



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



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

September 1, 2000

DECS MEMORANDUM
No. 394, s. 2000

**GUIDELINES IN IMPLEMENTING THE SCHOOL-BASED REPAIR
AND MAINTENANCE SCHEME**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Private Elementary and Secondary Schools Principals
All Others Concerned

1. In line with the implementation of the Social Expenditure Management Project (SEMP) covered by Loan Agreement 4535 PH between the Philippine Government and the International Bank for Reconstruction and Development (IBRD), the budgetary appropriation for Repair and Maintenance of Government Facilities (Item "04") for FY 2000 (RA 8780) shall be disbursed according to the guidelines in implementing the School-Based Repair and Maintenance (SBRM) for public elementary and secondary schools (see Enclosure A).
2. The DECS regional offices shall provide each elementary and secondary school in their region at least Ten Thousand Pesos (P10,000.00) for minor repair and maintenance for the year. The regional office shall release the funds for repair and maintenance of government facilities GAA 2000, directly to the heads of schools. For division offices, which receive the Notice of Cash Allocation (NCA) directly from the Department of Budget and Management (DBM), the superintendents shall release the funds directly to each school under their supervision and monitor its utilization. The fund may be released as cash advance or as reimbursement of eligible/authorized works following the usual government accounting rules and regulations. Cost of monitoring, bonding and other incidental expenses may be charged against the MOOE of the respective regions/divisions.
3. Secondary schools will receive the NCAs directly from the Department of Budget and Management, shall utilize at least P10,000 of its budget for the repair and maintenance of government facilities ("04") for minor repair and preventive maintenance following the enclosed guidelines in implementing the SBRM for public elementary and secondary schools.
4. The balance of the appropriation for repair and maintenance of government officials after granting each school P10,000.00 shall be distributed equally among the schools in the region/division.
5. Regional and division offices shall prepare implementing guidelines and conduct information dissemination activities to ensure that school heads, chairpersons of the School Repair and Maintenance Committee and other school staff concerned, know the purpose and procedures for the proper use and liquidation of the SBRM funds.

6. The Physical Facilities Division, OPS shall prepare a Maintenance Manual and train regional and division physical facilities coordinators as inspectors and trainers of the school staff performing SBRM-related functions.

7. All school heads shall accomplish Form 2, (copy enclosed) the guidelines for submission, on or before the end of each quarter (March, June, September, December) to the regional or division office, which provided the funds.

8. The regional offices, division offices and secondary schools (with separate budgets) shall submit the Monthly Statement of Expenditures (SOEs) using Form 1 of the guidelines for all disbursements/expenditures drawn from the appropriation for Repair and Maintenance of Government Facilities ("04") for DECS offices under the General Appropriations Act 2000. The regional and division offices shall keep all financial records including receipts and other supporting documents for World Bank audit and visiting missions. The regional SEMP coordinator who has been designated pursuant to DECS Memorandum No. 509, s. 1999 shall oversee the implementation of the SBRM in the region and facilitate the preparation and submission of the Monthly Statement of Expenditures (SOEs) to the SEMP-PMO, c/o Dr. Mila A. Marcos, 4th floor Dorm D, DECS Complex, Meralco Avenue, Pasig City.

9. Regional directors are reminded that the appropriation for Repair and Maintenance of School Facilities for FY 2000 is not a continuing appropriation since the item is part of MOOE. This means that all repair and maintenance funds should be obligated before the end of the year.

10. Immediate dissemination of and strict compliance with this Memorandum is desired.

Andrew B. Gonzalez
ANDREW B. GONZALEZ
Secretary

Encls.:
As stated

References:
DECS Memoranda: Nos. 167 and 303, s. 2000

Allotment: 1—(D.O. 50-97)

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

~~PROJECTS~~
~~SCHOOLS~~

**GUIDELINES IN IMPLEMENTING SCHOOL-BASED
REPAIR AND MAINTENANCE (SBRM) SCHEME
Social Expenditure Management Project**

A. PREMISES

1. **School-Based Management.** The responsibility for repair and maintenance shall be relegated to the school level for all public elementary and secondary schools throughout the country. The Principal/School Head shall be primarily responsible and accountable for the identification, supervision, and completion and reporting of minor repair and maintenance work.
2. **Preventive Maintenance.** The primary concern shall be serviceability. Minor repair and maintenance work shall aim:
 - (i) To repair minor deficiency before it causes further building deterioration;
 - (ii) To fix minor deficiencies to enhance building endurance in cases of calamities such as typhoons, earthquakes and floods;
 - (iii) To do emergency repairs;
 - (iv) To correct deficiencies causing disruption/inadequacy of utilities especially water supply and electrical services;
 - (v) To make facilities serviceable and safe for the use of pupils.

