



Tanggapan ng Kalihim
Office of the Secretary

OCT 27 2004

DepED ORDER
No. 59, s. 2004

2004 DESKS/ARMCHAIRS PROCUREMENT PROGRAM

To: Regional Directors
Schools Division/City Superintendents

1. The funds for the procurement of desks/armchairs for FY 2004 is placed at P450 million (re-enacted GAA of FY 2003). The Guidelines for the Preparation of the List of Recipient Schools to be Funded under the FY 2004 General Appropriations Act are found in the enclosure. The desk allocation per congressional district is in Annex 1.
2. Procurement shall be in accordance with the provisions of the Government Procurement Reform Act No. 9184.
3. In preparing the list of priority schools, please note the budgetary ceiling for each congressional district and the unit cost for the set of tables and chairs for the elementary grades and armchairs for secondary level. The regional/division office should also consider the updated Basic Education Information System (BEIS) which provides data on school furniture needs at the school level. A color spectrum has been devised to determine which schools are in greatest need of classroom seats.
4. The list of recipient schools in both hard and soft copies must be submitted to the Physical Facilities Division, Office of the Planning Service, not later than November 15, 2004 via telefax no. (02)633-72-63. Annexes 2, 3, and 4 are sample forms to be used in the preparation of list of recipient schools.
5. For immediate dissemination and strict compliance of all concerned.


FLORENCIO B. ABAD
Secretary

Encls.: As stated
Reference: DepED Order: No. 62, s. 2003
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

DESKS/ARMCHAIRS FUNDS PROCUREMENT

(Enclosure to DepED Order No. 59, s. 2004)

GUIDELINES FOR THE PREPARATION OF LIST OF RECIPIENT SCHOOLS FOR THE FY 2004 DESK/ARMCHAIR PROJECT

I. Desk Allocation

- a. The FY 2004 budget for the procurement of desks/armchairs is placed at P450 million (re-enacted 2003 budget). The budgetary ceiling allocated to each congressional district is in lump sum for both elementary and secondary levels; hence, the region/division shall determine the specific allocation for each level based on actual needs provided that the total allocation for both levels does not exceed the budgetary ceiling of the congressional district.
- b. The computed allocation by congressional district is hereto attached.

II. Identification of Recipient Schools

- a. In preparing the list of recipient schools, the following should be considered for prioritization:
 - First priority shall be given to schools which are recipients of new academic classrooms under the CYs 2003 and 2004 Schoolbuilding Program and the Schoolbuilding Program for School-less Barangays.
 - Second Priority should be accorded to schools with high shortage of classroom seats. The results of the Basic Education Information System (BEIS) shall be used as basis in determining classroom furniture needs.
- b. A color spectrum has been devised to determine which schools are in the greatest need of classroom seats/furniture, to wit:

Furniture-Pupil Ratio	Color Code	Analysis
0.49 and below	Blue	2 seats per pupil
0.50 to 0.69	Sky blue	adequate
0.70 to 0.89	Green	adequate
0.90 to 1.00	Yellow	adequate
1.01 to 1.99	Gold	adequate in 2 shift schools
2.00 to 2.99	Orange	more than 2 pupils per seat
3.00 and above	Red	more than 3 pupils per seat
no seats	Black	more than 3 pupils per seat

- Preference should be given to schools belonging to the black, red and orange zones.

III. Quantity, Cost and Specifications

- The allocation of classroom seats for each school ***should not be less than 25 sets of tables and chairs for elementary and 50 armchairs for secondary.***
- For purposes of budgetary computation,*** the proposed unit cost to be adopted are as follows:
 - Elementary school desk
(1 set of table and 2 chairs) - P1,500.00
 - Secondary armchair - P 750.00
- Desks and armchairs shall be manufactured in accordance with DepEd dimensions and general specifications.

