



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City

**Dep**

June 24, 2015

DIVISION MEMORANDUM

No. **354** S. 2015

**ORIENTATION – WORKSHOP ON REPORTING OF THE STATUS OF  
CLASSROOM CONSTRUCTIONS FUNDED BY PAGCOR IN THE  
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

**To: Assistant Superintendent  
Education Supervisors / Coordinators  
District Supervisors / OICs  
Elementary and Secondary School Heads**

1. The office announces to the field the conduct of the Orientation – Workshop on Reporting of the Status of Classroom Constructions Funded by PAGCOR in the Program Management Information System (PMIS) on June 29, 2015 (1:30 PM) at Ecotech Center, Cebu City:
2. The participants of this Orientation – Workshop are the School Heads of the recipient schools of the constructed classroom funded by PAGCOR.
3. School Heads are advised to bring Laptop.
4. One (1) snacks and other incidental expenses incurred during the conduct of the Orientation – Workshop shall be chargeable against DIVISION MOOE Funds, while transportation and other expenses incurred by the participants relative to the participation of the Orientation - Workshop shall be chargeable against SCHOOL MOOE/SEF/PTA funds, subject to availability and usual accounting and auditing rules and regulations.
5. Attached are the list of schools, Classroom Construction Monitoring Form and Monitoring Implementation Milestone.
6. This Memorandum serves as Authority to Travel.
7. Immediate dissemination of this Memorandum to all concerned is desired

**ARDEN D. MONISIT, Ed.D.**  
School Division Superintendent

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VII	Bogo City	302936	Libertad NHS	Not Yet Started
VII	Bogo City	302931	Binabag NHS	Not Yet Started
VII	Bogo City	302934	Jovencio N. Masong NHS	Not Yet Started
VII	Bogo City	119115	Anonang Sur ES	Not Yet Started
VII	Bogo City	119107	Bogo Central School 111	Not Yet Started
VII	Bogo City	119122	Don Pedro Rodriguez ES	Not Yet Started
VII	Bogo City	119116	Banban ES	Not Yet Started
VII	Bogo City	119120	Cayang ES	Not Yet Started
VII	Bogo City	119119	Bung-aw ES	Not Yet Started
VII	Bogo City	119118	Bogo II Central ES	Not Yet Started
	Sub-Total	10		
VII	Cebu	119690	Langub ES	Not Yet Started
VII	Cebu	119689	Kinatarcan Elementary School	Not Yet Started
VII	Cebu	119688	Hilantagaan ES	Not Yet Started
VII	Cebu	119680	Sab-a ES	Not Yet Started
VII	Cebu	119677	Lambusan ES	Not Yet Started
VII	Cebu	119674	Calambua Elementary School	Not Yet Started
VII	Cebu	119663	Hagnaya ES	Not Yet Started
VII	Cebu	119656	Tulang Integrated School	Not Yet Started
VII	Cebu	119640	Campo ES	Not Yet Started
VII	Cebu	119647	Montserrat ES	Not Yet Started
VII	Cebu	119463	Kawit ES	Not Yet Started
VII	Cebu	119284	Maya ES	Not Yet Started
VII	Cebu	303053	Maya NHS	Not Yet Started
VII	Cebu	302924	Bakhawan NHS	Not Yet Started
VII	Cebu	119286	Purgason PS	Not Yet Started
VII	Cebu	119278	Carnaza ES	Not Yet Started
VII	Cebu	119282	Logon ES	Not Yet Started
VII	Cebu	187017	Luyongbaybay PS	Not Yet Started
VII	Cebu	119068	San Jose ES	Not Yet Started
VII	Cebu	119050	Doong ES	Not Yet Started
VII	Cebu	119051	Hilotongan ES	Not Yet Started
VII	Cebu	119049	Botigues ES	Not Yet Started
VII	Cebu	119434	Talangan ES	Cancelled
VII	Cebu	119130	Malbago ES	For realignment
	Sub-Total	24		
VIII	Biliran	120881	Villaconsuelo ES	Not Yet Started
	Sub-Total	1		
VIII	Borongan City	122399	Can-abong ES	Ongoing (Plastering of Walls, Beams and Columns)
	Sub-Total	1		
VIII	Catbalogan City	123396	Caramayon PS	Not Yet Started
	Sub-Total	1		
VIII	Eastern Samar	122717	Maliwaliw ES	Not Yet Started
VIII	Eastern Samar	122676	Cagdaja PS	Not Yet Started
VIII	Eastern Samar	122490	Nagaja ES	Not Yet Started
VIII	Eastern Samar	122563	Habag ES	Not Yet Started
VIII	Eastern Samar	122557	Bitaugan ES	Not Yet Started
VIII	Eastern Samar	122553	Trinidad ES	Not Yet Started
VIII	Eastern Samar	122520	Bungtod ES	Not Yet Started
VIII	Eastern Samar	122519	Buenavista ES	Not Yet Started
VIII	Eastern Samar	313516	Manican National High School	Not Yet Started
VIII	Eastern Samar	302308	Homonhon NHS	Not Yet Started