Funds shall be used exclusively for minor repair and maintenance of classrooms, laboratories and other facilities being used by the pupils.

3. **School-Based Repair and Maintenance (SBRM) Fund.** Every building needs regular maintenance work. Each school shall be provided with an equal amount of repair and maintenance fund annually from the Repair and Maintenance budget of the DECS Regional/Division Offices. Secondary schools with separate budgets shall allot a portion of their repair and maintenance budget for SBRM.
4. **Community Participation.** Representatives of stakeholders shall assist the School Head/Principal in the implementation of works financed under the SBRM Scheme. This will create a local sense of responsibility and ownership as well as ensure transparency.

B. ORGANIZATION

1. The Principal shall set up a School Repair and Maintenance Committee (SRMC) to monitor the use of the SBRM Fund at the school level. The SRMC shall consist of the representative of the teaching staff, the President of the Parents and Teachers

Association, and a distinguished member of the community. The principal shall be an ex-officio member. The SRMC members shall elect a Chairman. Specifically, the tasks of the (SRMC) shall be:

- (i) Review and evaluate the list and mode of procurement/contracting of minor repair and maintenance work proposed by the Principal;
 - (ii) Monitor on-going and completed works;
 - (iii) Review and certify the annual financial reports of the principal;
 - (iv) Provide other assistance as may be requested by the principal.
2. The Physical Facilities Coordinator of the Regional/Division Office shall oversee and assess the utilization of the SBRM Fund. He will (i) review and consolidate the reports of the Principals which will be submitted to the Regional Office through the Superintendent; (ii) follow up and facilitate the submission of liquidation reports and (iii) monitor and assess completed and on-going repair and maintenance work funded under SBRM Scheme.
 3. Task Force Engineering Assessment and Monitoring (TFEAM) and the Physical Facilities Division (PFD-OPS) shall conduct spot inspection of work undertaken under the SBRM Fund to: (i) assess systems implementation (ii) recommend improvement and (iii) assess prioritization and quality of repair and maintenance work under SBRM.
 4. Physical Facilities Division, Office of Planning Service (PFD-OPS) shall prepare the Maintenance Manual and train Physical Facilities Coordinators of the Regional Offices and Division Offices as inspectors and trainers. The Repair and Maintenance Manual shall guide the school officials and staff on the technical and administrative aspects of the SBRM Scheme.
 5. Regional/Division Offices shall ensure that the SBRM Scheme is properly implemented in the schools. They will consolidate and analyze the narrative and financial reports submitted by the Schools.

C. FINANCIAL PROCEDURES

1. The DECS Regional Office will transfer, release as cash advance or reimburse eligible expenditures from the "repair and maintenance of government facilities" budget, to the School Heads. The Division Office which receives the NCA directly from DBM, will also release the repair and maintenance funds to the Heads of School. The Principal/School Head shall manage the funds appropriated for the school under his supervision according to this Guideline following the usual government procurement, accounting and auditing rules and regulation.
2. The Principal will prepare the list of works and mode of procurement/contracting of minor repair and maintenance work to be funded under the SBRM Scheme for review and approval by the SRMC.