IV. Reporting Format

- In preparing the list of recipient schools, the formats of the following items are shown in Annexes 2, 3 and 4.
 - 10% budget for cooperatives formed by persons with disability ***may be allocated to one or two division offices.***
 - 15% budget for other types of cooperatives ***may be allocated for two or three division offices.***
 - 75% ***shall be allocated to the remaining divisions.***
- Separate lists of recipient schools should be prepared for the following:
 - 10% allocation for cooperatives formed by persons with disability.
 - 15% allocation for other types of cooperatives.
 - 75% allocation per legislative district.

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION I	18,506
ILOCOS NORTE	1,825
1st District (with Laoag City)	977
The rest of the 1st District	600
Laoag City	377
2nd District	849
ILOCOS SUR	2,350
1st District	1,005
2nd District	1,345
LA UNION	2,726
1st District	1,298
2nd District	1,428
PANGASINAN I	6,304
1st District	1,572
2nd District	1,946
3rd District (with San Carlos City)	2,786
The rest of the 3rd District	1,965
San Carlos City	821
PANGASINAN II	5,300
4th District (with Dagupan City)	1,581
The rest of the 4th District	1,041
Dagupan City	541
5th District (with Urdaneta City)	2,031
The rest of the 5th District	1,363
Urdaneta City	668
6th District	1,688

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION II	14,106
BATANES	47
CAGAYAN	5,220
1st District	1,641
2nd District	1,219
3rd District (w/ Tuguegarao City)	2,361
The rest of the 3rd District	1,700
Tuguegarao City	661
ISABELA	6,558
1st District	1,476
2nd District	1,480
3rd District	1,518
4th District	2,084
NUEVA VISCAYA	1,553
QUIRINO	728

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION III	37,606
AURORA (Lone District)	1,045
BATAAN	2,662
1st District	1,253
2nd District	1,409
BULACAN	10,103
1st District	2,525
2nd District	2,039
3rd District	1,898
4th District (with SJDM City)	3,640
The rest of the 4th District	1,893
San Jose del Monte City	1,747
NUEVA ECIJA	7,472
1st District	1,757
2nd District	1,542
3rd District (with Cabanatuan City)	2,257
The rest of the 3rd District	1,288
Cabanatuan City	969
4th District (w/ Gapan City)	1,917
The rest of the 4th District	1,493
Gapan City	424
PAMPANGA	8,198
1st District (with Angeles City)	2,204
The rest of the 1st District	967
Angeles City	1,236
2nd District	1,678
3rd District (w/ San Fernando City)	2,321
The rest of the 3rd District	1,221
San Fernando City	1,100
4th District	1,995
TARLAC	5,100
1st District	1,541
2nd District (w/ Tarlac City)	1,948
The rest of the 2nd District	905
Tarlac City	1,043
3rd District	1,611
ZAMBALES	3,026
1st District (w/ Olongapo City)	1,481
The rest of the 1st District	597
Olongapo City	884
2nd District	1,545

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION IV-A (CALABARZON)	46,838
BATANGAS	8,018
1st District	1,907
2nd District (w/ Batangas City)	1,841
The rest of the 2nd District	1,495
Batangas City	346
3rd District (w/ Tanauan City)	1,860
The rest of the 3rd District	1,323
Tanauan City	537
4th District (w/ Lipa City)	2,410
The rest of the 4th District	1,486
Lipa City	924
CAVITE	10,265
1st District (w/ Cavite City)	2,825
The rest of the 1st District	2,251
Cavite City	574
2nd District	5,428
3rd District	2,012
LAGUNA	8,319
1st District	2,712
2nd District (w/ Calamba City)	2,454
The rest of the 2nd District	1,265
Calamba City	1,189
3rd District (w/ San Pablo City)	1,353
The rest of the 3rd District	737
San Pablo City	616
4th District	1,800
QUEZON	9,495
1st District	2,230
2nd District (w/ Lucena City)	2,602
The rest of the 2nd District	1,757
Lucena City	845
3rd District	2,513
4th District	2,150
RIZAL/ANTIPOLO CITY	10,741
1st District	3,901
2nd District	3,306
ANTIPOLO CITY	3,533

