



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

|                                   |         |
|-----------------------------------|---------|
| DEPED-DIVISION OF SURIGAO DEL SUR |         |
| <b>RELEASED</b>                   |         |
| DATE:                             | 2/4/25  |
| TIME:                             | 3:37 pm |
| SIGNATURE:                        |         |

**04 FEB 2025**

Division MEMORANDUM

No. 002, s. 2025

**SUBMISSION OF ACCOMPLISHMENT REPORT OF THE IMPLEMENTED  
 PROGRAM OF WORKS**

To: Division Basic Education Facilities Focal Person  
 All Public Schools District Supervisors/District In-charge  
 All Secondary and Elementary School Heads Concerned  
 This Division

1. In compliance with the required documentation for the implementation of various school projects, all concerned personnel are hereby directed to submit their Accomplishment Reports of the Program of Works.
2. The accomplishment reports must be properly compiled and arranged in the following order:
  - 2.1 Approved Program of Works
  - 2.2 Purchase Request and Canvass
  - 2.3 Purchase Order
  - 2.4 Payroll for Daily Wage or Signed Contract for Labor Pakyaw
  - 2.5 Delivery Receipt
  - 2.6 Technical Inspection Report
  - 2.7 Certificate of Completion
  - 2.8 Pictures before, during, and after the project implementation
3. A photocopy of the accomplishment report shall be submitted to the Office of the SGOD – Physical Facilities Section for record-keeping and monitoring purposes.;
4. Public Schools District Supervisors/District In-Charge shall monitor schools' compliance with the project's implementation and the submission of accomplishment reports.
5. For strict compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent

Encl.: INVITATION FROM COMELEC

CCTCC//DM-SUBMISSION OF ACCOMPLISHMENT REPORT OF THE IMPLEMENTED PROGRAM OF WORKS

002/February 04, 2025



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