



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Metrolco Avenue
Pasig, Metro Manila August 6, 1997



Sama Sama
Sa Dilag

DECS O R D E R
No. 58, s. 1997

GUIDELINES GOVERNING THE TURN-OVER AND ACCEPTANCE
OF SCHOOLBUILDINGS:

To: Bureau Directors
Regional Directors
Schools Superintendents

1. It has come to the attention of this Office that there are many schoolbuildings constructed by the DPWH out of DECS funds and ultimately used by DECS which were later on destroyed or damaged either by fire or typhoon. These structures are discovered lately to have not been formally turned-over from DPWH and other implementing agencies, to DECS as real owner/beneficiary.

2. As a consequence, without the proper documentation, the buildings were not booked up and made part of the inventory of DECS properties. Neither were they insured with the Property Replacement Fund of the GSIS as required under R.A. No. 656 (contained in DECS Order No. 76, s. 1994, on the procedures and guidelines in the availment of the Property Replacement Fund), hence preventing DECS from seeking reimbursement for loss or damage through force require. As a consequence, either the school heads/principals or the classroom teachers were not able to collect their full retirement benefits for they were made accountable for the schoolbuildings.

3. In view of the foregoing, and considering the necessity of proper documentation of DECS properties and to amply protect the interest of the government, included are the guidelines governing the turn-over of schoolbuildings and their booking up in the books of accounts of either the regional or the division office to quiet matters like ownership, insurance with the Property Insurance Fund as well as the accountability/responsibility of officials on these matters.

4. For strict compliances of all concerned.


RICARDO T. GLORIA
Secretary

Incl.:
As stated

Reference:
DECS Order: (No. 76, s. 1994)

Allotment: 1--(D.O. 50-97)

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

BUILDINGS
OFFICIALS

(Inclosure to DECS Order No. 58, s. 1997)

**CLARIFICATORY/SUPPLEMENTARY GUIDELINES GOVERNING
THE TURNOVER AND ACCEPTANCE OF SCHOOLBUILDINGS
AND OTHER PROPERTIES**

A. ON SCHOOLBUILDING PROJECTS

1. All completed projects implemented by DPWH funded out of the DECS Schoolbuilding Program shall be accepted in accordance with the scope of work as appearing in the approved contract and acceptance guidelines. The certificate of completion and acceptance marked Annex 1 is the accepted format.

The School Head/Principal shall seek the concurrence of concerned DECS officials upon project completion, prior to acceptance of the same from the contractor.

2. Similarly, all projects undertaken through local initiatives/foreign assistance should be properly documented/booked up and be part of the SCHOOL PROPERTY INVENTORY RECORD, with the corresponding code and fully described for statistical purposes. Samples of entries are contained in Annex 2.

B. ON INSURANCE COVERAGES

1. The Property Replacement Fund (PRF) created under the General Appropriations Act for CY 1989 and sustained since, then covers government property to include school houses and facilities and property essential to agency operations which are stored therein or in buildings rented by the government. (DECS Order No. 128, s. 1991 and DECS Order No. 76, s. 1994)
2. All schools shall submit a duly accomplished Property Inventory Form to the GSIS (See DECS Order No. 76, s. 1994). No other form will be entertained by the GSIS. Property not included

219

in the inventory shall not be covered by the PRP. (Entries must be based on School Property Inventory Record as shown in Annex 2)

3. Whenever new properties or new acquisitions are made, or when a structure is no longer existing/demolished, an updated Property Inventory Form shall be submitted to the GSIS. The form shall be supported with a location plan indicating the permanent number of the different buildings in every school site. In turn, the GSIS-PRP Administration Department shall issue a CERTIFICATE OF COVER (COC) for each school site. Likewise, the School Inventory of Property should also be updated.

C. ON CLAIMS SETTLEMENT

1. In order that claims for damages or losses to school properties could be maximized, School Heads shall submit all necessary documents to GSIS-PRP, giving attention to the provision of 90-day period (from day of occurrence of loss or damage) for the NOTICE OF CLAIM to be received at the GSIS Headquarters for processing and subsequently the payment for claims. All NOTICE OF CLAIM should be addressed as:

The Manager
Property Replacement Fund Administration
Department
Level IV-Corridor C
GSIS Headquarters Building
Financial Center
Roxas Boulevard, Pasay City

2. Documentary requirements (properly accomplished) to be submitted

- a. Detailed repair/replacement/reconstruction estimates
- b. Police report (for fire loss)
- c. PAG-ASA Report (for typhoon loss)
- d. Pictures of damaged property

Includes Certificate of Cover Number as reference.

121

D. UTILIZATION OF THE PROPERTY REPLACEMENT FUND

Upon receipt of financial assistance from the GSIS (specifically provided for reconstruction/restoration, renovation of damaged structures), a report on how the assistance was utilized should be submitted to the DECS Central Office, for information and reference, citing the specifics of the project as contained in Section C (on claims settlement).

E. ON THE REGIONAL/DIVISION BOOK OF ACCOUNTS

All records/documents pertaining to individual schools' school buildings should be part of the Regional/Division Book of Accounts. This Book should be regularly updated for statistical purposes, inventory, etc. whenever these are requested to facilitate action on various school building concerns.

2.1.5