

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Office of the Schools Division Superintendent

May 20, 2025

OFFICE MEMORANDUM


No. 067, s. 2025

**REMINDER OF SUBMISSION OF WORK AND FINANCIAL PLAN (WFP) AND
PROJECT BRIEF OF FUNCTIONS, PROGRAMS, AND PROJECTS TO BE
FUNDED UNDER CY 2025 SPECIAL EDUCATION FUND (SEF) AND
SEF 2024 CONTINUING APPROPRIATION**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Section/ Unit Heads
All Others Concerned

1. This Office reminds all concerned of the submission of WFP and project brief of functions, programs and projects to be funded under CY 2025 SEF and SEF 2024 Continuing Appropriation for review to Floren P. Clavo, SEPS for Planning and Research, not later than May 22, 2025, and for submission to the Provincial Planning and Development Office on May 26, 2025.
2. The following enclosures are attached for reference:
 - a. List of Functions/ Programs/ Projects with no Submission of WFP and Project Brief as of April 30, 2025
 - b. WFP Template
 - c. Project Brief Template
3. For information, guidance, and strict compliance.

By Authority of the OIC –
Schools Division Superintendent


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Enclosure 1 of Office Memorandum No. 067, s. 2025

**List of Functions/ Programs/ Projects with Projects with no Submission of
WFP and Project Brief as of April 30, 2025**

Functions/ Programs/ Projects	Budget Allocation	OBLIGATIONS	BALANCE OF APPROPRIATIONS	Program Owner
CY 2025 SEF				
1. Operation and maintenance of public schools				
1.1 Girl Scouting Activities	100,000.00		100,000.00	GSP-SGOD
1.6 Trainings/Webinars/Activities for Teaching support (non-teaching) personnel	500,000.00	-	500,000.00	SDO-NEU
1.7. Early Childhood Care & Development (ECCD) Program (Kindergarten)	200,000.00	60,000.00	140,000.00	CID-Kindergarten
1.8. Brigada Pagbasa Program "Linggo ng Pagbasa" for Elementary Schools and CLCs	500,000.00	-	500,000.00	PLGU-CID
1.10 Promotion of Peace Education	200,000.00	-	200,000.00	PLGU-CID
1.12. World Vision Day Celebration for schools & Community Learning Centers	200,000.00	-	200,000.00	PLGU-SGOD
2. Construction and repair of school buildings				
2.1. Purchase of Construction materials for repair and maintenance of schools and Community Learning Centers (CLCs) - "Oplan Brigada Eskwela Tabang nin Probinsya"	2,500,000.00	-	2,500,000.00	PLGU-SGOD
3. Facilities and Equipment				
3.1. Purchase of Teaching & Learning Materials for K to 12 BEC, ALIVE, ALS & Special Needs for Education	1,000,000.00	-	1,000,000.00	CID
Teaching & Learning Materials				
4. Educational Research				
4.1. Conduct of Educational Research (Action & Research Proposal)	100,000.00	-	100,000.00	SGOD
SEF 2024 CONTINUING APPROPRIATION				
Establishment of water, sanitation & hygiene (WASH) area in barangays to ensure proper handwashing & toothbrushing are practiced	4,709.00	-	4,709.00	SGOD-SHNU

Republic of the Philippines
PROVINCE OF CATANDUANES
Schools Division Office of Catanduanes
San Roque, Virac, Catanduanes

WORK AND FINANCIAL PLAN CY 2025

Name of Project:

Description of Proposed Work/Activity	Location	Output Indicator	Target (Quarterly)				Implementing Period	Financial Requirements (Quarterly)				Estimated Cost
			Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4	
Total												-

Prepared by:

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Reviewed and Recommending Approval:

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Enclosure 3 of Office Memorandum No. 067, s. 2025

Project Brief Template

I. Name and Type of Project	
1. Name of Project	<i>What is the working name of the project? It must be brief and catchy</i>
2. Project Description	<i>Short description must be added. How would it be described in 2-3 sentences?</i>
3. Project Category	<i>In what category does it fall?</i> <ul style="list-style-type: none"> • Infrastructure & other physical capital? • Public and private institutions? • Social, local economic development, environmental management? • Other?
4. Location	<i>Where is the proposed location of the project?</i>
5. Environmental Assessment	<i>Are the project's demands on the natural resources assured of being met for the life of the project?</i>
6. Risk Assessment	<i>Would the project be at any risk from environmental or human-made hazards?</i>
II. Project Component	<ul style="list-style-type: none"> • State indicative duration of each component. What places, activities, and groups in the same area are targeted by the project? • List the things that need to be done to produce the desired output • Is a formal feasibility/design study required? • Who would manage implementation? • What complementary measures are needed to ensure project success or reinforce the intended effects?
III. Estimated Cost of Inputs	<i>What amount of implementation funding is required? Classified into materials, human power, equipment, etc. by activity component, where applicable and in pesos if possible</i>
IV. Justification of the Project	<ul style="list-style-type: none"> • Indicate the issue being addressed as identified in the plan • What indicators of development does the proposed project address? • On what other places is the project likely to have an effect, and how? • What social and economic activities in what location are likely to be affected by the project, and how? • In what way, if any, is the proposed project related to other planned or on-going area development activities?
V. Target Beneficiaries	<ul style="list-style-type: none"> • Population Sectors or Geographical areas • Specify how men and women or specific areas will be benefited
VI. Target Outputs or Success Indicators	<ul style="list-style-type: none"> • Quantify if possible • Include indicator of success and means of verification • What complementary measures are needed to ensure project success or reinforce the intended effects?



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	<ul style="list-style-type: none">• <i>What will be the public revenue and expenditure impacts of the project?</i>• <i>Is the project meant to improve area socio-economic performance in any other ways?</i>
VII. Possible Risks or External Factors that Could Frustrate the Realization of the Project	<i>May be natural, social, economic, etc.</i>
VIII. Expected Private Sector Response	<ul style="list-style-type: none">• <i>Specify desired private sector participation, e.g., investments</i>• <i>What are the expected responses by the private sector and other stakeholders to the changes that will result from the project?</i>



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