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FEB 16 2004

DepED MEMORANDUM
No. 73 , s. 2004

**GUIDELINES FOR THE UTILIZATION OF THE
MONITORING FUNDS FOR CY 2003 REGULAR
SCHOOL BUILDING PROGRAM**

TO : Regional Directors
ARMM Regional Secretary
School Division/City Superintendents
Regional/Division Physical Facilities Coordinators
Regional/Division Accountants

1. Corollary to GAA 2003, specifically the Special Provisions on DepED Regular School Building Program and pursuant to R.A. 7880, the school building program will be implemented by DPWH.
2. The Joint DepED-DPWH Memorandum signed in 2003 provides the procedure on monitoring of DPWH constructed school buildings. DepED Order No. 77, s. 2003 provides the implementing guidelines.
3. This Memorandum is issued to provide the logistics and financial guidelines for the allocation, disbursement and liquidation of the SBP Monitoring Fund for the DepED Central, Regional and Division Offices.
4. For immediate dissemination and strict compliance of all concerned.


14. II. 04
JUAN MIGUEL M. LUZ
Undersecretary

Reference:

DepED Order (No. 77, s. 2003)

Allotment: 1 -(D.O. 50-9)

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

FUNDS
SCHOOL BUILDING

**Logistics and Financial Guidelines for the Implementation of
DPWH-Constructed School Building Program**

I. Introduction

The Department of Education (DepED) shall undertake the regular monitoring of the School Building Program (SBP) implemented by the Department of Public Works and Highways (DPWH) particularly the ninety percent (90%) of the SBP appropriation pursuant to the joint DepED-DPWH Memorandum dated May 15, 2003. For this purpose, 0.50% of the 90% SBP Appropriation shall be released by DPWH to DepED. The funds hereinafter referred to as the SBP Monitoring Fund shall be used solely for the monitoring and assessment of school building construction under the regular school building program.

II. Programs and Activities for 2004

To fully implement DepED Order No. 77, s. 2003, the following activities shall be undertaken in 2004:

A. Central Office

1. Conduct training workshops for trainers and implementors on the monitoring procedures of school building program.
2. Develop and maintain an efficient database system of carefully assessed DPWH-constructed school buildings that will aid the Department in generating reports on the results of the assessment, particularly problems encountered, corrective measures applied and the follow-up actions taken.
3. Conduct spot inspection and come up with summative evaluation report on the monitored school buildings.
4. Transfer and issue funding checks to the regional offices to defray monitoring expenses to carry out activities necessary to comply with DepED Order No. 77, s. 2003.
5. Monitor regional offices disbursements to ensure prompt and proper liquidation of funds transferred and compliance with the provisions of this Memorandum.
6. Provide technical assistance on monitoring and assessment procedures and related activities to the Regional Offices.

B. Regional Offices

1. Conduct coordination meetings (twice a year) among the Division Physical Facilities Coordinators in order to come up with a well thought out monitoring activity workplan.
2. Conduct spot inspection; monitor; and assist in resolving problems of at least 10% of the number of recipient schools in a particular division each year.
3. Prepare and submit reports on the inspected DPWH-constructed school buildings to the Central Office after each stage of the construction: pre-construction; construction; post construction and post occupancy stage following DepED Order 77, s. 2003.
4. Transfer monitoring funds to the divisions.
5. Monitor disbursement of Division offices to ensure prompt and proper liquidation and compliance with the provisions of this DepED Memorandum.

6. Maintain books of accounts and promptly liquidate disbursements in accordance with government rules and regulations.
7. Provide technical assistance on monitoring procedures and related activities to the Division offices.

C. Division Offices

1. Conduct training workshops for principals on the monitoring procedures of DPWH-constructed school buildings.
2. Conduct inspection, at an average of two (2) visits from the start of the construction and anytime up to post construction stage, of a newly repaired/constructed school building,
3. Prepare and submit reports on the inspected DPWH-constructed school buildings to the Regional Office after each stage of the construction: pre-construction; construction; post construction and post occupancy stage.
4. Disburse and promptly liquidate the SBP Monitoring Funds in accordance with government accounting rules and regulations, DepED Order No. 77 s. 2003 and these Guidelines.

