



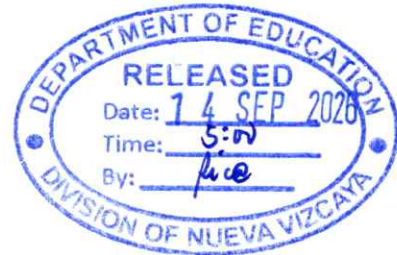
Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Public Schools District Supervisors/DICs
SDO School Health Personnel
All Others Concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent
09-2026-633

DATE: September 14, 2026



SUBJECT: Orientation-Workshop on the Preparation of Program of Works (POW) for Proposed Repair and Improvement Projects Funded under the 2025 School-Based Feeding Program-Program Support Fund (SBFP-PSF) Savings

1. In line with the utilization of the 2025 School-Based Feeding Program-Program Support Fund (SBFP-PSF) Savings, an **Orientation-Workshop on the Preparation of Program of Works (POW)** for the repair, rehabilitation, and improvement of school kitchens identified as potential Central, Lead, and Stand-Alone Kitchens shall be conducted on September 25, 2026, from 8:00 AM to 5:00 PM at SDO Conference Hall.

2. The activity aims to strengthen the capacity of concerned personnel in the proper planning, assessment, documentation, preparation of detailed cost estimates, and development of Program of Works for proposed kitchen improvement projects. It shall likewise ensure that all proposed interventions are technically appropriate, properly documented, cost-efficient, and aligned with applicable **DepEd policies, procurement requirements, and infrastructure standards.**

3. The **School Head or Administrative Officer** of the schools, who shall be responsible for the preparation of the **Program of Works (POW)**, is hereby requested to **attend and actively participate in the activity**, as well as the Medical Officer III, SDO Nurses, SBFP Technical Assistance (TA) I and Administrative Support (AS) personnel, and members of the Project Management Team (PMT).

4. The breakdown of personnel who shall attend the activity is as follows:

School/s	Number of Pax	School/s	Number of Pax
1. Solano South CS	1	21. Alfonso Castañeda CS	1
2. Bayombong South ES	1	22. Bambang West ES	1
3. Bayombong CS-ISPED	1	23. Uddiawan ES	1



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Center			
4. Solano East CS	1	24. Kasibu East CS	1
5. La Torre ES	1	25. Kasibu West CS	1
6. Curifang ES	1	26. Kongkong ES	1
7. Aritao CS	1	27. Paniki ES	1
8. Balete ES	1	28. Didipio ES	1
9. Bone North IS	1	29. Runruno ES	1
10. Baresbes ES	1	30. Careb ES	1
11. Almaguer North ES	1	31. Ineangan ES	1
12. Bayombong West	1	32. Dupax del Norte CS	1
13. Comon CS	1	33. Abian ES	1
14. Bonfal Pilot CS	1	34. San Fernando ES	1
15. Bagabag CS	1	35. Sta. Fe CS	1
16. Bambang East ES	1	36. Inaban ES	1
17. Aggub ES	1	37. Ambaguio CS	1
18. Tuao South ES	1	38. Salinas ES	1
19. Darubba ES	1	39. Bambang CS-ISPED	1
20. Villaverde CS	1	Center	39
SDO Nurses with MO III	13		
SBFP TA 1 & AS	3		
PMT	10		
TOTAL	65		

5. To maximize the workshop and facilitate the preparation and review of outputs, participants are required to bring the following:

1. Laptop, fully charged;
2. Extension wire/extension cord;
3. Draft of the POW with DUPA of the proposed project;
4. Drawing/sketch plan of the proposed repair or improvement project;
5. Pictures showing the portions of the facility to be repaired or improved;
6. Supplemental AIP;
7. Annual Procurement Plan (APP); and
8. Project Procurement Management Plan (PPMP)

4. Participants are advised to ensure that all relevant data, documents, photographs, and electronic files are complete and readily accessible during the workshop.

5. Meals and snacks of the participants, resource person/s and PMTs shall be charged to the allocated SBFP PSF Fund SY 2025 while their travel expenses shall be charged to the school MOOE or to other local funds subject to usual accounting and auditing rules and regulations.

6. For information, guidance and strict compliance.