



REPUBLIKA NG PILIPINAS
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DepEd MEMORANDUM

No. 17, s. 2003

**GUIDELINES FOR VARIATION ORDER PROCESSING
FOR CONSTRUCTION UNDER SEMP**

TO : Regional Directors
Division Superintendents
Regional/Division Physical Facilities Coordinators
Regional Accountants
All Concerned

In line with the implementation of Social Expenditure Management Project (SEMP) - Basic Education Facilities Program, this Memorandum is issued to set the procedures for Variation Orders for school building and other related structures.

A Variation Order shall be issued by the implementing official to cover necessary changes from the original scope of works as requested by different sectors such as the Principal/School, the Contractor, the TFEAM, the Division Physical Facilities Coordinator (PFC), or the community. The changes should be within the general scope of the project as bid and awarded. Under the following conditions, the appropriate official may approve such variation orders if the amount is within the limit of his authority:

A. FOR PRINCIPAL-LED IMPLEMENTATION

1. The Principal assisted by the TFEAM Project Engineer (TPE) shall assess the variation order request. They will prepare & evaluate the scope of work and the cost based on the advantages of such changes to the school and the government. However, the unit cost should be based on the unit quote/bid prices and the contract price should remain unchanged. If the Contractor agrees to the variation order, the result shall be submitted to the Construction Committee for evaluation and

endorsement. The Principal shall abstain from the deliberation on variation orders.

2. The approving authority for Variation Order Request endorsed by the Construction Committee shall be:

Principal/School Head - For variation orders that cost P10, 000 or less up to an aggregate amount not to exceed P50, 000 per contract.

Division Superintendent - For variation orders that cost more than P10, 000.

3. For items involving change of site, additional works and supplementary contracts, the Principal shall submit the proposal/request to the Division Superintendent for approval.

B. FOR NATIONAL COMPETITIVE BIDDING CONTRACTS

1. The TFEAM shall assess the variation order request from different sectors. They will assess the scope of work and the cost of such changes based on the advantages to the government without altering the original contract price. Also, the unit cost should be based on the unit bid prices. If the contractor agrees to the variation order, the result shall be submitted to the approving authority.
2. For items related to architectural and structural designs that involve connection details, roofing details, truss and rafter connections, foundation plans and structural detailing/architectural specifications other than those included in the specifications, request shall be addressed to the TFEAM Technical Head for review and study. After thorough study and evaluation, TFEAM will recommend alternative detail connections/specifications equivalent to the existing items in the original scope of works to be approved by Undersecretary for Finance.
3. The approving authority for Variation Order Request shall be as follows:

Principal/School Head – For variation orders endorsed by TFEAM Engineer and contractor's engineer that cost P5, 000 or less up to an aggregate amount of P50, 000 per contract.

TFEAM Technical Head – For variation orders endorsed by TFEAM Construction Manager which cost P10, 000 or less up to an aggregate amount not to exceed P100, 000 per contract.

SEMP Project Manager – For variation orders endorsed by TFEAM Technical Head that cost above P10, 000 but not more than P50, 000 up to an aggregate amount of P500, 000 per contract.

Undersecretary for Finance and Administration - For variation orders endorsed by SEMP Project Manager that cost above P50, 000.

4. For items involving change of site, additional works, supplementary contracts, the Principal shall submit the Variation Order Request to DepEd Central Office, for review of the TFEAM Technical Head, and approval by the Undersecretary for Finance.

This Memorandum shall take effect immediately.

For dissemination to all concerned and strict compliance.



JUAN MIGUEL M. LUZ

Undersecretary for Administration and Finance

Reference:

None

Allotment: 1—(D.O. 50-97)

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

BINDS
CONTRACTS
PROGRAMS