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(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
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DECS O R D E R
No. 83, s. 1988

IMPLEMENTATION GUIDELINES FOR THE CY 1988 CAPITAL OUTLAYS
FOR THE REPAIR AND REHABILITATION OF BUILDINGS
IN NEWLY NATIONALIZED SECONDARY SCHOOLS

To: Regional Directors
Schools Superintendents

1. To efficiently and effectively administer and utilize the CY 1988 capital outlay budgetary releases for the repair and rehabilitation of buildings in newly nationalized secondary schools, the attached implementing guidelines are hereby prescribed.
2. Please be guided accordingly.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-2--(M.D. 1-87)

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

Course of Study, SECONDARY
BUILDINGS
FUNDS
RULES & REGULATIONS
SCHOOLS

(Inclosure to DECS Order No. 83, s.1988)

IMPLEMENTING GUIDELINES FOR THE CY 1988 DECS CAPITAL OUTLAYS
FOR THE REPAIR AND REHABILITATION OF BUILDINGS IN NEWLY
NATIONALIZED SECONDARY SCHOOLS

1. Scope

- 1.1 These guidelines cover the lump sum capital outlays of the Department of Education, Culture and Sports (DECS) for CY 1988 intended for the repair and rehabilitation of school buildings in the former locally funded public secondary schools which have been newly nationalized by virtue of R.A. 6655.
- 1.2 The repair and rehabilitation of classrooms, science laboratories and workshops shall be accorded highest priority under this program. The rooms to be repaired and rehabilitated shall be those presently used by the newly nationalized secondary schools, whether such rooms are owned by the newly nationalized secondary schools or by the public elementary schools hosting them.
- 1.3 The completion of existing incomplete rooms and the construction of new rooms are allowed in sites owned by the recipient schools provided that room shortages are acute and provided further that such projects are approved by the DECS Secretary prior to construction implementation.
- 1.4 The total cost of repair and rehabilitation work in any region shall not be less than 60% of the total regional funding allocation. Conversely, the total cost of completion and new construction work shall not exceed 40% of the total regional funding allocation.
- 1.5 For the purpose of these guidelines, the following definitions shall apply:
 - a. Repair and rehabilitation refers to work involving the replacement or addition of parts of rooms in school buildings to restore such rooms to their original condition or to improve or modify them.
 - b. Completion is work which involves the installation of parts of existing but incomplete rooms in order to complete such rooms according to approved plans and specifications.

- c. New Construction is the construction of entirely new rooms according to approved plans and specifications and in observance of existing DECS standards.

2. Priority Lists

- 2.1 Regional priority lists indicating recipients schools, the number and type of rooms to be repaired and rehabilitated, and the amount allotted to each recipient school have been prepared on the basis of requests previously submitted to the DECS Central Office for newly nationalized public secondary schools with immediate repair needs. Additional recipient schools have been included based on the Physical Facilities Inventory of the Bureau of Secondary Education. The abovementioned regional priority lists shall serve as a reference in the final selection of recipient schools.
- 2.2 The final selection of schools to receive assistance under this program shall be done by the DECS Regional Offices in consultation with Division and school officials and with relevant governmental and non-governmental entities.
- 2.3 The final regional priority list for repair and rehabilitation shall indicate the recipient schools by School Division, the number and types of rooms to be repaired and rehabilitated, and the amount allotted to each recipient school. Immediately upon the completion of the final regional priority list for each region, a copy shall be furnished to the DECS Secretary.
- 2.4 The regional priority lists of schools to receive completion and new construction projects should be prepared separately and shall indicate the recipient schools by Division, work to be done, and the estimated cost per project. It should be accompanied by the proof of site ownership of each recipient school and the complete detailed engineering documents for each project. The list shall be subject to the approval of the DECS Secretary prior to construction implementation.

3. Project Costs

- 3.1 The following unit costs inclusive of materials, labor and administrative costs for the repair and rehabilitation of the various types of rooms shall not be exceeded:

a. Classroom - P30,000

- b. Science Laboratory - P40,000
- c. Workshop - P50,000

3.2 The cost of a completion or new construction project inclusive of materials, labor and administrative cost shall not exceed the prevailing cost of similar work and shall be subject to review by the technical staff of the DECS Central Office.

4. Detailed Engineering

4.1 Detailed engineering refers to the structural analysis and design, working drawings, programs or work, cost estimates, bills of materials, specifications and such other requirements for the proper implementation of individual repair and rehabilitation, completion or new construction projects. The detailed engineering for each project shall be prepared or caused to be prepared by the Heads of the recipient schools.

