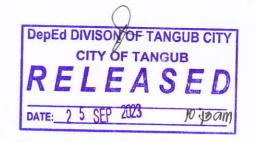


Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY



September 19, 2023

DIVISION MEMORANDUM No. 324, 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 ARANTAS-USMAN, PhD, CESE

Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent









Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

Enclosure A to Division Memo No. <u>324</u>,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
Reg	uest for Inspection	
Pre	Inspection Report	
App	roved Site Development Plan	
Sch	ool Operating Budget	
Pro	ect Procurement Management Plan	
Moi	nthly Disbursement Program	
App	roved Program of Works	
Cer	tificate of Completion	
Cor	apletion Report	
Pict	ures-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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Region X SCHOOLS DIVISION OF TANGUB CITY

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









Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

Annex A

SCHOOL NAME

School Address

REQUEST FOR INSPECTION

Location:	
Location:Building Number:	
Room Number: (if applicable)	
Complaints:	
1	
2	
3	
4	
5	
0	
Prepared by:	
School Facilities Coordinator	
Date:	
Approved:	
ripproved.	
School-Head	
Date:	
Note: Endorse prior to approval of Program of Works.	









Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

Annex B

SCHOOL NAME

School Address

PRE-INSPECTION REPORT

Proposed Project Title:	
Location: Building Number: Room Number: (if applicable)	
Room Number (n applicable)	
Work Duration (CD):	
Findings:	
1	
2	
3	
Scope of Works:	
1	
2	
3	
4	
5	
	*
inspected by:	
ENGR. WILSON M. OZARAGA	Noted by:
ENGR III	
Divolvini	MARITES C. SUMINGUIT
	Budget Officer III
	Approved:
	LORNA C. PEÑONAL
	Chief EPS, SGOD

Note: Output during Inspection.







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



Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

Annex C

SCHOOL NAME

School Address

PROGRAM OF WORKS

Location Building Room N Total Pr Source	d Project Title: n: g Number: umber: oject Cost: of Fund: Under Allocatio	if appli	cable)					
Item No.	Description	Unit	Qty	Unit Cost		Total Cost		Total
				Materials		Materials	Labor	
	k No. 1 (see des	cription	at pre	-inspection re	eport)			
1.1								
1.2								
1.3								
Sub-Total								
Scope of Wor	k No. 2 (see des	scription	at pre	-inspection re	eport)			
2.1								
2.2								
2.3								
Sub-Total								
Grand Total								
Prepared	oor Cost is 30% oj by:	i Materi	ai Cost	Res	viewed b	oy: LSON M. O2 ENGR III	ZARAGA	
Sch	nool Head							
				Ap	proved:			
					LORI	VA C. PEÑO	NAL	
					Cł	nief EPS, SG	OD	
							•	









Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

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:	
Completion Date.	
Work Duration (CD):	
Findings:	
1	
2	
3	
Recommendation/s:	
1	
2	
Inspected by	
Inspected by:	
ENGR. WILSON M. OZARAGA	
ENGR III	
Approved:	
LODNA G PRÍONAL	
LORNA C. PEÑONAL	
Chief EPS, SGOD	









Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

Annex E

SCHOOL NAME

School Address

CERTIFICATE OF COMPLETION

Location:	
Building Number: (if applicabl	
Project Cost: (if applicable	е)
Date Start Date:	
Completion Date:	
	e-stated project has been satisfactorily completed
in accordance with the approved Prog	ram of Works, and Specifications.
Done this day of	
T	
Inspected by:	
	Noted:
WILSON M. OZARAGA	School Head
ENGR III	
Approved:	
LORNA C. PEÑONAL	
Chief EPS, SGOD	