- 3.1. The minor repair and maintenance work covers:
- a) Minor repair of classroom, library, laboratory, toilets and other facilities used by students. This includes replacements for roofing sheets, wall cloddings, ceiling boards, windows, doors, jambs, partitions, parts of stairs, flooring and hardware (locks, knobs, etc.)
 - b) Electrical repairs including replacement of fixtures and electrical rough-ins.
 - c) Plumbing services for water system
 - d) Repair of security fence
 - e) Rust proofing and painting of roof
 - f) Painting works.
- 3.2 The Mode of Procurement may take any of the following form following government accounting and auditing rules and regulations:
- a) **Negotiated Contract** – The school may negotiate with a contracting party to undertake the project.
 - b) **By Administration (force account)** – In case the project is implemented by administration, any of the following options for engaging labor may be adopted:
 - Contracting out the labor component to a “pakyaw” group and undertaking procurement of construction materials directly.
 - Individual hiring of laborers to compose the work force, in which case preference shall be given to qualified residents in the locality
4. The Principal shall disburse funds for works approved by SRMC following government accounting and auditing rules.
5. Principals/School Heads should liquidate the SBRM Fund as soon as fully disbursed but not later than November 30, of each fiscal year. Undisbursed funds shall be returned to the Treasury.
6. The Regional/Division Offices shall consolidate school reports (Form 2) and prepare **Monthly Statement Of Expenditures (SOEs)**. The Regional Offices shall ensure that funds are fully liquidated and all SOEs are submitted to the Central Office on or before December 30 of each fiscal year. The Regional Offices shall keep copies of the liquidation reports including school reports, receipts and other supporting documents for World Bank audit and visiting missions.
7. Immediately upon receipt of the **Monthly SOEs** from the regions/divisions, the Project Accountant, SEMP, Central Office shall prepare the consolidated Statement of Expenditures (SOEs) for submission to the World Bank. The SOEs to be submitted by the Regional Offices shall be for funds released to

the Regional Officers as well as funds released by DBM directly to the Divisions in the area.

8. An external audit team shall conduct unannounced spot review any time of the year. All accounting records and bank reconciliation statements should be ready during the review.

D. REPORTING

1. Division/Regional Report (Form 1) – On or before the end of each month the Regional Office shall submit a consolidated Statement of Expenditures (SOE, Form 1) to SEMP-PMO, 4th floor, Dorm D, DECS Complex, Meralco Avenue, Pasig City. The accomplished School Forms must be attached to the SOE (Form 2) and report on the problem/issues brought up in Principal's Reports. The Regional report should also include an evaluation of the School-based repair and maintenance scheme with suggested improvements on the management and use of SBRM Fund.
2. Principal/School Heads' Report (Form 2) – The Schools Heads shall submit their reports directly to the Division or Regional Office which gave the funds, on or before the end of each quarter until the work is completed and the SBRM Fund is fully disbursed/reverted, but not later than November 30 of the fiscal year. Principals of secondary schools with separate budgets shall likewise accomplish Form 1 and submit directly to their respective Regional Offices every quarter. The report shall show work completed, schedules, type of procurement, and the cost using Form 2. The Regional/Division Offices shall review the Principal's report and act upon issues brought up in the reports.

C. EFFECTIVITY

The School-Based Management scheme for Repair and Maintenance shall begin with the repair and maintenance for government facilities budget for FY 2000.

SEMP/MAM/EDGA

**INSTRUCTIONS FOR ACCOMPLISHING FORMS
FOR SCHOOL-BASED REPAIR AND MAINTENANCE SCHEME**

A. WHAT FORMS ARE TO BE ACCOMPLISHED

There are two types of forms.

FORM 1. The Statement of Expenditures (SOEs) form which summarizes the flow of funds provided to each recipient school including payments and disbursements data. The accomplished School Form (Form 2) should be attached to the SOEs.

FORM 2. The School Form provides information on the description of repair and maintenance work undertaken, including the type schedule and cost of work.

B. WHO WILL ACCOMPLISH THE FORMS

FORM 1. To be accomplished by the accountants of the Division and Regional Offices.

FORM 2. To be accomplished by the Heads of Public Elementary and Secondary Schools:

C. WHEN WILL THE ACCOMPLISHED FORMS BE SUBMITTED

FORM 1. The Accountants of the Regional Office shall submit the accomplished SOEs (Form 2) one week, after the end of each month to SEMP-PMO (c/o Dr. Mila Marcos), 4th floor Dorm D, Meralco Avenue, DECS Complex, Pasig City. All School Reports (Form 2) included in the SOE should be attached.

FORM 2. The Heads of Public Elementary and Secondary Schools shall accomplish Form 2. The forms shall be accomplished quarterly (March, June, September and December) until the work is fully completed and funds fully disbursed/reverted. The School Heads shall submit the accomplished forms (Form 2) to the Regional/Division Office, which provided the funds.

