



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

October 19, 2026

DIVISION MEMORANDUM

No. **422**, s. 2026

**CAPACITY BUILDING ON PROJECT MONITORING AND MANAGEMENT OF
SCHOOL BUILDING PROJECT 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 **Project Monitoring and Management of School Building Projects** specifically on the **preparation of Program of Works (POW), Weekly Accomplishment Report (WAR) and introduction to KOBO Toolbox** on **October 28, 2026**, at **SDO Conference Hall**, DepEd Nueva Vizcaya, Bayombong, Nueva Vizcaya.
2. This activity aims to:
 - a. provide insights into 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 are requested to confirm attendance on or before October 26, 2026, through the link: tinyurl.com/CapacityBuilding2026Pre-Work
4. For relevant queries you may contact Arch. Christopher R. Dominguez, Technical Assistant IV through christopher.dominguez@deped.gov.ph
5. Immediate dissemination of and compliance to this Memorandum is directed.



ORLANDO L. MANUEL PhD, CESO V
Schools Division Superintendent

10-2026-753



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Enclosure to DM No. 422 s. 2026

**LIST OF PARTICIPANTS ON CAPACITY BUILDING ON
CAPACITY BUILDING ON PROJECT MONITORING AND MANAGEMENT OF
SCHOOL BUILDING PROJECT IMPLEMENTATION**

October 28, 2026

SDO Conference Hall, DepEd Nueva Vizcaya

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
Rommel S. De Gracia PhD	OIC Chief - SGOD
Nolimar M. Navarro EdD	SEPS - SMME/ M and E Focal
Maria Theresa B. Iglesia	PDO II - DRRM
Arch. Christopher R. Dominguez	Technical Assistant IV/ Architect III
Engr. Jan Alvin D. Gombio	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: 37 School Heads/ School Facilities Coordinators

<u>9</u> Secondary Schools
1. Abuyo National High School
2. Sta. Clara High School
3. Casat National High School
4. Lamo National High School
5. Dupax del Sur National High School
6. Carolotan High School
7. Kasibu National Agricultural School
8. Martinez Cuyangan National High School
9. Runruno National High School
<u>28</u> Elementary School/ Central School/ Integrated School
1. Galintuja Elementary School
2. Alfonso Castañeda Central School
3. Dulli Integrated School
4. Hamhamaan Elementary School



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5. Ambaguio Central School
6. Tiblac Elementary School
7. Tabueng Elementary School
8. Sta. Cruz Elementary School
9. Villaros Elementary School
10. B.A. Bugayong Elementary School
11. Bambang West Elementary School
12. Cawacao Elementary School
13. Macate Elementary School
14. Mabuslo Elementary School
15. Magapuy Elementary School
16. Governor Alfonso Castañeda Elementary School
17. Kinabuan Elementary School
18. Kakiduguen Elementary School
19. Binogawan Integrated School
20. Napo-Tuyak Elementary School
21. Kayapa Proper Elementary School
22. Talmoy Elementary School
23. Maasin Elementary School
24. P.D. Galima Elementary School
25. Solano North Elementary School
26. Bangaan Elementary School
27. Villaverde Central School Annex
28. Bintawan North Elementary School

B. Activity Matrix

Topic	Time Frame	Speaker
7:30 AM – 8:00 AM: Registration and Distribution of Learning Kit	Opening Preliminaries	Lead Facilitator: Ar. Christopher R. Dominguez Technical Assistant IV Co-Facilitators: Engr. Jan Alvin D. Gombio Engr. Crisanto M. Matias Jr.
8:00 AM – 8:15 AM: Opening Preliminaries Philippine National Anthem Opening Prayer DepEd Quality Management Policies Bagong Pilipinas Hymn	8:00 – 8:15 AM	



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Session 1: 8:15 AM – 10:30 AM Opening Remarks – Romulo S. Ancheta, PhD Welcome Message – Orlando E. Manuel, CESO V Introduction to DepEd Education Facilities Manual 10:15 AM - 10:30 AM: Morning Break Session 2: 10:30 – 12:00 PM Basics Guidelines in Site Validation and Assessment • Introduction to KOBO Toolbox • Basic guidelines in Site Validation and Assessment 12:00 PM - 1:00 PM: Lunch Break Session 3: 1:00 – 3:00 PM Workshop on Preparation of Program of Works (POW) • Group and Individual Work • Practical application of Program of Works 3:00 PM - 3:15 PM: Afternoon Break Session 4: 3:15 – 5:00 PM Workshop on preparation of Weekly Accomplishment Report (WAR) • Group and Individual Work • Practical application of Weekly Accomplishment Report (WAR)	Session 1 8:15 – 10:30 AM Morning Break 10:15 – 10:30 AM Session 2 10:30-12:00 PM Lunch Break 12:00 – 1:00 PM Session 3 1:00 – 3:00 PM Session 4 3:30 – 5:00PM	
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