



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS Complex, Morao Avenue  
Pasig City, Philippines



*Sama-Sama  
sa DECS*

*Tanggapan ng Kalihir  
Office of the Secretary*

August 16, 2000

DECS MEMORANDUM  
No. 368, s. 2000

**PROCUREMENT OF DESKS/ARMCHAIRS UNDER SEMP**

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. This Memorandum provides the procedures for the procurement of desks/chairs under the Social Expenditure Management Project (SEMP) which is to be funded by regional and nationwide allocations for the purchase of school desks/armchairs in the FY 2000 General Appropriations Act.

2. The consolidated allocation list for desks/armchairs shall be prepared by the Physical Facilities Division, OPS in coordination with the regional offices based on the list of schools submitted by the regional and division offices for the Basic Education Facilities Program for FY 2000 (2000 BEFP) and desks/armchairs needs. The computation for desks/chairs requirements shall be 24 desks per classroom for elementary schools and 45 armchairs per classroom for secondary schools.

All regional and division offices are reminded to complete the submission of the list of classrooms for construction/renovation/rehabilitation under the 2000 BEFP to the Physical Facilities Division, OPS.

3. The SEMP bidding for desks and chairs shall be in accordance with the guidelines for the procurement of goods for World Bank-assisted projects. Bidding shall follow the procurement procedure for the purchase of SEMP textbooks. The bidding shall be conducted by DECS-PBAC created through DECS Order No. 93, s. 1999 and amended by DECS Order No. 43, s. 2000. The biddings shall be:

- First Batch (Pilot-test) - Regions I and III
- Second Batch (By Zones) - Other regions and nationwide allocation

4. The DECS Central Office through the Physical Facilities Division assisted by the SEMP Project Management Office (SEMP-PMO) shall take charge of contract preparation, monitoring and administration.

5. The Regional Offices shall transfer the allotment to the DECS Central Office through Journal Voucher.

6. For strict compliance of all concerned.

*Andrew B. Gonzalez*  
ANDREW B. GONZALEZ  
Secretary

**References:**

DECS Orders: (Nos. 93, s. 1999 and 43, s. 2000)

Allotment: 1—(D.O. 50-97)

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

PROCUREMENT  
 PROJECTS