III. Funding Requirement

In 2004, the major activities of the Central, Regional and Division Offices consist of orientation-workshop for trainers, coordination meetings and spot inspection. Funding shall come from the SBP Monitoring Funds and the regular budget of each office. The Central, Regional and Division counterpart shall be the services of the organic staff and the use of existing facilities, equipment and other resources. The cash requirement shall be drawn from the SBP monitoring fund. The budget by offices shall be:

Activities	Lead Office	Cost ¹	Lead Office Counterpart (In kind)	Remarks
A. Training of trainers				
- Orientation of regional staff	Central Office	P 4.00 M	Personnel services, Conference/Workshop Secretariat, Office supplies/equipment and other facilities	Attachment 1
- Orientation of division staff	Regional Office	P0.145 M		
- Orientation of school staff	Division Office	P 0.89 M		
B. Coordination meetings for				
- Division staff	Regional Office	P0.145 M	Personnel services, Conference/Workshop Secretariat, Office supplies/equipment and other facilities	Attachment 1 Attachment 2
- School staff	Division Office	P 0.89 M		
C. Spot inspection by				
- C.O. staff				Attachment 1 Attachment 2
- Regional staff	Central Office	P 1.36 M		
- Division staff	Regional Office Division Office	P 0.14 M P 1.42 M		

¹Source: Monitoring funds, to cover transportation expenses, food and lodging of participants/monitors.

IV. SBP Monitoring Fund Releasing Procedures

The Central office shall transfer the School Building Program Monitoring Fund of regional and division offices to the different Regional Offices. Upon receipt of the Fund Transfer, each division shall deposit the funds in a trust account. All payments made from the trust account shall follow government accounting and auditing rules and regulations. All disbursements shall be recorded in the Statement of Expenditure (SOE) form in Attachment 3, which will be submitted to the Budget and Finance Division of the DepEd at the end of each month. The Regional Offices/Division Offices shall keep all financial records including receipts and other supporting documents for Central Office audit and visiting missions.

The Regional Offices shall submit monthly disbursement/liquidation report to the DepEd within ten (10) days after the end of each month, reckoned from the date of receipt of the checks. The disbursements reports shall be submitted directly to the Project Accountant, SEMP, Accounting Division, DepED Complex, Pasig City. Upon completion of all monitoring works for a particular year, the Regional Offices/Division Offices shall revert any unused amount to the Central Office. Failure to do so, accountable officer shall be subject to the provisions of Article 217 of the Revised Penal Code and Section 128 of P.D. 1445 re misappropriation or malversation of public funds.

Attachment 1
CY 2003 SBP MONITORING FUND
(Allocation of Regional Offices)

Region	Number of Divisions	Monitoring Funds¹	Training/Coordination Meeting/Orientation of Division Staff²	Coordination Meetings³	Total (Pesos)
I	9	7,800.00	9,000.00	9,000.00	16,800.00
II	5	5,560.00	5,000.00	5,000.00	10,560.00
III	10	15,000.00	10,000.00	10,000.00	25,000.00
IV-A	10	16,640.00	10,000.00	10,000.00	26,640.00
IV-B	6	8,440.00	6,000.00	6,000.00	14,440.00
V	10	12,000.00	10,000.00	10,000.00	22,000.00
VI	14	12,720.00	14,000.00	14,000.00	26,720.00
VII	9	9,640.00	9,000.00	9,000.00	18,640.00
VIII	9	8,120.00	9,000.00	9,000.00	17,120.00
IX	8	5,200.00	8,000.00	8,000.00	13,200.00
X	9	8,280.00	9,000.00	9,000.00	17,280.00
XI	5	9,080.00	5,000.00	5,000.00	14,080.00
XII	6	6,800.00	6,000.00	6,000.00	12,800.00
CARAGA	7	5,480.00	7,000.00	7,000.00	12,480.00
NCR	14	4,040.00	14,000.00	14,000.00	18,040.00
CAR	7	3,120.00	7,000.00	7,000.00	10,120.00
ARMM	7	4,480.00	7,000.00	7,000.00	11,480.00
Total	145	142,400.00	145,000.00	145,000.00	287,400.00

¹P400/school (10% of total number of schools per division)²P1,000/division³P1,000/division

