



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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AUG 20 2003

DepED MEMORANDUM
No. **298**, s. 2003

**IMPLEMENTING GUIDELINES FOR THE SCHOOL-BASED REPAIR
AND MAINTENANCE SCHEME (SBRMS)**

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, enclosed are the Implementing Guidelines for the School-Based Repair and Maintenance Scheme (SBRMS). This was prepared during the Physical Facilities Coordinators' Workshop held at DepED ECOTECH, Lahug, Cebu City on September 9-12, 2002 and reviewed by the DepED Management in response to the queries and requests for clarifications on DepED Memorandum No. 68, s. 2002.
2. Any provision of previous DepED Memoranda/Orders inconsistent with the Operating Guidelines shall be superseded. Also enclosed are the Implementation Agreement (Enclosure No. 2) and Checklist of Repair and Maintenance Work for SBRMS (Enclosure No. 3).
3. Wide and immediate dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Encls.: As stated
References: DepED Memoranda: (Nos. 68, s. 2002) and 394, s. 2002
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

REPAIR

RULES & REGULATIONS

SCHOOLBUILDINGS

(Enclosure No. 1 to DepEd Memorandum No. 298, s. 2003)

IMPLEMENTING GUIDELINES FOR THE SCHOOL-BASED REPAIR AND MAINTENANCE SCHEME (SBRMS)

1. **The following terms are defined in this Memorandum as:**
 - a. **SBRMS Fund.** The Ten Thousand Pesos (PhP10,000.00) fund for the repair and maintenance of school buildings provided to public elementary and high schools for "Repair and Maintenance of School Facilities" of the DepED Regional and Division Offices (ROs/DOs).
 - b. **Principal-Led Approach.** The scheme wherein the Principal/School Head takes the lead role in implementing construction/repair/maintenance projects. The Principal/School Head is responsible for the planning, implementation, supervision, completion and reporting of construction/repair/maintenance projects.
 - c. **TFEAM*.** Task Force Engineering Assessment and Monitoring of the DepED Central Office, which oversees the implementation of the School Building Component of the Social Expenditure Management Project. TFEAM Office is located at Dorm E, DepED Complex, Meralco Avenue, Pasig City, Telefax No. 638-41-08.
 - d. **TFEAM Project Engineers (TPE).** The field engineers of the Task Force Engineering Assessment and Monitoring (TFEAM), Central Office.
 - e. **Statement of Expenditures (SOEs).** The report of expenditures under SEMP accomplished by the Division/Regional accountants using the Statement of Expenditures (Form 2) and submitted to the Central Office for consolidation and submission to the Work Bank through the Department of Budget and Management (DBM).

2. **Allocation of Funds**
 - a. The Regional Offices shall allocate 90% of the annual budget for "Repair and Maintenance of School Buildings" for the SBRMS and 10% for the repair of the administrative offices of the region, division, district and schools.
 - b. The Division Offices shall allocate PhP 10,000.00 for each elementary and secondary schools in its area of jurisdiction. Additional PhP10,000.00 may be provided to the schools which have satisfactorily completed the repair works and fully complied with the liquidation requirements of the previous SBRMS fund provided. Only secondary schools which do not have their own budget are qualified to avail of SBRMS funds.

3. Approval and Releasing Process

- a. At the beginning of each Fiscal Year (FY), the DepEd Regional Office shall submit to the DBM Regional Office the list of SBRMS recipient schools together with the other requirements for the release of the NCA.
- b. Upon receipt of the Notice of Cash Allocation (NCA) from the Regional Office, the Division Office shall release SBRMS funds of PhP10,000.00 directly to the schools. The release shall be supported by an Implementation Agreement (Enclosure No. 2) signed by the Principal and the authorized signatory of the Division. Immediately upon receipt of the funds, the principal shall undertake the repair and maintenance work.

4. Implementation and Procurement Procedures

- a. Repair and maintenance work shall be undertaken through contracts (including pakyaw), community participation, or by administration following government procurement procedures. Procurement of labor and/or materials may be through public bidding or national shopping (canvass).
- b. Principals/School Heads shall organize a School-Based Repair and Maintenance Committee (SBRMC) through a School Memorandum. The SBRMC shall consist of a representative of the teaching staff, the President of the Parents and Teachers Association (PTCA) and a distinguished member of the community. The Principal shall be an ex-officio member. SBRMC shall elect a chairman from among themselves.
- c. Only works that are included in the Checklist of Repair and Maintenance Work for SBRMS (Enclosure No. 3) will be allowed.
- d. The SBRMS funds shall be disbursed and liquidated following the government accounting rules and regulations.
- e. The Regional and Division Physical Facilities Coordinators together with TFEAM Project Engineers shall facilitate, monitor, and extend technical assistance to the Principal/School Head.

