



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

July 27, 2023

OFFICE MEMORANDUM

No. **462**, s. 2023

PROCESS FLOW FOR REQUESTS ON THE CREATION OF PROGRAM OF WORKS (POW) / DETAILED UNIT PRICE ANALYSIS (DUPA)

To: Regional Office Division Chiefs
 Section/Unit Heads
 All Others Concerned

1. To ensure the proper and prompt action on requests for the creation of a Program of Work (POW) and transition of the crafting of Detailed Unit Price Analysis (DUPA), this Office, through the Education Support Services Division (ESSD) has established the process flow below:

- a. The Division/End-user shall forward a letter for request of a Program of Work (POW)/Detailed Unit Price Analysis (DUPA) signed by the Regional Director with the attached Work and Financial Plan (WFP)/PPMP for the intended project to ESSD-EFS. The absence of an approved request shall not be entertained.
- b. The EFS shall conduct a pre-inspection, assessment, and validation to determine the Scope of Work, measurement, fund sources, sketch plan, and all other tasks required for the project.
- c. A pre-inspection report representing the detailed and documented project evaluation shall be forwarded to the concerned Division/End-user. The estimated turnaround time for the creation and submission of the approved POW/DUPA will also be included in the report or the agreed time of submission by the Division/End-user.
- d. The POW/DUPA creation shall follow on a First-Come First Serve basis by the Draftsman in the Region and shall be checked by the Regional Engineer. The POW requests are recorded on a Monitoring file for easy determination and execution of the POW/DUPA.
- e. Should there be a request for changes or deviation from the original plan, the End-user shall inform the EFS through a formal communication. An extension for the deadline on turnaround time will be implemented after determining the changes and alterations to the original plan. The EFS shall immediately inform the End-user of this effect's updated turnaround time.
- f. Once the POW is completed and signed, two (2) copies shall be forwarded to the concerned Division/End-user. This shall be received and signed on the monitoring file including the Receipt of Documents turned over to the Recipient for proper documentation.

2. Attached is the Infrastructure Job Request Form and Receipt of Documents.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

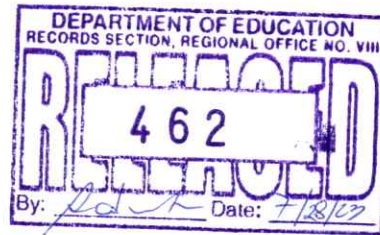
Enclosures: Infrastructure Job Request Form and Receipt of Documents

References: None

To be indicated in the Perpetual Index under the following subjects:

POW/DUPA FACILITIES

ESSD-EFS-RJLB





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INFRASTRUCTURE JOB REQUEST FORM AND RECEIPT DOCUMENT

Priority No.: _____.

Date: _____

Requesting Official: _____

Designation: _____

Office: _____

Nature of Job Request: (to be filled out by the End-user)

Repair

New Construction

Other: _____.

GENERAL REQUIRMENTS:

_____ a. Budget Allocation _____.

_____ b. Project Procurement Monitoring Plan/ Supplemental PPMP (Attachment)

Others:

Please specify: _____.

Prepared by:

Noted:

End-user, Division Chief

Regional Director



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SITE INSPECTION: (to be filled out by the EFS Technical Personnel)

Name of the Inspectorate Personnel: _____.

Site Inspection Date: _____.

Observation	SCOPE OF WORK



PROGRAM OF WORKS AGREEMENT FOR THE SUBMISSION WITH THE END-USER: (to be filled out by the End-user and the EFS Technical Personnel)

Date of Submission: _____.

No. of Revision: _____.

Note:

End-user, Division Chief

EFS Technical Personnel

SUBMISSION OF PROGRAM OF WORKS:

Date Accomplished: _____ Accomplished by: _____

Certified Completed: _____
End-User, Division Chief

Remarks:

Noted by:



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INFRASTRUCTURE MONITORING TOOL

Name of School:	
School I.D.:	
Location:	
School Division Office:	
District:	

A. Site Monitoring: (to be filled up by the EFS Technical Personnel)

Name of Inspectorate Personnel:	
Name of Project/ Program:	
Target Date of Program/ Project Completion:	
Site Monitoring Date:	

Observation/ Findings	Recommendation/s



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Monitoring: (to be filled up by the End-User and the EFS Technical Personnel)

Percentage of Accomplishment based on the Monitoring Template:

_____.

Percentage of Actual Accomplishment based on the Onsite Monitoring:

_____.

Agreement:

Monitored by:

EFS Technical Personnel

Noted by:

End-user/ School Head/ School Representative

