



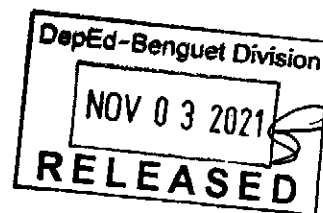
Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

**DIVISION MEMORANDUM**

No. 437 s. 2021

**TO: Public Schools District Supervisors  
School Heads/ Schools Facilities Coordinator  
Education Facilities Section**

**FROM: GLORIA B. BUYA-AO <sup>act</sup>  
Schools Division Superintendent**



**SUBJECT: INTERPRETATION OF PROGRAM OF WORKS**

**DATE: October 29, 2021**

1. The Office of the Schools Division Superintendent, through the Office of the Schools Governance and Operations Division (SGOD) with the Educational Facilities Section shall conduct a **“Face-to-Face Seminar on the Interpretation of Program of Works”** to provide school heads basic knowledge on the different projects which are commonly implemented in their schools by the division and other implementing agencies and NGO's. It is very important for them to have knowledge in interpreting program of works of the projects so that they can better monitor project implementation.
2. The conduct of the Face-to-Face Seminar on the Interpretation of Program of Works shall be on November 8-9, 2021, 8:00 am at Ecolodge, Magsaysay Avenue, Baguio City.
3. The objective of the seminar is to:
  - a. Capacitate the school heads/schools facilities coordinators on how to understand and interpret the item/scope of works the different projects commonly implemented in schools (New building constructions, Gymnasiums, Repairs, Electrification, Gabaldon, Slope Protection ) and its implementing processes.
4. The participants of this activity are school heads who are recipients of the BEFF 2021 Repairs, (See Attachment A)
5. Expenses incurred relative to the conduct of this activity shall be charged against HRTD Fund and other expenses incurred by participants maybe charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Wide dissemination of this memorandum is requested.





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

**Attachment A**

School Head/TIC/ School Facilities Coordinator of the following schools:

	<b>SCHOOL NAME</b>	<b>MUNICIPALITY</b>
1	BAGTANGAN ES	BAKUN
2	KETAGAN CABATAN ES	BAKUN
3	KABAYAN CS	KABAYAN
4	DATAKAN IS	KAPANGAN
5	PALINA ES	PALINA
6	LONGLONG ES	LA TRINIDAD
7	SABLAN CS	SABLAN
8	MAMUYOD ES	TUBLAY
9	PANGABLAN PS	TUBLAY
10	BAD-AYAN IS	BUGUIAS
11	KIWENG ES	BOKOD
12	PACALSO ES	ITOGON
13	LUBAS ES	LA TRINIDAD
14	BAKASEN WAKIT ES	BUGUIAS
15	WANGAL ES	LA TRINIDAD
16	CIRIACO MAGNO ES	TUBLAY
17	PUGUIS ES	LA TRINIDAD
18	PALALI ES	SABLAN
19	AMBONGDOLAN ES	TUBLAY
20	KARAO TRIBE ES	BOKOD
21	ALFREDO P. CHANAO ES	BOKOD
22	AMLIMAY ES	BUGUIAS
23	CAYAPAS ES	BUGUIAS
24	DAGADAG ES	MANKAYAN
25	BAGUYOS ES	MANKAYAN
26	CAEW ES	MANKAYAN
27	LAS-IGAN ES	MANKAYAN
28	TINALEB ES	KABAYAN
29	GOLDFIELD ES	ITOGON
30	MANKAYAN CS	MANKAYAN
31	PAYEO ES	MANKAYAN
32	CABUTOTAN ES	BAKUN
33	TAWANG ES	LA TRINIDAD
34	PONGAYAN ES	KAPANGAN
35	ADAOAY ES	KABAYAN
36	EVELIO JAVIER NHS-ANNEX	TUBA
37	BALLAY ES	KABAYAN
38	LADUAN ES	BUGUIAS
39	NAWAL IS	BOKOD
40	POLIS BO.SCHOOL	KIBUNGAN



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<b>PROGRAM OF ACTIVITIES</b>		
<b>Days</b>		<b>Person/s Responsible</b>
<b>Day 1</b>	<b>Preliminaries</b>	
	<b>Welcome Remarks</b>	Sir Lucio B. Alawas
	<b>Rationale and objective</b>	Ar. Flory Cayboen
	<b>Message</b>	Ma'am Gloria B. Buya-ao
	<b>Identification of Building Parts</b>	Ar. Denver E. Sin-ot
	<b>New Building Construction and Gymnasium</b>	Ar. Denver E. Sin-ot
	<b>Snacks</b>	
	<b>Gabaldon Building Preservation</b>	Engr. Michico A. Dagdagen
	<b>Lunch</b>	
	<b>School Building Repair</b>	Ar. Flory Cayboen
	<b>Snacks</b>	
	<b>Radar Reporting</b>	Ma'am Nerissa Barbosa
<b>Day 2</b>	<b>Electrification and Electrical Safety</b>	Engr. Sylvester Tasing
	<b>Snacks</b>	
	<b>Slope protection (Grouted Riprap and Retaining wall POW and Plan)</b>	Engr. Michico A. Dagdagen
	<b>Lunch</b>	
	<b>Other Processes (Annex E R.A 9184, Condemnation, and demolition of School Facilities)</b>	Engr. Melba Himmoldang
	<b>Snacks</b>	
	<b>Guidelines of Scrap Materials</b>	Ma'am Florabel Balanon
	<b>Closing Remarks</b>	Sir Lucio B. Alawas