5. Monitoring and Assessment

- a. The Regional/Division Physical Facilities Coordinator (PFC) shall monitor and assess completed and on-going repair and maintenance works funded under SBRMS. The RO shall submit annual SBRMS Status and Assessment Report on or before the end of each fiscal year to the TFEAM Central Office.
- b. The TPEs shall conduct spot inspection of works undertaken under SBRMS to: (1) assess system implementation; (2) recommend improvements; and (3) report on best practices, lessons learned, issues and concerns requiring management action.

6. Liquidation and Submission of Statement of Expenditures (SOEs)

- a. The Principals/Schools Heads, immediately upon completion of repair and maintenance works shall accomplish School Liquidation Form (Form 1) and prepare the liquidation report following the usual accounting and auditing rules and regulations. The accomplished Form 1 together with the receipts and other supporting documents shall be submitted to the DO within fifteen (15) days from the completion of repair and maintenance work.
- b. The Division Accountants shall consolidate information in Form 1 which are submitted by the schools and prepare Division Statement of Expenditures (Form 2) for submission to the DepED Regional Office on or before the end of each month.
- c. The DepEd RO shall review and endorse the submitted SOEs by the DO to TFEAM Central Office on or before the fifth day of the succeeding month. The RO shall ensure that funds are fully liquidated before the end of fiscal year.
- d. The Regional and Division Offices shall keep all documents in order for review/audit of Central Office and World Bank Missions.

(Enclosure No. 2 to DepED Memorandum No. 298, s. 2003)

Date: _____

Name of Principal:

Name of School:

Address:

IMPLEMENTATION AGREEMENT

Sir/Madame:

We are pleased to inform you that the Division Office shall release the amount of _____ (P _____) as part of the School-Based Repair and Maintenance Scheme (SBRMS) of the DepEd. The funds shall be used for the repair and maintenance of the facilities _____ (Name of School) subject to the following conditions:

- A. The Principal shall use the SBRMS fund only for works allowed in the DepEd Order/Memo on SBRMS
- B. The Principal shall execute works according to the procedures set forth in DepEd Order/Memo on SBRMS
- C. The Principal shall disburse and liquidate SBRMS fund in accordance with government accounting and auditing rules and regulations
- D. The Principal shall submit to the Division Office the accomplished School Liquidation Form (Form 1) within fifteen days (15) days from the completion of the repair and maintenance work.

Should you agree with the above-mentioned conditions, please sign in the conforme blank below. When signed this letter will serve as the implementation agreement for the SBRMS fund.

Very truly yours,

Superintendent

CONFORME:

Principal

Date: _____

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
SOCIAL EXPENDITURE MANAGEMENT PROJECT

Form.1
SCHOOL LIQUIDATION FORM

PERIOD COVERED _____

SCHOOL : Jose Rizal High School DATE : _____
 ADDRESS : Brgy. Santiago, Lallo, Cagayan SBRMF CASH ADVANCE : _____
 REGION : II CHECK NO. : _____
 DIVISION : Cagayan DISTRICT : Lallo North DATE OF CHECK : _____

Item No.	DESCRIPTION OF WORK	ESTIMATED COST	ACTUAL SCHEDULE			ACTUAL COST (PESOS)				REMARKS	Supporting Documents Attached
			DATE STARTED	DATE COMPLETED	NO. OF DAYS (4-3=5)	MATERIALS	CONTRACT	LABOR	TOTAL (6+7+8=9)		
	(1) _____	(2) _____	(3) _____	(4) _____	(5) _____	(6) _____	(7) _____	(8) _____	(9) _____	(11) _____	(12) _____
01	Change of G.I. Roof	300.00	Aug 10	Aug 12	2	200.00		100.00	300.00	"pakyaw"	Receipt 1-3
02	Repair of leaking faucet	300.00	Aug 15	Aug 17	2	150.00			150.00	c/o janitor	Receipt 4-5
03	Replacement of door knob	400.00	Aug 18	Aug 19	1	300.00			300.00	c/o janitor	Receipt 6-7
04	Repair of security fence	5,000.00	Aug 20	Aug 30	10		6,000.00		6,000.00	contract	enclosed
05	Repair of Ceiling	4,000.00	Aug 21	Aug 28	7	2,000.00		1,000.00	3,000.00	"pakyaw"	
						2,650.00	6,000.00	1,100.00	9,750.00		