Region	Division	Number of Recipient Schools	Monitoring Funds ¹	Training and Orientation of School Heads ²	Funds for Coordination Meetings ³	Total (Pesos)
	Romblon	24	9,600.00	6,000.00	6,000.00	15,600.00
	Sub-total	211	84,400.00	52,750.00	52,750.00	137,150.00
V	Albay	68	27,200.00	17,000.00	17,000.00	44,200.00
	Legazpi City	13	5,200.00	3,250.00	3,250.00	8,450.00
	Camarines Norte	28	11,200.00	7,000.00	7,000.00	18,200.00
	Camarines Sur	85	34,000.00	21,250.00	21,250.00	55,250.00
	Naga City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Iriga City	5	2,000.00	1,250.00	1,250.00	3,250.00
	Catanduanes	20	8,000.00	5,000.00	5,000.00	13,000.00
	Masbate	29	11,600.00	7,250.00	7,250.00	18,850.00
	Sorsogon	38	15,200.00	9,500.00	9,500.00	24,700.00
	Sorsogon City	6	2,400.00	1,500.00	1,500.00	3,900.00
	Sub-total	300	120,000.00	75,000.00	75,000.00	195,000.00
VI	Aklan	16	6,400.00	4,000.00	4,000.00	10,400.00
	Antique	16	6,400.00	4,000.00	4,000.00	10,400.00
	Bacolod City	53	21,200.00	13,250.00	13,250.00	34,450.00
	Iloilo City	14	5,600.00	3,500.00	3,500.00	9,100.00
	Capiz	23	9,200.00	5,750.00	5,750.00	14,950.00
	Roxas City	3	1,200.00	750.00	750.00	1,950.00
	Guimaras	8	3,200.00	2,000.00	2,000.00	5,200.00
	Iloilo	112	44,800.00	28,000.00	28,000.00	72,800.00
	Negros Occidental	42	16,800.00	10,500.00	10,500.00	27,300.00
	San Carlos City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Cadiz City	2	800.00	500.00	500.00	1,300.00
	Bago City	7	2,800.00	1,750.00	1,750.00	4,550.00
	La Carlota City	3	1,200.00	750.00	750.00	1,950.00
	Kabankalan City	11	4,400.00	2,750.00	2,750.00	7,150.00
	Sub-total	318	127,200.00	79,500.00	79,500.00	206,700.00
VII	Bohol	78	31,200.00	19,500.00	19,500.00	50,700.00
	Cebu	97	38,800.00	24,250.00	24,250.00	63,050.00
	Toledo City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Lapu-lapu City	14	5,600.00	3,500.00	3,500.00	9,100.00
	Mandaue City	7	2,800.00	1,750.00	1,750.00	4,550.00
	Cebu City	9	3,600.00	2,250.00	2,250.00	5,850.00
	Negros Oriental	25	10,000.00	6,250.00	6,250.00	16,250.00
	Dumaguete City	2	800.00	500.00	500.00	1,300.00
	Siquijor	1	400.00	250.00	250.00	650.00
	Sub-total	241	96,400.00	60,250.00	60,250.00	156,650.00
VIII	Biliran	4	1,600.00	1,000.00	1,000.00	2,600.00
	Leyte	62	24,800.00	15,500.00	15,500.00	40,300.00
	Tacloban City	7	2,800.00	1,750.00	1,750.00	4,550.00
	Ormoc City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Southern Leyte	23	9,200.00	5,750.00	5,750.00	14,950.00
	Eastern Samar	23	9,200.00	5,750.00	5,750.00	14,950.00
	Northern Samar	30	12,000.00	7,500.00	7,500.00	19,500.00

¹P200/school for 2 visits

²P250/school

³P250/school

Attachment 2
CY 2003 SBP MONITORING FUND
(Allocation of Division Offices)

