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Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

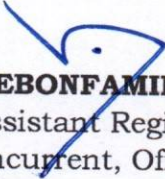
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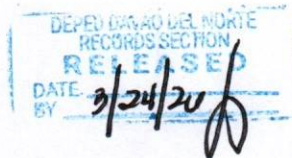
To: Chief Education Supervisor - School Governance and Operations Division
Elementary and Secondary School Heads
All Others Concerned

Subject: **STANDARDIZED PROGRAM OF WORKS (POW) TEMPLATE FOR MAINTENANCE AND OTHER OPERATING EXPENSES**

Date: March 23, 2026

1. In pursuit of continuous improvement, this Office hereby adopts a standardized Program of Works (POW) format to promote uniformity in implementation and to strengthen monitoring and evaluation processes. This shall take effect in April 2026.
2. The standardized template ensures clear identification of school and district, improves clarity of entries, and streamlines review and approval. It is user-friendly to support school heads in efficiently preparing their POW.
3. School heads are directed to use the prescribed template in preparing and submitting MOOE-funded POWs. The standardized template can be accessed at: <https://acesse.one/POWMOOETemplate2026>
4. Immediate dissemination and compliance with this Memorandum are directed.


REBONFAMIL R. BAGUIO
 Assistant Regional Director
 Concurrent, Officer-in-Charge
 Office of the Schools Division Superintendent



Enclosure/s: As stated
sgod-icgl

Fr: Standardized Program of Works (POW) – MOOE Template



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Republic of the Philippines
Department of Education

REGION XI
Schools Division of Davao Del Norte
Name of District

Name of School

School ID: (type your school ID)

PROGRAM OF WORKS

Name of Project : (Title of Scope of Work/Project)
Approved Budget : (Total Budget)
Source of Funds : MOOE (Year), (Type if what quarter belongs)
KRA : (Input KRA)
SIP Page No. : (Page no.)
APP Item Page No. : Page (no.)-Item (no. of Page no.)-(Determine if ES/JHS/SHS)

Item No.	Description	Unit	Quantity	Unit Cost	
				Unit Cost Material	Total Cost Material
A. Materials (ADD)					
1	Item	kls	1	P 2.00	P 2.00
2	Item	sheet	1	P 2.00	P 2.00
3	Item	pcs	1	P 2.00	P 2.00
4	Item	roll	1	P 2.00	P 2.00
5	Item	box	1	P 2.00	P 2.00
6	Item	lnm	1	P 2.00	P 2.00
7	Item	gal	1	P 2.00	P 2.00
8	Item	load	1	P 2.00	P 2.00
9	Item	cu.m	1	P 2.00	P 2.00
10	Item	can	1	P 2.00	P 2.00
11	Item	board ft	1	P 2.00	P 2.00
12	Item	meter	1	P 2.00	P 2.00
13	Item	meter	1	P 2.00	P 2.00
14	Item	meter	1	P 2.00	P 2.00
Sub-Total					P 28.00
B. Materials (NON-ADD)					
1	Item	kls	1	P 2.00	P 2.00
2	Item	sheet	1	P 2.00	P 2.00
3	Item	pcs	1	P 2.00	P 2.00
Sub-Total					P 6.00
C. Materials of ADD + NON-ADD					P 34.00
D. Labor (1% to 50% max of Total Material Cost)		%	50.00%	P 34.00	P 17.00
E. Grand Total (Materials ADD & Labor)					P 45.00

Prepared by:

Name of Principal/School Head

Position

Reviewed by:

ENGR. IAN CLARK G. LAZO

Technical Assistant IV
DEPED Project Engineer
OIC - Division Engineer III

Approved by:

MARLON G. EBRADO

Chief Education Supervisor, SGOD



Address: (School Address)
Email: (Email address)
Contact No.: (Number)