## Attachment 2

**Department of Education**  
**Classroom Construction Monitoring Form for Areas Affected by Typhoon "Yolanda"**

As of (mm/dd/yyyy) \_\_\_\_\_

Program/Project (Fund Source) \_\_\_\_\_

Region \_\_\_\_\_  
 Division \_\_\_\_\_  
 EBEIS ID \_\_\_\_\_  
 School Name/Implementing Unit \_\_\_\_\_  
 Approved Allocation Year \_\_\_\_\_  
 Approved Budget Allocation \_\_\_\_\_  
 Physical Target \_\_\_\_\_  
 Unit of Measurement \_\_\_\_\_  
 Scope of Work/Description \_\_\_\_\_  
 Remarks \_\_\_\_\_

Key Tasks and Stages/ Milestones	Date in mm/dd/yyyy		Remarks
	Started	Completed	
Key Tasks 1. Preconstruction			
Initial Site Selection Meeting with Division Engineer			
Clearing the site prior to the start of the Construction			
Pre-Construction Meeting with Contractor and Division Engineer			
Contractor Starts Work on Site			
Site Layout			
Excavation			

Key Tasks and Stages/ Milestones	Date in mm/dd/yyyy		Remarks
	Started	Completed	
Key Tasks 2. Structural Construction			
Concreting of Footing Foundations and Tie Beams			
Concreting of Columns (First Floor)			
Concreting of Beams (First Floor)			
Laying Out of Concrete Hollow Blocks Walls (CHB-1st Floor)			
Concreting of Columns (Second Floor)			
Concreting of Beams (Second Floor)			
Laying Out of Concrete Hollow Blocks Walls (CHB-2nd Floor)			
Concreting of Floor Slab (1st Floor)			
Concreting of Floor Slab (2nd Floor)			
Plastering of Walls, Beams and Columns			
Installation of Door and Window Jambs			
Installation of Truss Roof Framing			
Installation of Roofing Sheets			

Key Tasks and Stages/ Milestones	Date in mm/dd/yyyy		Remarks
	Started	Completed	
Key Tasks 3. Internal and External Finishings and Internal Fittings			
Installation of Doors			
Installation of Window Jalousies			
Installation of Ceiling Joists			
Installation of Ceiling Boards			
Installation of Electrical Roughing-ins and Fixtures			
Installation of Water and Sanitary Pipes and Fixtures			
Tileworks for Toilets			
Painting of External Walls			
Painting of Internal Walls			
Painting of Ceiling			

Key Tasks and Stages/ Milestones	Date in mm/dd/yyyy		Remarks
	Started	Completed	
Key Tasks 4. Finalization and Handover			
Pre-Final Inspection/Punchlisting			
Final Inspection			
Signing of the Certificate of Completion			
Signing of the Certificate of Final Acceptance and Turnover			

