



REPUBLIKA NG PILIPINAS

REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS

DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Meralco Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

*Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary*

OCT 23 2001

DEPED MEMORANDUM

No. 295, s. 2001

PROCUREMENT OF DESKS/ARMCHAIRS UNDER SEMP

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

1. This Memorandum provides the procedures for the procurement of desks/chairs covered by regional and nationwide allocations for desks and chairs under the FY 2001 budget (Re-enacted) General Appropriations Act.
2. All Regional Offices shall submit to the Physical Facilities Division (PFD), the list of recipient schools using the attached forms and allocation per Congressional Districts under the following guidelines:
 - a) First priority will be given to schools which are recipients of new schoolbuildings/classrooms under the CY 2001 Schoolbuidling Program and the 10% Unallocated Portion of the CY 2000.
 - b) Second priority will be given to schools with high shortages of desks and armchairs.
 - c) The computation for desk and armchairs requirement shall be 24 seats per classroom for elementary and 45 seats per classroom for secondary.
 - d) The following unit costs will be adopted:
 - ◆ Elementary School Desk (set of 1 table and 2 chairs) – P1,500.00
 - ◆ Secondary School Armchair ----- P 700.00
3. The bidding under the desks and chairs shall be in accordance with the guidelines for the procurement of goods for World Bank-assisted projects. The bidding shall be conducted by Bids and Awards Committee (BAC) of the cenral office, created through DECS Order No. 29, s. 2001.
4. The Physical Facilities Division shall: (1) prepare the bid documents which include the final allocations list and (2) assist the SEMP-Project Management Office in the procurement and monitoring of deliveries of the desks and chairs.

Telefax: 637-42-11
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5. The Regional Offices shall transfer the allotment to the Central Office of the Department of Education (Dep Ed) through Journal Voucher.
6. For strict compliance of all concerned.



ERNESTO S. PANGAN
Undersecretary

Officer-In-Charge, Department of Education

(Enclosure to DepEd Memorandum No. 295, s. 2001)

Republic of the Philippines
Department of Education
Region _____
DIVISION OF _____

CY 2000 DESK/ARMCHAIR PROJECT

Region: _____
Division: _____
_____ Congressional District

Elementary

NAME OF SCHOOL	MUNICIPALITY	NUMBER OF UNITS TO BE DELIVERED			
		Grades I-IV		Grades V-VI	
		Table	Chair	Table	Chair

Secondary

NAME OF SCHOOL	MUNICIPALITY	NUMBER OF UNITS TO BE DELIVERED	

Prepared by:

Div. Physical Facilities Coordinator

NOTED:

Schools Division Superintendent