



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Marina Avenue, Pasig City

OFFICE OF THE SECRETARY

April 30, 1957

DECS - U. W. I.
No. 41, s. 1957

CREATING AN AD-HOC PHYSICAL FACILITIES UNIT
IN THE DECS REGIONAL AND DIVISION OFFICES

To: Bureau Directors
Regional Directors
School Heads and Principals

In line with the Department's thrust for an effectively efficient and equitable delivery of various programs and projects concerning physical facilities, an Ad-Hoc Physical Facilities Unit is hereby organized in all the regional and division offices of the DECS. The said Unit will be headed by the designated Physical Facilities Coordinator.

2. The Unit shall be composed of the following:

a. Regional Office

Physical Facilities Coordinator (ES-11) - DFC/PL
in-Charge

Civil Engineer

Data Entry Machine Operator (DAMO)

b. Division Office

Physical Facilities Coordinator (ES-10) - DFC/PL
in-Charge

Civil Engineer


Data Entry Machine Operator (DAMO)

3. The position of an Engineer may be on a contractual basis charged from the Regular Budget until such time that it can be included in the Regional and Division Staffs. The main function of the Unit is to plan, coordinate, monitor, supervise and the efficient and effective implementation of the programs and projects under DECS (concerning physical facilities).

4. The functions of the Ad-Hoc Physical Facilities Unit are as follows:

a. Prepare an integrated plan consistent with the DECS regional plan in consultation with the Schools and offices in the regional and division levels and school heads relative to physical facilities (Schoolbuilding Program, Text Books Distribution Program, etc.)

3. Monitor the implementation of school facilities programs and projects at the regional, division and school levels (e.g. PBAC, plant/site inspection, deliveries/acceptance of completed projects, etc.) and recommend incentives and awards to administrators who have met or surpassed their target plans.
 4. Prepare periodic reports as required by the regional office and DECS Secretary, relative to the status of implementation of programs and projects on physical facilities, to include among others, conformity to/deviation from the approved Program of Work, approved standard designs and specifications, timeliness of production, distribution/delivery of finished products/projects.
 5. Provide technical assistance to regional, division and school levels and maintains liaison with other offices and agencies at the sub-regional level.
 6. Program and conduct training programs as may be necessary on the management of physical facilities.
 7. Maintain an updated and workable Management Information System (MIS) needed in the formulation of plans and programs and in decision-making.
 8. Perform such other functions as may be provided by the DECS Secretary.
5. Facilitate dissemination of and compliance with the Order as desired.


RICARDO T. GLORIA
 Secretary

Dita 1/2/87

DECS Order No. 23, s. 1984

Attachment 1-2--(M.O. 1-87)

It be inscribed in the Perpetual Index and the following subjects:

OFFICIALS
 RULES & REGULATIONS