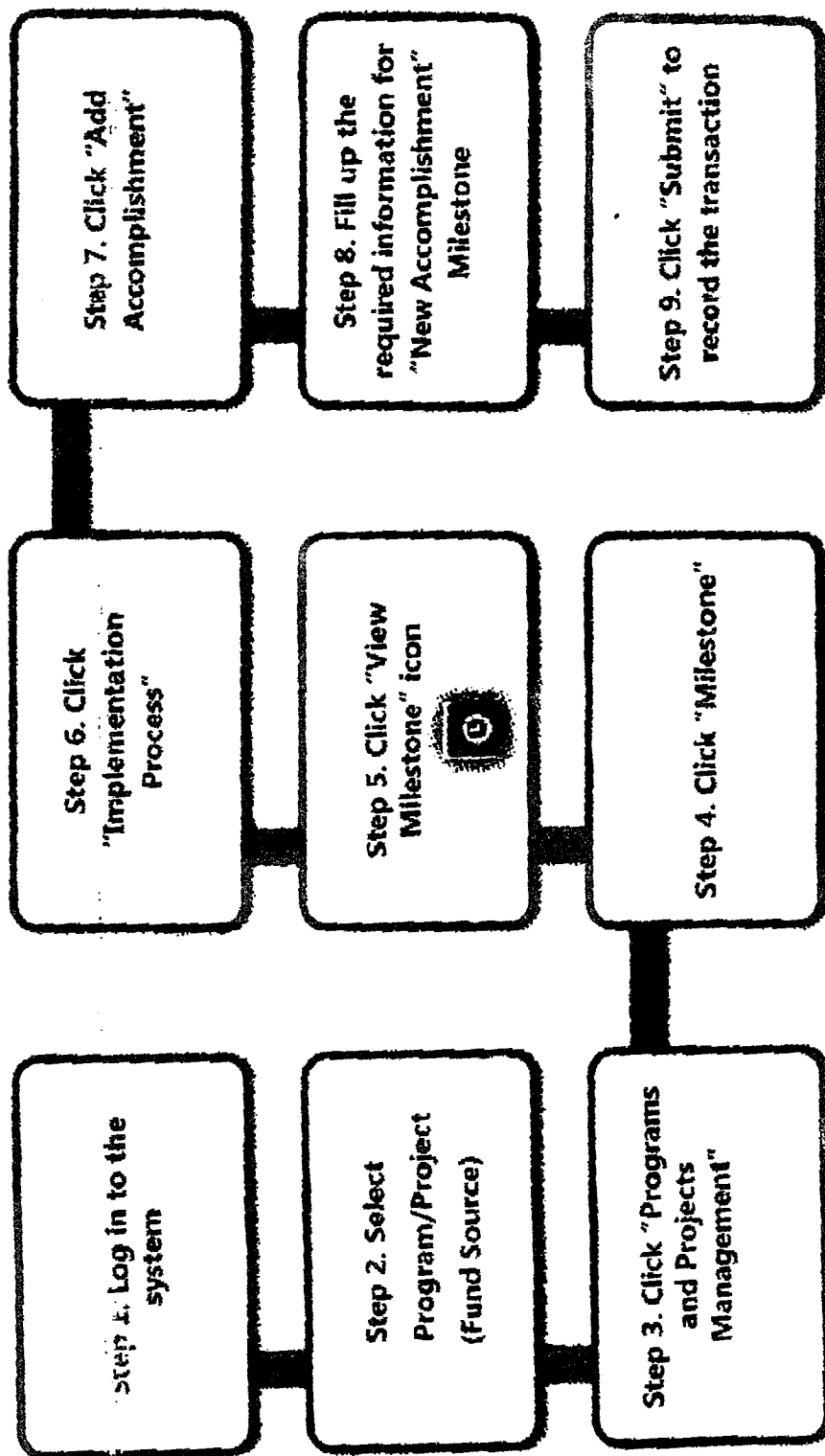
Prepared by:

Designation

Date

# Monitoring Implementation Milestones

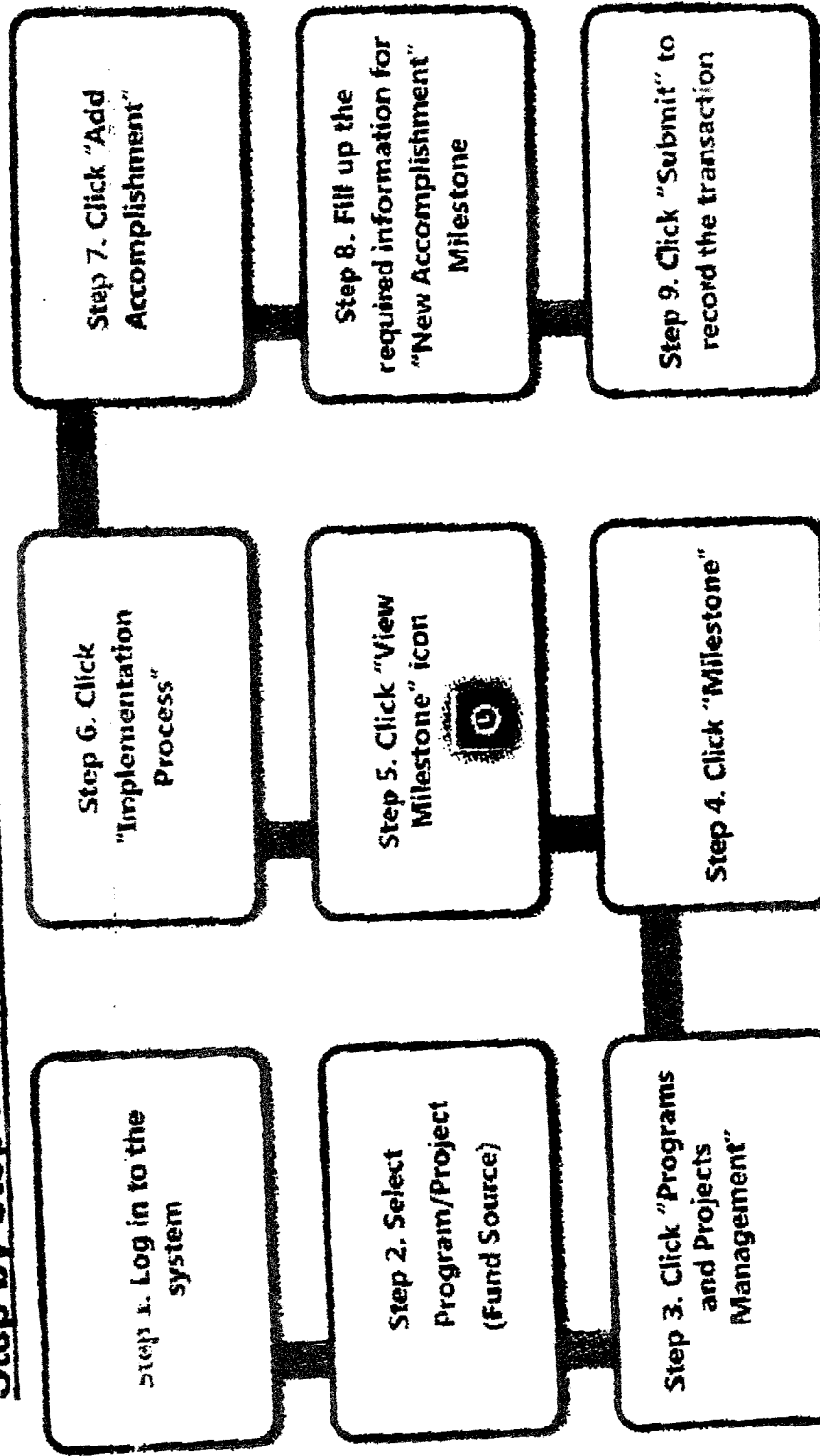
User Type: Implementing Unit (School Level) – Classroom Construction Recipients  
Step by Step Procedure in Updating Implementation Milestones



**Note:** Repeat steps 7 to 9 to add another implementation milestone and repeat the procedure of filling up new accomplishment data. Log out of the system once finished.

# Monitoring Implementation Milestones

User Type: Implementing Unit (School Level) – Classroom Construction Recipients  
Step by Step Procedure in Updating Implementation Milestones



**Note:** Repeat steps 7 to 9 to add another implementation milestone and repeat the procedure of filling up new accomplishment data. Log out of the system once finished.