4.2 The Head of the recipient school shall seek the assistance of the local office of the Department of Public Works and Highways (DPWH), the city, provincial or municipal engineer's office, or any qualified engineer or architect in the preparation of the detailed engineering. In any case, the detailed engineering for every individual project shall bear the approval of the DPWH District Engineer within whose jurisdiction the project falls.

4.3 The detailed engineering of a project shall be made an integral part of the contract documents of that project.

5. Modes of Implementation

5.1 A repair and rehabilitation, completion or new construction project may be implemented through a contract with a qualified contractor or by administration (force account), or it may be assigned to the DPWH which shall undertake the project according to these Guidelines. The mode of implementation that is most advantageous to the school shall be selected, provided that construction by administration shall be subject to the provisions of R.A. 6642 and P.D. 1594 and its implementing rules and regulations.

5.2 In case the project is implemented by administration, any of the following options for engaging labor may be adopted:

- a. Contract with a qualified labor contractor covering the entire or partial labor requirements of the project;
- b. "Pakyaw" contract provided that each contract does not exceed P500,000 pursuant to C.O.A. Circular No. 84-230; and
- c. Individual hiring of labor to compose the work force, in which case preference shall be given to qualified residents in the locality of the project.

6. Contracts

- 6.1 All contracts for labor and/or materials shall be done through open public bidding and shall abide by all existing laws and pertinent rules, regulations and procedures on government contracts for public buildings.
- 6.2 The existing Pre-qualification, Bids and Awards Committee (PBAC) in each DECS Regional Office shall conduct the bidding and award contracts on all projects in the region unless the Regional Office delegates such functions to the Division PBACs.
- 6.3 All contracts shall be approved in accordance with existing rules and regulations on the authorized ceilings of DECS field officials.
- 6.4 All biddings shall be witnessed by a representative of the Commission on Audit (COA). It is also desired that a representative of a non-governmental organization (NGO) be invited to witness the biddings.

7. Implementation

- 7.1 The implementation of the repair and rehabilitation, completion and new construction projects shall be the responsibility of the DECS Regional Offices, including funds management and construction administration.
- 7.2 Any DECS Regional Office may delegate the function of administering construction work to any or all its Division Offices if the latter possess the necessary capability. Any Division Office so delegated shall exercise such function only within its jurisdiction.
- 7.3 For the purpose of implementing the projects, Task Forces with administrative and construction work supervision functions shall be created in the DECS

Regional and Division Offices as necessary. The Task Forces shall be constituted from among the capable and experienced staff of the Regional and Division Offices and may be augmented by school personnel, particularly from the trade-technical schools, and by qualified members of civic organizations such as the Parents-Teachers Associations wherever possible. A technical member of a Task Force shall be assigned to one or a cluster of adjacent projects to oversee the work.

- 7.4 The technical supervision provided by the DPWH to all government construction projects shall be availed of to ensure that pertinent standards and procedures are observed in all aspects of the work. Technical supervision is usually exercised by the DPWH in the form of inspection and periodic supervision as well as concurrence/certification of work accomplished for which no surcharges are imposed as stipulated in R.A. 6642.
- 7.5 Technical advise may be sought from the technical staff of the DECS Central Office with regard to any aspect of the construction, particularly where policy matters are concerned.
- 7.6 Travelling allowances and per diems of members of the Regional and Division Task Forces, the DPWH engineers providing technical supervision over the projects and the DECS Central Office technical staff shall be charged against project funds subject to existing auditing and accounting rules and regulations provided that the administrative cost of any repair and rehabilitation project shall not be more than 1% of the cost of labor and materials and the administrative cost of any completion or new construction project shall not be more than 1.5% of the cost of labor and materials.
- 7.7 The Head of the recipient school shall secure or cause to be secured all necessary permits from the Building Official in the locality of the project as provided for in the National Building Code of the Philippines. However, public school buildings are exempt from the payment of permit fees.
- 7.8 All work shall be done strictly in accordance with approved project documents. Change orders or extra work shall be allowed provided that no increase in the approved total project cost is involved and there is no reduction in the approved scope of work. Any change which will result in the impairment of the stability of the structure shall not be allowed.

8. Reporting Requirements

8.1 A report shall be submitted by the DECS Regional Office to the DECS Secretary upon the commencement of each project. Certified true copies of the detailed engineering, bids and awards document, permits and similar documents shall be submitted along with the aforementioned report.

8.2 Likewise, a report shall be submitted by the Regional Office to the DECS Secretary upon the completion of the project. Certified true copies pertaining to the actual cost of the project as well as problems encountered during implementation shall be submitted along with the completion report.