Region	Division	Number of Recipient Schools	Monitoring Funds ¹	Training and Orientation of School Heads ²	Funds for Coordination Meetings ³	Total (Pesos)
I	Ilocos Norte	14	5,600.00	3,500.00	3,500.00	9,100.00
	Laoag City	3	1,200.00	750.00	750.00	1,950.00
	Ilocos Sur	28	11,200.00	7,000.00	7,000.00	18,200.00
	La Union	17	6,800.00	4,250.00	4,250.00	11,050.00
	Pangasinan I	67	26,800.00	16,750.00	16,750.00	43,550.00
	San Carlos City	14	5,600.00	3,500.00	3,500.00	9,100.00
	Pangasinan II	41	16,400.00	10,250.00	10,250.00	26,650.00
	Dagupan City	3	1,200.00	750.00	750.00	1,950.00
	Urdaneta City	8	3,200.00	2,000.00	2,000.00	5,200.00
		Sub-total	195	78,000.00	48,750.00	48,750.00
II	Batanes	1	400.00	250.00	250.00	650.00
	Cagayan	52	20,800.00	13,000.00	13,000.00	33,800.00
	Isabela	64	25,600.00	16,000.00	16,000.00	41,600.00
	Nueva Viscaya	15	6,000.00	3,750.00	3,750.00	9,750.00
	Quirino	7	2,800.00	1,750.00	1,750.00	4,550.00
		Sub-total	139	55,600.00	34,750.00	34,750.00
III	Aurora	8	3,200.00	2,000.00	2,000.00	5,200.00
	Bataan	16	6,400.00	4,000.00	4,000.00	10,400.00
	Bulacan	109	43,600.00	27,250.00	27,250.00	70,850.00
	Nueva Ecija	39	15,600.00	9,750.00	9,750.00	25,350.00
	Cabanatuan City	6	2,400.00	1,500.00	1,500.00	3,900.00
	Pampanga	122	48,800.00	30,500.00	30,500.00	79,300.00
	Angeles City	5	2,000.00	1,250.00	1,250.00	3,250.00
	Tarlac	54	21,600.00	13,500.00	13,500.00	35,100.00
	Zambales	10	4,000.00	2,500.00	2,500.00	6,500.00
	Olongapo City	6	2,400.00	1,500.00	1,500.00	3,900.00
	Sub-total	375	150,000.00	93,750.00	93,750.00	243,750.00
IV-A	Batangas	135	54,000.00	33,750.00	33,750.00	87,750.00
	Batangas City	6	2,400.00	1,500.00	1,500.00	3,900.00
	Cavite	96	38,400.00	24,000.00	24,000.00	62,400.00
	Cavite City	12	4,800.00	3,000.00	3,000.00	7,800.00
	Laguna	33	13,200.00	8,250.00	8,250.00	21,450.00
	San Pablo City	10	4,000.00	2,500.00	2,500.00	6,500.00
	Quezon	87	34,800.00	21,750.00	21,750.00	56,550.00
	Lucena City	12	4,800.00	3,000.00	3,000.00	7,800.00
	Rizal	13	5,200.00	3,250.00	3,250.00	8,450.00
	Antipolo City	12	4,800.00	3,000.00	3,000.00	7,800.00
	Sub-total	416	166,400.00	104,000.00	104,000.00	270,400.00
IV-B	Marinduque	16	6,400.00	4,000.00	4,000.00	10,400.00
	Occidental Mindoro	15	6,000.00	3,750.00	3,750.00	9,750.00
	Oriental Mindoro	94	37,600.00	23,500.00	23,500.00	61,100.00
	Palawan	58	23,200.00	14,500.00	14,500.00	37,700.00
	Puerto Princesa City	4	1,600.00	1,000.00	1,000.00	2,600.00

¹P200/school for 2 visits

²P250/school

³P250/school

Region	Division	Number of Recipient Schools	Monitoring Funds ¹	Training and Orientation of School Heads ²	Funds for Coordination Meetings ³	Total (Pesos)
	Western Samar	38	15,200.00	9,500.00	9,500.00	24,700.00
	Calbayog City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Sub-total	203	81,200.00	50,750.00	50,750.00	131,950.00
IX	Zamboanga del Norte	26	10,400.00	6,500.00	6,500.00	16,900.00
	Dapitan City	5	2,000.00	1,250.00	1,250.00	3,250.00
	Dipolog City	6	2,400.00	1,500.00	1,500.00	3,900.00
	Zamboanga del Sur	34	13,600.00	8,500.00	8,500.00	22,100.00
	Pagadian City	6	2,400.00	1,500.00	1,500.00	3,900.00
	Zamboanga Sibugay	33	13,200.00	8,250.00	8,250.00	21,450.00
	Zamboanga City	12	4,800.00	3,000.00	3,000.00	7,800.00
	Isabela City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Sub-total	130	52,000.00	32,500.00	32,500.00	84,500.00
X	Bukidnon	62	24,800.00	15,500.00	15,500.00	40,300.00
	Camiguin	11	4,400.00	2,750.00	2,750.00	7,150.00
	Lanao del Norte	27	10,800.00	6,750.00	6,750.00	17,550.00
	Iligan City	8	3,200.00	2,000.00	2,000.00	5,200.00
	Misamis Occidental	24	9,600.00	6,000.00	6,000.00	15,600.00
	Ozamis City	11	4,400.00	2,750.00	2,750.00	7,150.00
	Misamis Oriental	24	9,600.00	6,000.00	6,000.00	15,600.00
	Gingoog City	9	3,600.00	2,250.00	2,250.00	5,850.00
	Cagayan de Oro City	31	12,400.00	7,750.00	7,750.00	20,150.00
	Sub-total	207	82,800.00	51,750.00	51,750.00	134,550.00
XI	Compostela Valley	32	12,800.00	8,000.00	8,000.00	20,800.00
	Davao del Norte	37	14,800.00	9,250.00	9,250.00	24,050.00
	Davao Oriental	42	16,800.00	10,500.00	10,500.00	27,300.00
	Davao del Sur	35	14,000.00	8,750.00	8,750.00	22,750.00
	Davao City	81	32,400.00	20,250.00	20,250.00	52,650.00
	Sub-total	227	90,800.00	56,750.00	56,750.00	147,550.00
XII	Cotabato	45	18,000.00	11,250.00	11,250.00	29,250.00
	Sarangani	20	8,000.00	5,000.00	5,000.00	13,000.00
	South Cotabato	27	10,800.00	6,750.00	6,750.00	17,550.00
	General Santos City	19	7,600.00	4,750.00	4,750.00	12,350.00
	Sultan Kudarat	42	16,800.00	10,500.00	10,500.00	27,300.00
	Cotabato City	17	6,800.00	4,250.00	4,250.00	11,050.00
	Sub-total	170	68,000.00	42,500.00	42,500.00	110,500.00
CARAGA	Agusan del Norte	24	9,600.00	6,000.00	6,000.00	15,600.00
	Butuan City	14	5,600.00	3,500.00	3,500.00	9,100.00
	Agusan del Sur	24	9,600.00	6,000.00	6,000.00	15,600.00
	Surigao del Norte	18	7,200.00	4,500.00	4,500.00	11,700.00
	Siargao	5	2,000.00	1,250.00	1,250.00	3,250.00
	Surigao City	4	1,600.00	1,000.00	1,000.00	2,600.00
	Surigao del Sur	48	19,200.00	12,000.00	12,000.00	31,200.00
	Sub-total	137	54,800.00	34,250.00	34,250.00	89,050.00
NCR	Manila	15	6,000.00	3,750.00	3,750.00	9,750.00

¹P200/school for 2 visits

²P250/school

³P250/school

Region	Division	Number of Recipient Schools	Monitoring Funds ¹	Training and Orientation of School Heads ²	Funds for Coordination Meetings ³	Total (Pesos)
	Quezon City	12	4,800.00	3,000.00	3,000.00	7,800.00
	Mandaluyong	1	400.00	250.00	250.00	650.00
	Marikina	6	2,400.00	1,500.00	1,500.00	3,900.00
	Pasig/San Juan	11	4,400.00	2,750.00	2,750.00	7,150.00
	Kalookan City	14	5,600.00	3,500.00	3,500.00	9,100.00
	Valenzuela City	12	4,800.00	3,000.00	3,000.00	7,800.00
	Malabon/Navotas	10	4,000.00	2,500.00	2,500.00	6,500.00
	Pasay City	3	1,200.00	750.00	750.00	1,950.00
	Makati City	4	1,600.00	1,000.00	1,000.00	2,600.00
	Paranaque City	4	1,600.00	1,000.00	1,000.00	2,600.00
	Las Pinas City	4	1,600.00	1,000.00	1,000.00	2,600.00
	Muntinlupa City	1	400.00	250.00	250.00	650.00
	Taguig/Pateros	4	1,600.00	1,000.00	1,000.00	2,600.00
	Sub-total	101	40,400.00	25,250.00	25,250.00	65,650.00
CAR	Abra	8	3,200.00	2,000.00	2,000.00	5,200.00
	Apayao	12	4,800.00	3,000.00	3,000.00	7,800.00
	Baguio City	13	5,200.00	3,250.00	3,250.00	8,450.00
	Benguet	13	5,200.00	3,250.00	3,250.00	8,450.00
	Ifugao	9	3,600.00	2,250.00	2,250.00	5,850.00
	Kalinga	11	4,400.00	2,750.00	2,750.00	7,150.00
	Mt. Province	12	4,800.00	3,000.00	3,000.00	7,800.00
	Sub-total	78	31,200.00	19,500.00	19,500.00	50,700.00
ARMM	Basilan	12	4,800.00	3,000.00	3,000.00	7,800.00
	Lanao del Sur I	10	4,000.00	2,500.00	2,500.00	6,500.00
	Marawi City	5	2,000.00	1,250.00	1,250.00	3,250.00
	Lanao del Sur II	22	8,800.00	5,500.00	5,500.00	14,300.00
	Maguindanao	38	15,200.00	9,500.00	9,500.00	24,700.00
	Sulu	19	7,600.00	4,750.00	4,750.00	12,350.00
	Tawi-tawi	6	2,400.00	1,500.00	1,500.00	3,900.00
	Sub-total	112	44,800.00	28,000.00	28,000.00	72,800.00
	TOTAL		1,424,000.00	890,000.00	890,000.00	2,314,000.00

¹P200/school for 2 visits

²P250/school

³P250/school