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION : IV-B (MIMAROPA)	15,966
MARINDUQUE	1,474
OCCIDENTAL MINDORO	2,746
OCCIDENTAL MINDORO	4,746
1st District (w/ Calapan City)	2,581
The rest of the 1st District	1,801
Calapan City	779
2nd District	2,165
PALAWAN	5,397
1st District	2,136
2nd District (w/ Puerto Princesa City)	3,261
The rest of the 2nd District	2,063
Puerto Princesa City	1,197
ROMBLON	1,604

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION V	32,165
ALBAY	7,351
1st District (w/ Tabaco City)	2,053
The rest of the 1st District	1,278
Tabaco City	775
2nd District (w/ Legaspi City)	2,207
The rest of the 2nd District	1,471
Legaspi City	736
3rd District (w/ Ligao City)	3,090
The rest of the 3rd District	2,324
Ligao City	766
CAMARINES NORTE (Lone District)	2,894
CAMARINES SUR	9,889
1st District	2,649
2nd District (w/ Naga City)	2,374
The rest of the 2nd District	1,682
Naga City	692
3rd District	2,366
4th District (w/ Iriga City)	2,500
The rest of the 4th District	2,046
Iriga City	454
CATANDUANES (Lone District)	1,404
MASBATE	5,574
1st District	1,264
2nd District (w/Masbate City)	2,407
The rest of the 2nd District	1,715
Masbate City	692
3rd District	1,903
SORSOGON	5,053
1st District (w/ Sorsogon City)	2,500
The rest of the 1st District	1,671
Sorsogon City	829
2nd District	2,553

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION VI	35,087
AKLAN	2,833
ANTIQUE	2,634
CAPIZ	4,393
1st District (w/ Roxas City)	2,208
The rest of the 1st District	1,644
Roxas City	565
2nd District	2,184
GUIMARAS	706
ILOILO	9,472
1st District	1,492
2nd District	1,398
3rd District	2,099
4th District (w/ Passi City)	1,778
The rest of the 4th District	1,435
Passi City	342
5th District	2,704
ILOILO NHS	32
NEGROS OCCIDENTAL	11,855
1st District (w/ San Carlos City)	1,854
The rest of the 1st District	1,366
San Carlos City	488
2nd District (w/ Cadiz & Sagay City)	1,446
The rest of the 2nd District	215
Cadiz City	690
Sagay City	542
3rd District (w/ Silay City)	2,227
The rest of the 3rd District	1,639
Silay City	588
4th District (w/ Bago & La Carlota City)	1,737
The rest of the 4th District	721
Bago City	745
La Carlota City	271
5th District	1,913
6th District (w/ Kabankalan City)	2,679
The rest of the 6th District	1,661
Kabankalan City	1,019
BACOLOD CITY	1,800
ILOILO CITY	1,362

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION VII	29,489
BOHOL	5,900
1st District (w/ Tagbilaran City)	1,550
The rest of the 1st District	1,193
Tagbilaran City	357
2nd District	2,263
3rd District	2,087
CEBU	13,538
1st District (w/Talisay City)	2,808
The rest of the 1st District	2,169
Talisay City	638
2nd District	1,793
3rd District (w/ Toledo City)	1,955
The rest of the 3rd District	1,449
Toledo City	506
4th District	2,170
5th District (w/ Danao City)	2,006
The rest of the 5th District	1,534
Danao City	473
6th District (w/ Lapu-Lapu & Mandaue City)	2,805
The rest of the 6th District	526
Lapu-Lapu City	1,413
Mandaue City	866
NEGROS ORIENTAL	6,317
1st District	2,031
2nd District (w/ Dumaguete and Tanjay City)	2,353
The rest of the 2nd District	1,624
Dumaguete City	375
Tanjay City	354
3rd District (w/ Bayawan City)	1,933
The rest of the 3rd District	1,281
Bayawan City	653
SIQUIJOR (Lone District)	328
CEBU CITY	3,406
1st District	1,614
2nd District	1,792

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION VIII	19,379
BILIRAN (Lone District)	715
LEYTE	8,270
1st District (w/ Tacloban City)	1,911
The rest of the 1st District	1,035
Tacloban City	876
2nd District	1,805
3rd District	802
4th District (w/ Ormoc City)	1,750
The rest of the 4th District	1,148
Ormoc City	601
5th District	2,003
SOUTHERN LEYTE	1,585
EASTERN SAMAR	1,986
NORTHERN SAMAR	2,980
1st District	1,350
2nd District	1,630
SAMAR	3,843
1st District (w/ Calbayog City)	1,489
The rest of the 1st District	862
Calbayog City	627
2nd District	2,354

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION IX	17,319
ISABELA CITY	623
ZAMBOANGA DEL NORTE	4,351
1st District (w/ Dapitan City)	840
The rest of the 1st District	574
Dapitan City	265
2nd District (w/ Dipolog City)	1,734
The rest of the 2nd District	1,296
Dipolog City	438
3rd District	1,778
ZAMBOANGA DEL SUR	5,335
1st District (w/ Pagadian City)	3,039
The rest of the 1st District	2,206
Pagadian City	833
2nd District	2,295
ZAMBOANGA SIBUGAY	3,550
ZAMBOANGA CITY	3,460

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION X	19,938
BUKIDNON	6,900
1st District	1,875
2nd District	2,918
3rd District	2,107
CAMIGUIN	390
LANAO DEL NORTE	4,281
1st District (w/ Iligan City)	2,453
The rest of the 1st District	869
Iligan City	1,583
2nd District	1,828
MISAMIS OCCIDENTAL	2,193
1st District	870
2nd District (w/ Ozamiz City)	1,322
The rest of the 2nd District	653
Ozamiz City	669
MISAMIS ORIENTAL	3,793
1st District (w/ Gingoog City)	1,680
The rest of the 1st District	1,133
Gingoog City	547
2nd District	2,113
CAGAYAN DE ORO CITY	2,381

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION XI	23,097
COMPOSTELA VALLEY	3,586
1st District	1,618
2nd District	1,968
DAVAO DEL NORTE	5,098
1st District (w/ Tagum City)	2,407
The rest of the 1st District	1,305
Tagum City	1,102
2nd District (w/ Panabo City)	2,691
The rest of the 2nd District	1,627
Panabo City	1,064
DAVAO DEL SUR	4,631
1st District (w/ Digos City)	2,653
The rest of the 1st District	1,529
Digos City	1,124
2nd District	1,978
DAVAO ORIENTAL	2,409
1st District	1,023
2nd District	1,386
DAVAO CITY	7,373
1st District	2,680
2nd District	2,363
3rd District	2,330

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION XII	21,299
COTABATO	6,526
1st District	3,467
2nd District (w/ Kidapawan City)	3,060
The rest of the 2nd District	2,570
Kidapawan City	490
SARANGANI	2,671
SOUTH COTABATO	6,717
1st District (w/ Gen San City)	3,604
The rest of the 1st District	1,112
General Santos City	2,492
2nd District (w/ Koronadal City)	3,112
The rest of the 2nd District	2,240
Koronadal City	872
SULTAN KUDARAT	4,286
COTABATO CITY- 1st Dist Maguin	1,099

DEPARTMENT OF EDUCATION

ANNEX 1

TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004

Region/Division/ Congressional District	Total
TOTAL REGION CARAGA	12,426
AGUSAN DEL NORTE	3,233
1st District (w/ Butuan City)	1,895
The rest of the 1st District	177
Butuan City	1,718
2nd District	1,338
AGUSAN DEL SUR (Lone District)	3,557
SURIGAO DEL NORTE	2,697
1st District (w/ Siargao)	1,147
The rest of the 1st District	549
Siargao	599
2nd District (w/ Surigao City)	1,550
The rest of the 2nd District	949
Surigao City	601
SURIGAO DEL SUR	2,939
1st District	1,546
2nd District (w/ Bislig City)	1,393
The rest of the 2nd District	699
Bislig City	694

