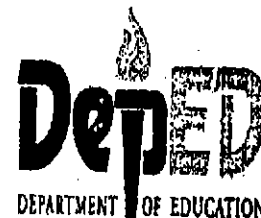




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Avenue, Pasig City



Office of the Undersecretary

Telefax: 631-96-40
Direct Line: 633-93-42
Trunk Line: 632-13-61 local 2221/2007
E-Mail Address: jmluz@deped.gov.ph
Website: <http://www.deped.gov.ph>

DepED MEMORANDUM
No. 27 , s. 2004

JAN 21 2004

**ORIENTATION SEMINAR-WORKSHOPS FOR IMPLEMENTORS OF PRINCIPAL-LED
SCHOOL BUILDING PROGRAM, SEMP SBP 2003**

To: Regional Directors
Schools Division/City Superintendents
Regional/Division Physical Facilities Coordinators/Accountants
Heads, Elementary and Secondary Schools
Others Concerned

1. In line with the implementation of the Principal-Led SBP for CY 2003, the Task Force Engineering Assessment and Monitoring (TFEAM) will conduct orientation seminar-workshops for the 5th Batch of School Heads under SEMP. Specifically, the seminar aims to orient the implementors on the rudiments of Principal-Led SBP implementation; equip the participants with the basic knowledge on on-site construction; and finalize documents needed for the national shopping procurement and construction supervision. The workshop will also provide the opportunity for the Principals and the Field Engineers to jointly plan out implementation activities. Program of activities is attached.
2. Participants are Schools Division Superintendents, School Heads, Regional/Division Physical Facilities Coordinators, Finance Officers, Accountants and Division Auditors, SEMP & TFEAM Staff who will be involved in the implementation of Principal-Led SBP 2003.
3. The workshop shall be a two (2)-day activity (excluding travel time) for five (5) batches as follows:


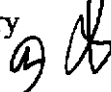
	Group	No. of Participants	Date (2004)	Venue
1.	Luzon A1 (CAR, Reg. I & III)	140	Feb. 24-27	CAR
2.	Luzon A2 (Reg. II)	241	Mar. 3-6	Region II
3.	Luzon B (Reg. NCR, IV-A, IV-B, V)	141	Feb. 17-20	NCR
4.	Mindanao (Reg. IX, X, XI, XII & ARMM)	114	Mar. 9-12	Region XI
5.	Visayas (Reg. VI, VII & VIII)	90	Mar. 16-19	Region VII

4. The Regional Office, using the enclosed form, shall submit the 'List of Participants' to the TFEAM Office via fax numbers (02)638-4108 and (02)637-6464 or e-mail: tfeam@yahoo.com on the following dates:

Region	Deadline
➤ Luzon A1 (Reg. I & III)	February 13
➤ Luzon A2 (Reg. II)	February 20
➤ Luzon B (NCR, Reg. IVA & IVB, V)	February 12
➤ Mindanao (Reg. IX, X, XI, XII & ARMM)	March 01
➤ Visayas (Reg. VI, VII, VIII)	March 05

Accomplished registration forms shall be deemed as confirmation of attendance of the participant/s.

5. Transportation and traveling expenses of the participants shall be charged against local funds. Disbursements shall be subject to the usual government accounting rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


 20.2.04
JUAN MIGUEL M. LUZ
 Undersecretary


Encl.:

As stated

Reference:

DepEd Memorandum: No. 272, s. 2002

Allotment: 1—(D.O. 50-97)

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

**PROJECTS
SCHOOLBUILDINGS
SEMINARS
WORKSHOPS**

Program of Activities
ORIENTATION SEMINAR WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2003
 24-27 February, Teachers' Camp, Baguio City
 Host: CAR
 LUZON A1

