



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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August 22, 2018

MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers In-Charge
Public Schools Only
Unit Heads

**DIVISION OF CITY SCHOOLS
MARIKINA**

RELEASED
AUG 22 2018
RECORDS UNIT

3:58

BUDGET PLANNING FY 2019 PREPARATIONS

To ensure efficient implementation of programs, activities and projects for FY 2019, school heads and key division office personnels are tasked to prepare their Project Procurement Management Plan (PPMPs) for the following programs and projects:

SCHOOL HEADS:

- Learning Action Cell (LAC)
- In Service Trainings (INSET) Apr. and Oct.
- Continuous Improvement (CI)
- Minor School Repair/ Rehabilitation
- Other trainings based on the SIP

DIVISION OFFICE UNIT HEADS and PROGRAM MANAGERS:

- GAD FY 2019
- PROGRAMS/ ACTIVITIES for FY 2019

Attached herewith is the Project Program Management Plan (PPMP) and Program of Works (POW) as the standard format to be used.

Deadline for submission of the said reports is on or before **SEPT. 14, 2018**.

For the information and guidance of all concerned.

Immediate dissemination and strict compliance of this Memorandum is desired.


SHERILL T. BAYOLA
Officer In-Charge

Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa

PROJECT PROCUREMENT MANAGEMENT PLAN (FOR SCHOOLS)

Project Title:
 END USER:
 Date of Implementation:

CODE	GENERAL DESCRIPTION	QTY/SIZE	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONES OF ACTIVITIES	REMARKS/ SOURCE OF FUND

TOTAL

Prepared by:

Recommended by:

Recommending Approval:

Approved by:

Proponent

Principal

ELISA O. CERVEZA
 Chief, CID

ELIZALDE Q. CENA
 Chief, SGOD

SHERYLL T. GAYOLA
 Officer In Charge
 Office of the Schools Division Superintendent

PROJECT PROCUREMENT MANAGEMENT PLAN (FOR DIVISION OFFICE)

Project Title:
END USER:
Date of Implementation:

CODE	GENERAL DESCRIPTION	QTY/SIZE	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONES OF ACTIVITIES	REMARKS/ SOURCE OF FUND

TOTAL

Prepared by:

Proponent

Recommending Approval:

Chief, CID/SGOD

Approved by:

SHERYLL T. GAYOLA
Officer In Charge
Office of the Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
 Department of Education
 Schools Division Office of Marikina

School Governance and Operation Division
 Education Facilities Unit
PROGRAM OF WORKS

Project Reference Number _____
 Name of the Project _____
 Location of the Project _____
 Source of Fund: _____

MOOE - 2018

PROJECT NAME AND LOCATION

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS (COST OF SUPPLY, INFLATION, CURRENCY VALUATION ADJUSTMENT)		UNIT COST	TOTAL COST
								%	Value		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	10% Contingencies	9	(10)	(11)	(12)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
								Labor:			
								PROJECT COST:		Php -	

REQUESTED BY:

 Principal / OIC-Principal

PREPARED BY:

REMIGIO O. ALEGRO
 Engineer III
 Education Facilities Unit

RECOMMENDING APPROVAL:

ELIZALDE Q. CENA
 Chief, SGOD

APPROVED BY:

SHERYLL T. GAYOLA
 Officer-in-Charge
 Office of the Schools Division Superintendent