D. HOW WILL THE FORMS BE ACCOMPLISHED

Specific instruction for each column, line and item is shown in Section D.1 and D.2. The sample forms have also been filled up to further clarify/information needed.

- D.1 SBRM Form 1: Statement of Expenditure
- D.2 SBRM Form 2: School Forms

D.1 SBRM FORM 1 - STATEMENTS OF EXPENDITURES (SOE)
(Region/Division)

Quarter	-	Refers to the month being reported (September 2000; October 2000 etc.)
Region	-	Refers to the DECS Administrative Regions (Regional Offices)
Division	-	Refers to the School Division according to DECS classification
District	-	Refers to the name of the School District
SOE No.	-	Refers to the SOE No. To be filled up by DECS-CO
Date	-	Refers to the date the report is prepared
Column 1 Name of Payee	-	Refers to the person who received the SBRM Fund from the Regional Office or Division Office
Column 2 Description	-	Refers to a general description of the Repair and Maintenance work undertaken in the Schools as according to attached Form 2.
Column 3 Recipient School	-	Refers to the name of the school that received the School-Based Repair and Maintenance Fund from the Regional Office or Division Office.
Column 4 Address	-	Refers to the address of the recipient (school sitio, barangay, municipality, city province)
Column 5 Purchase Order/ROA No.	-	Refers to the purchase order or ROA number which obligated SBRM Fund released to the particular school. One ROA may cover more than one or several school.
Column 6 Amount Received	-	Refers to the amount in Pesos received by the School Head from the Region/Division offices.
Column 7 Amount Disbursed	-	Refers to the total amount disbursed by the School during the moth.
Column 8 Check No.	-	Refers to the serial number of check. In case the amount is received in cash, indicate date the amount is received
Column 9 Date of Check	-	Refers to the date the check is issued
Column 10 Unspent ROA/Balance	-	Refers to the amount left after deducting column (7) from column (6)
Column 11 Remarks	-	Refers to the explanation on the status of works (e.g. on-going completed, problems, issues and recommendations).
Signatories:		
Prepared by	-	Refers to the printed name and signature of the Regional Accountant who accomplished the form
Approved by	-	Refers to the printed name and signature of the Regional Director.

SAMPLE FORM
SBRM Form 1

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
STATEMENT OF EXPENDITURES

PERIOD COVERED: From _____ To _____
(month/year)

SOE NO. : _____
DATE : _____

PERIOD COVERED : _____
REGION : II DIVISION : Cagayan

RECIPIENT/CREDITOR			DISBURSEMENTS				REMARKS	
Name of Payee (1)	Description (2)	Recipient School (3)	Address (4)	Purchase Order or ROA No. (6)	Amount Received (6)	Amount Disbursed (7)		Check No. 1/ Check 1/ Date of ROA (8)
SAMPLE: 1. Juana dela Cruz	Repair of roof, electrical and ceiling	Jose Rizal High Sch.	Brgy. Santiago, Lallo, Cagayan	0052	10,000.00	9,800.00	925681 Aug. 15	400.00
								"Payaw" Refer to attached School Form (2)

1/ If amount is received in cash, indicate the date the amount is received.

Prepared by:

Certified True and Correct:

ACCOUNTANT/POSITION
(Signature Over Printed Name)

REGIONAL DIRECTOR/SUPERINTENDENT
(Signature Over Printed Name)

