



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
JUN 01 2023
RECORDS SECTION

30 May 2023

DIVISION MEMORANDUM
No. 164, s. 2023

UPDATED PROCESSES ON SGOD SCHOOL MONITORING

To: Assistant Schools Division Superintendents
Chief, SGOD
All Unit Heads
Public Elementary and Secondary School Heads
School Administrative Officers
All Others Concerned

1. With the objective of continuously improving our processes and delivery of services, the School Governance and Operations Division is hereby ordered to carry out an enhanced policy on monitoring of school operations.
2. The SGOD In-charge District Monitoring personnel is expected to regularly visit their district assignments and maintain a close communication coordination with the school heads and administrative officers of the schools;
3. Random visit may be conducted whenever necessary to provide technical assistance. This is not limited to verification of liquidation reports and inspection of purchases. Observation and monitoring of school operation may also be conducted;
4. All school concerns pertaining to governance and operations must be coursed through the SGOD In-charge District Monitoring Personnel for technical assistance and proper referral to concerned office;
5. Liquidation reports will still pass through the SGOD Office as an integral part of the internal audit process;
6. As part of the enhanced policy, please refer to the attached annexes for the modified forms:
 - a. Certification of Communication Expense. SGOD will provide a control number for all certifications issued. Digital signature or facsimile of the Chief – SGOD is allowed provided that the SGOD In-charge District Monitoring personnel affixes his/her original initial signature below the name of the Chief-SGOD;
 - b. Letter Request for Construction/Repair and Rehabilitation. SGOD In-charge Monitoring Personnel is tasked to verify the existence and urgency of the proposed project and its source of funds before the Chief-SGOD affix his signature to recommend approval of the request;



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101
Telephone No.: (044) 940 3121
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Webpage: <https://sites.google.com/deped.gov.ph/depednuevaecija/>



- c. Program of Works. Preparation and approval shall be done within the school level. However, the Division Engineer is required to check and review all program of works in schools to determine its urgency, compliance to standard requirements and completeness of specification to ensure safety and quality of the project.

7. For information, guidance and compliance.



Engr. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent

Reference: NONE

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

POLICY	MONITORING
INTERNAL AUDIT	GOVERNANCE & OPERATIONS

DM UPDATED PROCESS ON SGOD SCHOOL MONITORING
3-35/MLG 05-30-2023



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SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

SGOD Control No. _____

CERTIFICATION

This is to certify that _____, *Principal I, AAA Elementary School*, availed of Communication Expense for the month of **JUNE, 2023** chargeable against and within the approved monthly ceiling, as provided in the Guidelines on the Use of Mobile Phone Subscription/Lines & Prepaid Loads under DepEd Order No. 17, s. 2019 dated July 18, 2019.

This certifies further that all calls made are all official in nature and is essential in the accomplishment of functions and responsibilities of this office.

Issued this 30th day of June, 2023 for reference purposes.

*e-signature is allowed,
provided there is an
affixed original initial
signature of the SGOD
In-charge District
Monitoring personnel.*

LUIS M. CALISON
Chief, SGOD



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Schools Division Office Annex - _____
_____ Elementary School

May 30, 2023

Engr. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent
DepEd Nueva Ecija
Brgy. Rizal, Santa Rosa

Attention: **Luis M. Calison**
Chief, SGOD

Engr. Ener C. Fuertez
Physical Facilities Coordinator

Dear **Sir**:

This is to request permission from your good office for us to spend the amount of _____ pesos only (Php _____) chargeable against _____ fund for the _____.

Attached herewith are the approved program of works and the photo documentation of the proposed project needing improvement.

Truly yours,

Principal

Certifies as to availability of Funds:

Administrative Officer

Project Verified by:

SGOD Monitoring Personnel

Recommending Approval:

LUIS M. CALISON
Chief, SGOD

Approved by:

Engr. EDGARD C. DOMINGO, PhD., CESO V
Schools Division Superintendent



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PROGRAM OF WORKS

PROJECT TITLE: _____
SCOPE OF WORKS: _____
SCHOOL: _____
LOCATION : _____
SOURCE OF FUND: _____
DATE: _____

I.D. NO	DESCRIPTION	UNIT	QTY	UNIT COST	GRAND TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
I	TOTAL MATERIALS COST				
II	TOTAL LABOR COST (35% of materials cost)				
III	EQUIPMENT COST				
IV	TOTAL PROJECT COST				

Prepared by:

FERNANDO Q. DE LEON
Property Custodian/TLE Teacher

Verified and included in the SIP/AIP:

KIMBERLY JOY G. PADILLA
Administrative Officer II

Checked and Reviewed by:

Engr. ENER C. FUERTEZ
Division Engineer III

Approved by:

CHONA B. LEONARDO, Ph.D.
School Head