3	Aug. 2, 2024/8:00 AM to 5:00 PM	Oquendo CES
Calbayog 1,2,3,4,5,6	Aug. 6, 2024 /8:00 AM to 5:00 PM	San Policarpo CES
Tinambacan 1,2,3	Aug. 7, 2024 /8:00 AM to 5:00 PM	Tinambacan CES



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

April 4, 2024

DIVISION MEMORANDUM

No. 225, s. 2024

**FUNDING FOR MINOR REPAIRS OF FACILITIES, BUILDINGS AND GROUNDS
MAINTENANCE USING SCHOOL MOOE**

To : Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD/CID
Public Schools District Supervisors
Elementary and Secondary School
All Others Concerned

1. As per DepEd Order No. 008, s.2019 dated May 2, 2019, School MOOE shall be used, among others, to fund minor repairs of facilities, buildings and grounds maintenance necessary for the upkeep of the school.
2. Additionally, DepEd Order No. 1, s.2017 entitled Guidelines on the National Inventory of DepEd Public School Buildings for SY 2016-2017 defines minor repairs as:
 - a. **Rooms** -refers to the repair or replacement of room components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard room unit such as repair of windows, doors, partitions and the like;
 - b. **Buildings** - refers to the repair or replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost Php 10,000.00 or less per classroom such as replacement of roof frames, posts, beams and exterior walls.
3. School Heads shall consider the above-mentioned policies in crafting their school plans.
4. Before executing repairs, the school shall secure an Agency Estimate or Program of Works (POW) first to determine if such repair adheres to the DepEd Orders mentioned. See Program of Works (POW) Template at [bit.ly/calbayogef](https://calbayogcity.deped.gov.ph)
5. Payment of Labor Cost -30% of purchased materials.
6. Photos of Buildings, Classrooms, Grounds, etc. to be repair must be attached before the implementation.

7. Immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. SADAYONA, JR. Phd, CESO VI
Assistant Schools Division Superintendent
Officer - In-Charge
Office of the Schools Division Superintendent

Enclosure:

Reference: DepEd Order No. 008, s. 2019 & DepEd Order No. 1, s. 2017

To be indicated in the Perpetual Index under the following subjects: