

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

July 18, 1991

DECS O R D E R  
No. 81, s. 1991

IMPLEMENTING GUIDELINES FOR THE SCHOOLBUILDING PROGRAM  
OF THE SECONDARY EDUCATION DEVELOPMENT PROJECT (SEDP)

To: Undersecretaries  
Director of Secondary Education  
Regional Directors  
Executive Director-EDFITAF

1. In order to speed up the execution of the Physical Facilities component (Schoolbuilding Program) of SEDP, the document containing the Implementing Guidelines will be made available for implementation of all concerned.

2. This set of guidelines primarily covers the implementation systems and procedures for the bidding and construction of batches 4 and 5 and the completion of batches 1, 2, and 3 of the SEDP schoolbuilding packages. The guidelines define the activities to be undertaken and the specific responsibilities of the parties concerned within the operational scope of program for implementation.

3. EDPITAF, as the executing agency of the Project, shall be assisted by the project management consultant group of Coronel, Aliling and Associates, Inc. (CORAL) in overseeing its overall implementation.

4. To be able to fast track the implementation of batches 4 and 5 and the completion of the remaining sites under batches 1, 2, and 3, the following measures and strategies are formulated and must be immediately enforced:

- a. The creation of the Ad-Hoc Executive Committee which shall be tasked to address the problems of delayed projects thru corrective or preventive measures of batches 1 to 5. This committee is composed of the following:

Chairman: EDPITAF Executive Director  
Members: Rep., Architectural and Engineering Services Team (AEST)  
Rep., Finance and Administrative Services Team (FAST)  
Rep., Central PBAC  
Rep., Central CORAL  
Special Assistant to the Secretary

- b. The functional organizational chart as shown in the aforementioned guidelines is composed of two main groups: The EDPITAF Project Management Group

The main functions of the EDPITAF Project Management Group are to provide architectural/engineering services and to monitor the accomplishments at the central level. The Regional Construction Management Group shall be fully responsible for the construction implementation of the schoolbuildings. (The other details are shown in the Functional Organizational Chart).

- c. The decentralization scheme of implementation will be adopted. The DECSRO, thru its RPBAC, shall be responsible for the prequalification, bidding, evaluation, and resolution to award. (Because the Regional Director will approve the Resolution to Award, it may be necessary for some regions to reconstitute the RPBAC making the Assistant Regional Director as the chairman). The DECSRO will also be directly responsible for the supervision of construction thru the Regional Construction Managers (RCMs) and the Resident Engineers (REs). The Regional CORAL Engineer will render assistance for the aforesaid phases of implementation work.
- d. The Regional Construction Managers (RCMs) and the Regional CORAL Engineers will be involved in the RPBAC work either as members of the Committee or as part of the Technical Staff of the Committee. The RCMs, the REs, and the RFCs shall report directly to the Regional Director.
- e. The AEST based at EDPITAF will serve as the communications center and clearinghouse of all papers relating to the construction implementation of the SEDP construction of batches 1 to 5. Henceforth, all communications requiring attention or action from the DECS Central Office must be addressed to the AEST thru the PMU-SEDP of EDPITAF.
- f. All papers must be acted upon by all concerned parties at the central and regional levels in the most expeditious manner.
- g. Documents requiring signature/s of the concerned officials must be done within two hours upon receipt. On the other hand, documents/papers requiring processing prior to a decision or action must be acted on by the responsible party within two days at most. Any development that could cause delay must be reported immediately to the AEST thru the PMU-SEDP of EDPITAF.

5. The project timetable is as follows:

<u>Activity</u>	<u>Responsible Party</u>	<u>Completion</u>
a. Provide Initial Plans to RCMs	Special Assistant	July 12, 1991

- |   |                                  |                    |
|---|----------------------------------|--------------------|
| b. Complete site appraisal/location plan approved                     | RCMs/Regional Director           | August 3, 1991     |
| c. Submission of Revised Plans/Technical Specs                        | Architect thru Special Assistant | July 18, 1991      |
| d. Preparation of Bid Documents; Reproduction; Transmittal to DECOROs | ARST                             | July 23, 1991      |
| e. Issuance of Bid Documents to Bidders                               | RFBAC                            | August 6, 1991     |
| f. Pre-Bid Conference   | RFBAC                            | August 13, 1991    |
| g. Bidding  | RFBAC                            | August 20, 1991    |
| h. Evaluation of Bids   | RFBAC                            | August 21-30, 1991 |
| i. Approval of Resolution to Award & Notice of Award                  | RD/RFBAC                         | September 7, 1991  |
| j. Issuance of Notice to Proceed                                      | RFBAC                            | September 22, 1991 |
| k. Construction Completion  | DECORO                           | February 21, 1992  |

6. The Regional Director must immediately meet the RFBAC, the Regional Construction Manager, the Physical Facilities Coordinator and CORAL Regional Manager to orient them of the contents of the guidelines and discuss the priority activities that require immediate action.

7. This Order shall take effect immediately.

(SGD.) ISIDRO D. CARINO  
Secretary

Reference:

DECS Order: No. 6, s. 1990

Allotment: 1--(M.O. 1-87)

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

✓ BUILDINGS  
✓ BUREAUS & OFFICES  
✓ COMMITTEES

✓ OFFICIALS  
✓ PROJECTS  
✓ RULES & REGULATIONS