



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

September 20, 1998

DECS ORDER

No. 88, s. 1998

GUIDELINES IN THE UTILIZATION OF THE TEN PERCENT (10%)
ALLOCATION FOR THE PURCHASE OF DESKS/ARMCHAIRS

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents

1. Special Provision No. 20, page 79 of Republic Act No. 8522, otherwise known as the General Appropriations Act, FY 1998, reiterates that Ten Percent (10%) of the amount released to regional offices shall be set aside for the purchase of desks, manufactured and fabricated by cooperatives formed by persons with disabilities and from government organizations assisting them.

2. Included are the Guidelines in the Utilization of the Ten Percent (10%) Allocation For The Purchase of Desks/Armchairs as mandated in The GAA, FY 1998.

3. In this connection, it is directed that close monitoring of the implementation of this program be strictly enforced and any violations be dealt with in accordance with existing Civil Service rules and regulations.

4. Immediate dissemination of and compliance with this Order is directed.

Andrew Gonzalez, Jr.
ANDREW GONZALEZ, JSC
Secretary

Fact: As stated

Reference: None

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

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

GUIDELINES IN THE UTILIZATION OF THE TEN PERCENT (10%) ALLOCATION FOR THE PURCHASE OF DESKS/ARMCCHAIRS

(Special Provision No. 20, p. 79, R.A. No. 8522)
General Appropriations Act, FY 1998

Ten Percent (10%) of the appropriation for the purchase of desks/armchairs shall be set centrally managed for the procurement of desks/armchairs manufactured and fabricated cooperatives formed by persons with disabilities and non-government organizations assisting them, provided that these Cooperatives and NGOs adhere to the following conditions:

1. That the specifications/dimensions of the desks and tablet armchairs designed and approved by the Secretary of Education, Culture and Sports for various desk/armchair prototypes shall be strictly followed.
2. That desks/armchairs produced by cooperatives and NGOs assisting disabled persons should pass the evaluation based on guidelines, procedures and processes set by the DECS Central Office for testing.
3. That the cooperatives shall have the capability to deliver the desks and/or tablet armchairs to the end-user schools within the time frame as agreed upon.
4. That the conduct of bidding shall be done in the DECS Central Office, by the Prequalification Bids and Awards Committee (PBAC) with the following considerations:
 - 4.1 Only accredited cooperatives and NGOs employing disabled persons shall be allowed to participate in the bidding procurement.
 - 4.2 Procurement shall be done through bidding, with at least three (3) accredited cooperative. If there are less than three (3) bidders, it can be done through negotiated contract, provided, that the price offered by the cooperative shall not be higher than the price in the public bidding conducted for the purpose for other commercial manufacturers.
 - 4.3 It shall be the responsibility of the regional directors and school superintendents to determine the region's/division's desk/armchairs requirement, inventory of serviceable desk/armchairs, vis-a-vis the enrolment should be considered. The quantity to be ordered and list of recipient schools covering the type of desk/armchair desired should be submitted to the Central Office (Attn: The Physical Facilities Division). The quantity should be determined on the basis of ten percent of the region's desk budget.
 - 4.4 The Desks/Armchairs to be procured shall be delivered to recipient schools and shall be received and accepted by the School Head or his duly authorized representative. A copy of the Certificate of Acceptance should be furnished to the Division Superintendents.

- 4.5 The type of material to be used for the manufacture of desk/office chair shall be recommended by the Division Superintendent.
- 4.6 A Contract Management and Monitoring Group (CMMG) headed by an Undersecretary/Asst. Secretary shall be created to facilitate the implementation of the project. The Physical Facilities Division shall serve as the support staff of the CMMG.
5. That accreditation of cooperatives and NGOs employing disabled persons should be done with the following considerations:
 - 5.1 That the background of cooperatives/NGOs assisting disabled persons should be reviewed and certified by the National Council for the Welfare of Disabled Persons (NCWDP) with regards to their legitimacy.
 - 5.2 That track records of financial capability as well as actual site inspection shall be evaluated and reviewed by the DECS Central Office/Regional Office.
 - 5.3 A cooperative of disabled persons/NGOs employing disabled persons need to be accredited only by one accreditation committee. Once qualified, it shall be given an Accreditation Certificate.
 - 5.4 Accreditation is good only for one year. Those who wish to continue transacting with DECS thereafter would have to renew their accreditation. A processing fee of P500.00 shall be collected which will be used by the accreditation committee to conduct actual inspection and verify documents.
6. That cooperatives/NGOs interested to join the bidding will be notified through:
 - 6.1 Newspaper announcement with nationwide circulation.
 - 6.2 Newspaper announcement in local newspaper by DECS Regional/Division Offices.
7. That the NCWDP should assist the DECS Central Office in implementing this project in the following manner:
 - 7.1 Disseminate to cooperatives and NGOs assisting disabled persons the Invitation to Bid.
 - 7.2 Issue certification of qualified cooperatives/NGOs assisting disabled persons that they are producing desks.

Prepared by

PHYSICAL FACILITIES DIVISION

The Bureau of Secondary Education

I. Legal Basis for the Creation of the Bureau of Secondary Education

The Bureau of Secondary Education was created in accordance with Presidential Decree No. 1, entitled, "Reorganizing the Executive Branch of the National Government," Part XII, Education Article, Sec. 1, of the Integrated Reorganization Plan states:

1. There is created a Bureau of Secondary Education in the Department, hereinafter referred to in this Article as the Bureau which shall be responsible for the formulation and evaluation of programs and standards on secondary education within the context of the department-wide program. The Bureau shall be headed by a Director.

As provided in paragraph 3, Article X, pertinent staff functions concerning secondary education of the bureau abolished (Bureau of Public School, Bureau of Vocational Education, and Bureau of Private Schools) together with applicable appropriations, records, equipment, property, and such personnel as may be necessary were transferred to the Bureau of Secondary Education.

II. Functions of the Bureau

A. Formulation of Programs and Standards

The Bureau will formulate and develop policies, plans, Programs and standards for the secondary level, including adult education. It will provide working guidelines for the schools to assure that the objectives of this level pertaining to pre-university preparation and to pre-vocational and vocational education are adequately met. In the formulation of plans and programs, the