DIVISION MEMORANDUM
No. 236, s. 2017

November 9, 2017

WORKSHOP IN THE PREPARATION AND FINALIZATION OF THE
PROGRAM OF WORKS FOR THE 2018 BEFF CLASSROOM REPAIR PROGRAM

To: HELEN N. FRANCONAS
Division Engineer

You are hereby directed to attend the Workshop in the Preparation and
Finalization of the Program of Works for the 2018 BEFF Classroom Repair Program on
November 20-24, 2017 (inclusive of travel time) at Angeles City, Pampanga.

Travelling expenses shall be charged against local funds subject to the usual
government accounting rules and regulations.

For your compliance.

WINNIE E. BATOOON, Ed.D.
Officer in Charge
Office of the Schools Division Superintendent

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT
MEMORANDUM

TO: Schools Division Superintendents

Attention: Division Engineers
DepEd Project Engineers

SUBJECT: WORKSHOP IN THE PREPARATION AND FINALIZATION OF THE PROGRAM OF WORKS FOR THE 2018 BFNF CLASSROOM REPAIR PROGRAM

DATE: November 7, 2017

Enclosed herewith is an unnumbered memorandum from Engr. Annabelle R. Pangan, Chief, Education Facilities Division (EFD), Department of Education dated November 3, 2017 on the above-captioned subject.

The EFD will conduct the said workshop on November 20-24, 2017 (inclusive of travel time). The venue will be announced on a later time.

Participants in this activity are the Regional/Division Engineers, DepEd Project Engineers.

Travelling expenses of the Regional/Division Engineers shall be charged against local funds subject to the usual government accounting rules and regulations.

For information and guidance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director
Office of the Chief

MEMORANDUM

Date : November 3, 2017
To : REGIONAL DIRECTORS
     SCHOOLS DIVISION SUPERINTENDENTS
     DEPED REGIONAL/DIVISION ENGINEERS
     DEPED PROJECT ENGINEERS
     All Others Concerned

From : ANNABELLE R. PANGAN
       Chief, EFD-AS

Subject : CONDUCT OF WORKSHOP IN PREPARATION AND
          FINALIZATION OF THE PROGRAM OF WORKS FOR THE
          2018 BEFF CLASSROOM REPAIR PROGRAM

The Education Facilities Division (EFD) will conduct a Workshop in preparation and finalization of the Program of Works (POWs) for the 2018 BEFF Classroom Repair Program, including billeting Quarters for Palaro 2018 to be held on November 20-24, 2017 at Angeles City, Pampanga. The final venue will be announced later.

The DepEd Engineers are advised to bring the following:
1. Data of the schools validated for repair for use in the preparation of estimates;
2. Accomplished Repair Parameter Form for every schools visited or validated;
3. Data of the schools validated for minor repair for use in the preparation of estimates to be used in the Brigada Marawi (for the engineers who were deployed in Marawi assessment);
4. Laptops and extension cords.

The above information will be beneficial in accomplishing our output during the workshop. It is likewise advised to prepare the POWs and estimates ahead of schedule for checking during the actual Workshop.

Travelling expenses of the DepEd Project Engineers shall be charged against OSEC Funds while Regional/Division Engineers shall be charged against Local Funds, subject to the usual accounting and auditing rules and regulations.
Expenses for the venue, board and lodging of the participants shall be transferred to the DepEd Division of Angeles City, subject to the usual accounting and auditing rules and regulations.

Hereunder is their program of activities:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activities</th>
<th>Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 20</td>
<td>2.00 pm onwards</td>
<td>Check-in, Registration</td>
<td>Dinner</td>
</tr>
<tr>
<td>November 21-23</td>
<td>8:00am – 5:00pm</td>
<td>Opening Program, Workshop</td>
<td>Breakfast, am/pm snacks, lunch, dinner</td>
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<tr>
<td>November 23</td>
<td>4:00pm</td>
<td>Closing Program</td>
<td>dinner</td>
</tr>
<tr>
<td>November 24</td>
<td>8.00am</td>
<td>Check-out</td>
<td>Breakfast</td>
</tr>
</tbody>
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For dissemination and compliance.