Time	DAY 0 24-Feb	DAY 1 25-Feb	Resource Person	Time	DAY 2 26-Feb	Resource Person	DAY 3 27-Feb				
6:30 - 7:00 AM	A R R I V A L & REGISTRATION Registration OPENING PROGRAM Introduction of Participants Welcome Remarks/SEMP Overview Policy Guidelines and Expectations Open Forum	Seminar Expectation and Outputs	Host Region and Division Engr. Oliver R. Hernandez TFEAM Head Dr. Milagros A. Marcos SEMP Project Manager USEC Fe A. Hidalgo	7:00 - 7:30	B R E A K F A S T Registration Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Secretariat Engr. Glenn F. Orteza	Secretariat				
7:30 - 8:30				7:00 - 9:30				WORKSHOP PROPER Seminar Expectations and Output Implementation Plan Preparation CAR Reg I Reg III	Engr. Oliver R. Hernandez TFEAM Project Engineers		
8:30 - 10:30				9:30 - 10:30						Participants	
10:30-10:45				10:45 - 12:00							Participants
10:45-12:00				10:45 - 12:00							
12:00-1:00	10:45 - 12:00	Participants									
1:00 - 3:00 PM	SEMINAR PROPER I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures d. Conduct of Pre-Construction Meeting & Pre-con tips		Arch. Michael Angelo Baruz Arch. Nuneriano Baler Ms. Ana Marie O. Hernandez Engr. Christopher Pagulayan	Continuation of Output Preparation Critiquing/Open Forum	Participants						
3:00 - 3:30	II. Construction Stage a. Construction Supervision & Monitoring & tips c. Contractor's Claim on Progress Billing		WORKING COFFEE BREAK	Arch. Harold Dine Engr. Antonia M. Alhambra	CLOSING PROGRAM Presentation of Output/Pledges of Commitment Acceptance/Message Distribution of Certificates	Host Region & Division Participants					
3:30 - 6:00	III. Post-Construction Stage a. Project Evaluation & Issuance of Acceptance b. Post-Occupancy & Post Con Tips c. Release of Retention & SOE's Open Forum			Engr. Romeo Monsanto Engr. Romeo Monsanto Ms. Melyn L. Dionela			Dir. Remedios K. Taguba CAR				
6:00 - 7:00	c/o AOH										
7:00 - 8:00											

Masters of Ceremonies: Arch. Michael Angelo Baruz & Engr. Clarate D. Garcia

Program of Activities
ORIENTATION SEMINAR WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2003
 03-06 March, Roma Hotel, Cagayan Valley
 Host: Region II

LUZON A2

Time	DAY 0 3-Mar	DAY 1 4-Mar	Resource Person	Time	DAY 2 5-Mar	Resource Person	DAY 3 6-Mar
6:30 - 7:00 AM							
7:00 - 7:30	A R R I V A L Registration OPENING PROGRAM Introduction of Participants Welcome Remarks/SEMP Overview Policy Guidelines and Expectations Open Forum	Secretariat Host Region and Division Engr. Oliver R. Hernandez TFEAM Head Dr. Milagros A. Marcos SEMP Project Manager USEC Ramon C. Bacani	B R E A K F A S T 7:00 - 7:30 Registration 7:00 - 9:30 Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Secretariat Engr. Ewin T. Igarra			
7:30 - 8:30							
8:30 - 10:30							
10:30-10:45							
10:45-12:00	Seminar Expectation and Outputs	WORKING COFFEE BREAK	Engr. Oliver R. Hernandez	10:45 - 12:00	Output Preparation	Participants	
12:00-1:00			LUNCH				
1:00 - 3:00 PM	SEMINAR PROPER I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures d. Conduct of Pre-Construction Meeting & Pre-con tips II. Construction Stage a. Construction Supervision & Monitoring & tips c. Contractor's Claim on Progress Billing III. Post-Construction Stage a. Project Evaluation & Issuance of Acceptance b. Post-Occupancy & Post Con Tips c. Release of Retention & SOEs Open Forum	Engr. Nehru Rainier Sarmiento Arch. Marlon Jose Lorena Ms. Ana Marie O. Hernandez Engr. German Molar	PM 1:00 - 3:00 Continuation of Output Preparation Critiquing/Open Forum	Participants			
3:00 - 3:30							
3:30 - 6:00							
6:00 - 7:00			WORKING COFFEE BREAK	3:30 - 6:00	CLOSING PROGRAM	Host Region & Division Participants	
7:00 - 8:00			DINNER				

Masters of Ceremonies: Engr. Nehru Rainier P. Sarmiento & Engr. Marjorie H. Tiburcio

workshopped-manila, cebu, cagayan v davao, baguio

Program of Activities
ORIENTATION SEMINAR WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2003
 09-12 March, Apo View Hotel, Davao
 Host: Region XI
 MINDANAO