Based on plans reviewed by SRMC

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

PREPARED BY: _____

CERTIFIED TRUE AND CORRECT: _____

NAME AND POSITION _____

PRINCIPAL

CHAIRMAN, SRMC

TO BE FILLED UP BY PED/TEAM/SEMP-PMO

FINDINGS: _____

INSPECTED BY: _____

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
SOCIAL EXPENDITURE MANAGEMENT PROJECT

Form 2
REGION STATEMENT OF EXPENDITURES ¹
PERIOD COVERED: From _____ To _____
(month/year)

PERIOD COVERED: January 1-30, 2002
REGION : II DIVISION : Cagayan

SOE NO. : SEMP-R2-001
DATE : February 3, 2002

RECIPIENT/CREDITOR			DISBURSEMENTS							
Name of Payee (1)	Description (2)	Recipient School (3)	Address (4)	Purchase Order or ROA No. (5)	Amount Received (6)	Amount Disbursed (7)	Check No. ² (8)	Date of Check ² (9)	Balance (Unspent ROA) (6-7=10) (10)	Remarks
1. Juan dela Cruz	Repair of roof, electrical and ceiling	Jose Rizal High School	Brgy. Santiago, Lallo, Cagayan	62	10,000.00	9,500.00	925681	15-Aug	500	"Pakyaw"

¹ All supporting documents available at the Division office
² If amount is received in cash, indicate the date the amount is received.

Prepared by:

Certified True and Correct:

Reviewed by:

Noted by:

DIVISION ACCOUNTANT
(Signature Over Printed Name)

DIVISION SUPERINTENDENT
(Signature Over Printed Name)

REGIONAL ACCOUNTANT
(Signature Over Printed Name)

REGIONAL DIRECTOR/
PHYSICAL FACILITIES COORDINATOR

CHECKLIST OF REPAIR AND MAINTENANCE WORKS FOR SBRMS

General Requirements

- SBRMS funds shall be used only for repair and maintenance of school facilities used by the students: classrooms, laboratories, toilets, clinics, covered walk, stage, security fence, drinking stations, canteens and libraries.
- SBRMS funds shall be used only for minor repair and maintenance works of school facilities mentioned above.

The following are Minor Repair and Maintenance Works:

1. Roofings and Accessories

- 1.1 Repair/replacement of roofing sheets
- 1.2 Repair/replacement of gutters
- 1.3 Repair/replacement of ridge rolls
- 1.4 Repair/replacement of flashings
- 1.5 Repair/replacement of fascia boards
- 1.6 Repair/replacement of downspouts
- 1.7 Application of rust inhibitors and rust converters
- 1.8 Painting of roofings and accessories

2. Ceiling

- 2.1 Repair/replacement of ceiling boards
- 2.2 Painting of ceiling

3. Doors and Windows

- 3.1 Repair door and window jamb
- 3.2 Repair/replacement of window blades
- 3.3 Replacement of doors
- 3.4 Repair/replacement of door locksets and hinges
- 3.5 Painting of doors and windows

4. Interior and Exterior Wall

- 4.1 Repair/replacement of partition boards
- 4.2 Painting of interior and exterior walls

5. Flooring

- 5.1 Floor topping (concrete)
- 5.2 Repair/replacement flooring (wooden)
- 5.3 Repair of cracks and patch holes

6. Electrical

- 6.1 Replacement of electrical fixtures e.g. fluorescent lamps, incandescent bulbs, convenience outlets and switches
- 6.2 Electrical re-wiring

7. Plumbing

- 7.1 Replacement of plumbing fixtures e.g. water closet, urinals, lavatories
- 7.2 Declogging of sanitary pipes
- 7.3 Repair of leaks

8. Miscellaneous

- 8.1 Application of wood preservatives
- 8.2 Repair/replacement of blackboards
- 8.3 Repair of security fence
- 8.4 Repair of drainage system