



Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



September 19, 2023

**DIVISION MEMORANDUM**

No. 024, s. 2023

**CHECKLIST RELATIVE TO LIQUIDATION OF MOOE (MINOR REPAIRS OF FACILITIES, BUILDING AND OTHER STRUCTURES)**

To: Assistant Schools Division Superintendent  
All Public Elementary and Secondary School Heads  
All Elementary and Secondary Admin. Officer II  
All Elementary and Secondary ADAS II & III  
All Others Concerned  
This Division

1. In compliance with Government Accounting Manual (GAM) and **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**, this Office hereby issues the checklist with itemized requirements as compliance prior to approval of project proposals relative to minor repairs of facilities, building and other structures necessary for the upkeep of school to provide ease in the preparation and review of Liquidation Reports.
2. Attached is the checklist of required attachments through Enclosure A and Annexes for the standard templates for your reference and guidance.
3. Immediate dissemination of and compliance with this memorandum is desired.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



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Enclosure A to Division Memo No. 324, s.2023

**CHECKLIST RELATIVE TO LIQUIDATION OF MOOE (MINOR REPAIRS OF FACILITIES, BUILDING AND OTHER STRUCTURES)**  
*Sequence of required attachments*

**A. REPAIR & MAINTENANCE OF SCHOOL BUILDING**

		Remarks
	Request for Inspection	
	Pre-Inspection Report	
	Approved Site Development Plan	
	School Operating Budget	
	Project Procurement Management Plan	
	Monthly Disbursement Program	
	Approved Program of Works	
	Certificate of Completion	
	Completion Report	
	Pictures-before, during and after (same angle)	

*Note: Attach this checklist in every liquidation  
Attach 2 copies of all of the requirements*



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**B. REPAIR & MAINTENANCE OF OTHER STRUCTURE**

		Remarks
	Request for Inspection	
	Pre-Inspection Report	
	Request Letter addressed to Schools Division Superintendent through Chief of SGOD for the proposed project	
	Approved Updated Site Development Plan reflecting the proposed project	
	School Operating Budget	
	Project Procurement Management Plan	
	Monthly Disbursement Program	
	Approved Program of Works	
	Certificate of Completion	
	Completion Report	
	Pictures-before, during and after (same angle)	

*Note: Attach this checklist in every endorsement  
Attach 2 copies of all of the requirements*



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Annex A

**SCHOOL NAME**  
School Address

**REQUEST FOR INSPECTION**

Proposed Project Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Building Number: \_\_\_\_\_  
Room Number: \_\_\_\_\_ (if applicable)

Complaints:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Prepared by:

\_\_\_\_\_  
School Facilities Coordinator

Date:

Approved:

\_\_\_\_\_  
School Head

Date:

*Note: Endorse prior to approval of Program of Works.*



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Annex B

**SCHOOL NAME**  
School Address

**PRE-INSPECTION REPORT**

Proposed Project Title: \_\_\_\_\_

Location: \_\_\_\_\_

Building Number: \_\_\_\_\_

Room Number: \_\_\_\_\_ (if applicable)

Work Duration (CD):

Findings:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Scope of Works:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Inspected by:

**ENGR. WILSON M. OZARAGA**

ENGR III

Noted by:

**MARITES C. SUMINGUIT**

Budget Officer III

Approved:

**LORNA C. PEÑONAL**

Chief EPS, SGOD

*Note: Output during Inspection.*



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Annex C

**SCHOOL NAME**

School Address

**PROGRAM OF WORKS**

Proposed Project Title: \_\_\_\_\_

Location: \_\_\_\_\_

Building Number: \_\_\_\_\_

Room Number: \_\_\_\_\_ (if applicable)

Total Project Cost: \_\_\_\_\_

Source of Fund: \_\_\_\_\_

Project Under Allocation: \_\_\_\_\_

Item No.	Description	Unit	Qty	Unit Cost		Total Cost		Total
				Materials	Labor	Materials	Labor	
Scope of Work No. 1 (see description at pre-inspection report)								
1.1								
1.2								
1.3								
Sub-Total								
Scope of Work No. 2 (see description at pre-inspection report)								
2.1								
2.2								
2.3								
Sub-Total								
Grand Total								

Note: Labor Cost is 30% of Material Cost.

Prepared by:

\_\_\_\_\_  
 School Head

Reviewed by:

**ENGR. WILSON M. OZARAGA**  
 ENGR III

Approved:

**LORNA C. PEÑONAL**  
 Chief EPS, SGOD



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Annex D

**SCHOOL NAME**

School Address

**COMPLETION REPORT**

Proposed Project Title: \_\_\_\_\_

Location: \_\_\_\_\_

Building Number: \_\_\_\_\_

Room Number: \_\_\_\_\_ (if applicable)

Project Cost: \_\_\_\_\_

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

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

Work Duration (CD):

Findings:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Recommendation/s:

1. \_\_\_\_\_

2. \_\_\_\_\_

Inspected by:

**ENGR. WILSON M. OZARAGA**

ENGR III

Approved:

**LORNA C. PEÑONAL**

Chief EPS, SGOD



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Annex E

**SCHOOL NAME**  
School Address

## CERTIFICATE OF COMPLETION

Proposed Project Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Building Number: \_\_\_\_\_  
Room Number: \_\_\_\_\_ (if applicable)  
Project Cost: \_\_\_\_\_  
Date Start Date: \_\_\_\_\_  
Completion Date: \_\_\_\_\_

This is to certify that the above-stated project has been satisfactorily completed in accordance with the approved Program of Works, and Specifications.

Done this \_\_\_\_ day of \_\_\_\_\_.

Inspected by:

**WILSON M. OZARAGA**  
ENGR III

Noted:

\_\_\_\_\_  
School Head

Approved:

**LORNA C. PEÑONAL**  
Chief EPS, SGOD



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