Time	DAY 0 9-Mar	DAY 1 10-Mar	Resource Person	Time	DAY 2 11-Mar	Resource Person	DAY 3 12-Mar
6:30 - 7:00 AM	A R R I V A L & R E G I S T R A T I O N	Registration	Secretariat	7:00 - 7:30	Registration	Secretariat	D E P A R T M E N T O F E N G I N E E R I N G
7:00 - 7:30		OPENING PROGRAM	Host Region and Division Engr. Oliver R. Hernandez TFEAM Head	7:00 - 9:30	Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Engr. Glenn Orteza	
7:30 - 8:30		Introduction of Participants	Dr. Milagros A. Marcos SEMP Project Manager	9:30 - 10:30	WORKSHOP PROPER Seminar Expectations and Output Implementation Plan Preparation Reg. IX, X, XI, XII & ARMM)	Engr. Oliver R. Hernandez TFEAM Project Engineers	
8:30 - 10:30		Welcome Remarks/SEMP Overview	USEC Juan Miguel Luz	10:45 - 12:00	Output Preparation	Participants	
10:30-10:45		Seminar Expectation and Outputs	Engr. Oliver R. Hernandez			Participants	
10:45-12:00			LUNCH				
12:00-1:00							
1:00 - 3:00 PM	T P E B r i f i n g L o a n A g r e e m e n t	SEMINAR PROPER I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures d. Conduct of Pre-Construction Meeting & Pre-con tips	Arch. Michael Angelo Baruz Arch. Numeriano Baler Ms. Ana Marie O. Hernandez Engr. Christopher Pagulayan	1:00 - 3:00	Continuation of Output Preparation Critiquing/Open Forum	Participants	
3:00 - 3:30				W O R K I N G C O F F E E B R E A K	3:30 - 6:00		Host Region & Division Participants
3:30 - 6:00					II. Construction Stage a. Construction Supervision & Monitoring & tips c. Contractor's Claim on Progress Billing		
6:00 - 7:00	c/o A O H	III. Post-Construction Stage a. Project Evaluation & Issuance of Acceptance b. Post-Occupancy & Post Con Tips c. Release of Retention & SOE's Open Forum	Engr. Romeo Monsanto Engr. Romeo Monsanto Ms. Molyn L. Dionela				
7:00 - 8:00				D I N N E R			

Masters of Ceremonies: Arch. Michael Angelo Baruz & Engr. Clarate D. Garcia

Program of Activities
ORIENTATION SEMINAR WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2003
 16-19 March, Cebu Grand Hotel
 Host: Region VII
 VISAYAS

Time	DAY 0 16-Mar	DAY 1 17-Mar	Resource Person	Time	DAY 2 18-Mar	Resource Person	DAY 3 19-Mar
AM							
6:30 - 7:00	A R R I V A L & REGISTRATION Registration OPENING PROGRAM Introduction of Participants Welcome Remarks/SEMP Overview Policy Guidelines and Expectations Open Forum		Secretariat	7:00 - 7:30	B R E A K F A S T Registration Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Secretariat	
7:30 - 8:30			Host Region and Division Engr. Oliver R. Hernandez TFEAM Head	7:00 - 9:30		Engr. Erwin Igarra	
8:30 - 10:30			Dr. Miliagros A. Marcos SEMP Project Manager	9:30 - 10:30		WORKSHOP PROPER Seminar Expectations and Output Implementation Plan Preparation Reg. VI, VII & VIII	Engr. Oliver R. Hernandez TFEAM Project Engineers
10:30-10:45			USEC Jose Luis Martin Gascon				
10:45-12:00		Seminar Expectation and Outputs	Engr. Oliver R. Hernandez	10:45 - 12:00	Output Preparation	Participants	
12:00-1:00			W O R K I N G C O F F E E B R E A K				
PM							
1:00 - 3:00	SEMINAR PROPER I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures d. Conduct of Pre-Construction Meeting & Pre-con tips II. Construction Stage a. Construction Supervision & Monitoring & tips c. Contractor's Claim on Progress Billing III. Post- Construction Stage a. Project Evaluation & Issuance of Acceptance b. Post-Occupancy & Post Con Tips c. Release of Retention & SOEs Open Forum		Engr. Nethru Rainier Sarmiento Arch. Marlon Jose Lorena Ms. Ana Marie O. Hernandez Engr. German Motar	1:00 - 3:00	Continuation of Output Preparation Critiquing/Open Forum	Participants	
3:00 - 3:30							
3:30 - 6:00				W O R K I N G C O F F E E B R E A K			
6:00 - 7:00				Engr. Venerando Sahagun Engr. Antonia M. Alhambra	3:30 - 6:00	CLOSING PROGRAM Presentation of Output/Pledges of Commitment Acceptance/Message Distribution of Certificates	Host Region & Division Participants Dir. Carolino B. Mordeno Region VII
7:00 - 8:00							

Masters of Ceremonies: Engr. Nethru Rainier P. Sarmiento & Engr. Marjorie H. Tiburcio