* Superintendent. In case of Division reports

D.2 SBRM FORM 2 - SCHOOL FORM

Period Covered	-	Refers to the quarter being reported (1 st Q-Jan.-Mar.-2 nd Q-Apr.-Jun.; 3 rd Q Jul.-Sept.; 4 th Q-Oct-Dec.
School	-	Refers to the name of school which received and use the SBRM Fund. Indicate the original name if applicable
Address	-	Refers to the location of the school (include Sitio, Barangay, Street, Municipality, City, Province)
Division	-	Refers to the School Division according to DECS classification
District	-	Refers to the name of School District which covers the School.
Date	-	Refers to the specific Date the report is prepared
SBRMF Cash Advance	-	Refers to the amount in Pesos (P) of Repair and Maintenance Fund received by the Principal/School Head/ Head Teacher/OIC under the School-based Repair and Maintenance.
Year	-	Refers to the year budget was appropriated
Item No.	-	Refers to the chronological counting of the item.
Description of Work	-	Refers to the nature of works undertaken for the repair or maintenance of school building or facilities (i.e., painting, change of G.I. sheets roofing, water pipes/faucets, etc.)
Total Cost	-	Refers to the sum of items in columns (1) (5) (6) (7) (8) and (9)
Column 1 Estimated Cost	-	Refers to the cost estimate corresponding to specific/nature of work which was computed for budgetary purposes.
Schedule Column 2 Date Started	-	Refers to the specific date (Mo./Day/Year) the work started.
Column 3 Date Completed	-	Refers to the specific date (Mo./Day/Year) the work was completed.
Column 4 No. Of Days	-	Refers to the total number of days spent for the works done, computed from the date of works have been started until the works have been completed (column 3 minus column 2)
Column 5 Materials	-	Refers to the actual cost spent for the materials
Column 6 Contract	-	Refers to the actual cost spent for contracted works
Column 7 Labor	-	Refers to the actual cost spent for labor
Column 8 Total	-	Refers to the sum of column (5), (6) and (7)
Column 9 Balance	-	Refers to the amount left after deducting column (8) from column (1)
Column 10 Remarks	-	Refers to (1) problems encountered, recommended measures or actions taken; (2) progress of work completed on-going etc. (3) Explanation on receipts, RER and necessary supporting documents and (4) other recommendation.
Column 11 Supporting Documents Attached	-	Refers to the documents attached in the form to support expenditures purchase (Official Receipts, RER, committees reports and resolutions, etc.)
Signatories: Prepared by	-	Refers to the printed name and signature of the person who accomplished the form. Print name and position.
Certified True & Correct by Attested by	-	Refers to the printed name and signature of the Principal/School Head. Refers to the printed name and signature of the Chairman, School Repair and Maintenance Committee.

SAMPLE FORM
SBRM FORM 2

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
SOCIAL EXPENDITURE MANAGEMENT PROJECT
SCHOOL FORM

PERIOD COVERED _____

SCHOOL : Joss Rizal High School
ADDRESS : Brgy. Santisimo, Lallo, Casarvan
REGION : II DIVISION: Casarvan DISTRICT: Lallo North

DATE : _____ Year 2000
SBRMF CASH ADVANCE: P _____
CHECK#: _____
DATE OF CHECK: _____

Item No.	DESCRIPTION OF WORK	ESTIMATED COST (1)	SCHEDULE		ACTUAL COST (PESOS)			BALANCE (9) (11-8+9)	REMARKS (10)	Supporting Documents Attached (11)
			DATE STARTED (2)	DATE COMPLETED (3)	NO. OF DAYS (4) (3-2=4)	MATERIALS (5)	CONTRACT (6)			
	SAMPLE:									
01	Change of G.I. Roof	300.00	Aug.10	Aug.12	2	200.00	100.00	300.00	"Palyaw" Receipt# 1-3	
02	Repair of leaking faucet	300.00	Aug.15	Aug.17	2	150.00	-	150.00	c/o Janitor Receipt# 4-6	
03	Replacement of door knob	400.00	Aug.18	Aug.19	1	200.00	-	200.00	c/o Janitor Receipt# 6-7	
04	Repair of security fence	5,000.00	Aug.20	Aug.30	10	-	6,000.00	8,000.00	Contract	
05	Repair of ceiling	4,000.00	Aug.21	Aug.28	7	2,000.00	1,000.00	3,000.00	apocised	
	TOTAL COST					2,550.00	8,000.00	1,100.00	9,650.00	350.00

*Based on plans reviewed by SRMC.

*Attach Principal's/School Memorandum on the creation of School Repair & Maintenance Committee and designation of Chairman

PREPARED BY: Angelina Reyes
NAME AND POSITION: Juana dela Cruz
PRINCIPAL
(SIGNATURE OVER PRINTED NAME/POSITION) (SIGNATURE OVER PRINTED NAME)

CERTIFIED TRUE & CORRECT BY:

ATTESTED BY: Pedro Guevara
CHAIRMAN, SCHOOL REPAIR & MAINTENANCE COMMITTEE
(SIGNATURE OVER PRINTED NAME)

TO BE FILLED UP BY PFD/TFEAM/SEMP-PMO:

FINDINGS: _____

INSPECTED BY: _____