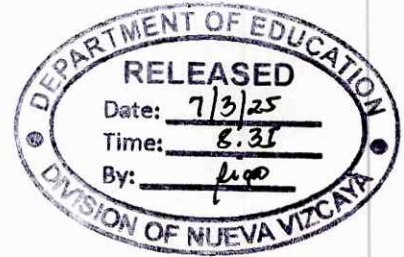




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



July 1, 2025

DIVISION MEMORANDUM

No. 298, s. 2025

**CAPACITY BUILDING ON SCHOOL PHYSICAL FACILITIES MANAGEMENT AND
SCHOOL BUILDING PROJECTS IMPLEMENTATION**

To: Assistant Schools Division Superintendent
Chief – School Governance and Operations Division
Chief – Curriculum Implementation Division
Public Schools District Supervisors/ District In-Charge
Public Elementary and Secondary Schools Heads
All others concerned

1. In line with the goal of Department of Education (DepEd) to provide the proper school environment that is most conducive to effective teaching and learning this Office through the Education Facilities Unit (EFU) of the School Governance and Operations Division (SGOD), will conduct a capacitation on **School Facilities Management and School Building Projects Implementation** specifically on the **preparation of Program of Works (POW) and Weekly Accomplishment Report (WAR) on July 7, 2025, at SDO Conference Hall, DepEd Nueva Vizcaya, Bayombong, Nueva Vizcaya.**
2. This activity aims to:
 - a. Provide insights towards efficient and effective management of education facilities
 - b. Equip the participants on construction management to ensure better facilitation of school building projects
 - c. Standardize monitoring and reporting tools and templates for project implementation, maintenance, rehabilitation, and restoration.
3. Participants in this activity are the School Physical Facilities Coordinators duly registered in the SPFC Directory.
4. Participants are requested to confirm attendance on or before **July 4, 2025**, through the link: tinyurl.com/CapacityBuildingEFU-SDONV
5. For relevant queries you may contact Arch. Christopher R. Dominguez at 09061315604 or through christopher.dominguez@deped.gov.ph
6. Immediate dissemination of and compliance to this Memorandum is directed.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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Republic of the Philippines

Department of Education

REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure to DM No. 298 s. 2025

LIST OF PARTICIPANTS ON CAPACITY BUILDING ON SCHOOL PHYSICAL FACILITIES MANAGEMENT AND SCHOOL BUILDING PROJECTS IMPLEMENTATION

July 7, 2025

SDO Conference Hall, DepEd Nueva Vizcaya Bldg.

A. Expected Participants

a. Program Management:

Orlando E. Manuel PhD, CESO V	Schools Division Superintendent
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent
Romulo S. Ancheta PhD	Chief - SGOD
Nolimar M. Navarro EdD	SEPS - SMME/ M and E Focal
Rommel S. De Gracia PhD	SEPS - PAR
Maria Theresa B. Iglesia	PDO II - DRRM
Arch. Christopher R. Dominguez	Technical Assistant III/ Architect II
Engr. Knyreen Q. Carnate	Engineering Assistant/ Secretariat
Engr. Crisanto M. Matias Jr.	Engineering Assistant/ Secretariat
Kennedy W. Guzman	ICT Staff/ Technical

b. Districts: 23 PSDS/DICs/ District Coordinators

c. Schools: 70 School Heads/ School Facilities Coordinators

Secondary: 47 Secondary School Coordinators/ School Heads

Elementary: 23 Central School Coordinators/School Heads

B. Activity Matrix

Topic	Time Frame	Speaker
7:30 AM – 8:00 AM: Registration and Distribution of Learning Kit Opening Preliminaries Philippine National Anthem Opening Prayer DepEd Quality Management Policies Bagong Pilipinas Hymn	Opening Preliminaries 8:00 – 8:15 AM	Lead Facilitator: Ar. Christopher R. Dominguez <i>Technical Assistant III/ Architect II</i> Co-Facilitators: Engr. Knyreen Bianca Q. Carnate <i>Engineering Assistant</i> Engr. Crisanto M. Matias Jr. <i>Engineering Assistant</i> Kennedy W. Guzman <i>ICT Staff</i>



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<p>Session 1: Opening Remarks – Romulo S. Ancheta, PhD Welcome Message – Orlando E. Manuel, CESO V</p> <p>Presentation of the DepEd Education Facilities Manual</p> <p>Morning Break</p> <p>Session 2: Workshop on Preparation of Program of Works (POW)</p> <ul style="list-style-type: none"> • Group and Individual Work • Practical application of Program of Works <p>Lunch Break</p> <p>Session 3: Basics Guidelines in Construction Management</p> <ul style="list-style-type: none"> • Introduction to Various School Building Implementation • Basic guidelines in Construction Management <p>Afternoon Break</p> <p>Session 4: Workshop on preparation of Weekly Accomplishment Report (WAR)</p> <ul style="list-style-type: none"> • Group and Individual Work • Practical application of Weekly Accomplishment Report (WAR) 	<p style="text-align: center;"><u>Session 1</u> 8:15 – 10:15 AM</p> <p style="text-align: center;"><u>Morning Break</u> 10:15 – 10:30 AM</p> <p style="text-align: center;"><u>Session 2</u> 10:30-12:00 PM</p> <p style="text-align: center;"><u>Lunch Break</u> 12:00 – 1:00 PM</p> <p style="text-align: center;"><u>Session 3</u> 1:00 – 3:00 PM</p> <p style="text-align: center;"><u>Afternoon Break</u> 3:00 –3:15 PM</p> <p style="text-align: center;"><u>Session 4</u> 3:15 – 5:00PM</p>	<p>Lead Facilitator: Ar. Christopher R. Dominguez <i>Technical Assistant III/ Architect II</i></p> <p>Co-Facilitators: Engr. Knyreen Bianca Q. Carnate <i>Engineering Assistant</i> Engr. Crisanto M. Matias Jr. <i>Engineering Assistant</i> Kennedy W. Guzman <i>ICT Staff</i></p>
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