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION NCR	55,329
MANILA	8,632
1st District	1,830
2nd District	1,448
3rd District	1,374
4th District	1,057
5th District	1,034
6th District	1,890
QUEZON CITY	12,137
1st District	1,834
2nd District	7,499
3rd District	1,181
4th District	1,623
MANDALUYONG CITY	1,152
MARIKINA CITY	1,993
PASIG CITY & SAN JUAN	2,473
PASIG CITY -Lone District	2,090
SAN JUAN-Lone District	383
CALOOCAN CITY	7,973
1st District	6,151
2nd District	1,822
VALENZUELA CITY	2,905
1st District	1,433
2nd District	1,473
MALABON CITY-NAVOTAS-Lone District	3,678
PASAY CITY - Lone District	1,932
MAKATI CITY	2,078
1st District	970
2nd District	1,108
PARAÑAQUE CITY	2,695
LAS PIÑAS CITY	2,962
MUNTINLUPA CITY	1,900
TAGUIG and PATEROS	2,818

DEPARTMENT OF EDUCATION**ANNEX 1****TENTATIVE ALLOCATION OF DESKS AND ARMCHAIRS FOR CY 2004**

Region/Division/ Congressional District	Total
TOTAL REGION CAR	6,481
ABRA	836
APAYAO	549
BAGUIO CITY	1,230
BENGUET	962
IFUGAO	790
KALINGA	1,634
MT. PROVINCE	479

SAMPLE FORM

CY 2004 DESK/ARMCHAIR PROJECT
(10% ALLOCATION FOR COOPERATIVES FORMED BY PWDs)

REGION _____
DIVISION _____

ELEMENTARY

Cong'l District	No.	Name of School	Location	No. of Units to be delivered			
				Grade I - IV		Grade V - VI	
				Tables	Chairs	Tables	Chairs
1st	1	Sta. Ines ES	Sta. Ignacia	25	50	25	50
	2	xxxxxx ES	xxxx	25	50		
	3	xxxxxx ES	xxxxx			25	50
2nd	1	xxxxxxxxx ES	XXXXXX City	25	50		
	2						
	3						
			TOTAL			75	150

SECONDARY

Cong'l District	No.	Name of School	Location	No. of Units to be delivered
				Armchairs
1st	1	xxxxxxxxx HS	San CCCCC	50
	2	xxxxxxxxx HS	San BBBBBB	50
	3	xxxxxxxxxxx NHS	San AAAA II	50
			TOTAL	150
2nd	1	Tarlac NHS	Tarlac	50
	2	xxxxx HS	xxxx	100
	3	xxxxx NHS	xxxx	350
			TOTAL	500

Note : Elementary School Desk (Set of 1 Table and 2 Chairs)

Submitted by:

Regional Director

SAMPLE FORM

CY 2004 DESK/ARMCHAIR PROJECT
(15% ALLOCATION FOR OTHER TYPES OF COOPERATIVES)

REGION _____
DIVISION _____

ELEMENTARY

Cong'l District	No.	Name of School	Location	No. of Units to be delivered			
				Grade I - IV		Grade V - VI	
				Tables	Chairs	Tables	Chairs
1st	1	Sta. Ines ES	Sta. Ignacia	25	50	25	50
	2	xxxxxx ES	xxxx	25	50		
	3	xxxxxx ES	xxxxx			25	50
2nd	1	xxxxxxxxx ES	XXXXXX City	25	50		
	2						
	3						
			TOTAL	75	150	50	100

SECONDARY

Cong'l District	No.	Name of School	Location	No. of Units to be delivered
				Armchairs
1st	1	xxxxxxxxx HS	San CCCCCC	50
	2	xxxxxxxxx HS	San BBBBBB	50
	3	xxxxxxxxx NHS	San AAAA II	50
			TOTAL	150
2nd	1	Tarlac NHS	Tarlac	50
	2	xxxxx HS	xxxx	100
	3	xxxxx NHS	xxxx	350
			TOTAL	500

Note : Elementary School Desk (Set of 1 Table and 2 Chairs)

Submitted by:

Regional Director

SAMPLE FORM

**CY 2004 DESK/ARMCHAIR PROJECT
(75% ALLOCATION)**

REGION _____
DIVISION _____

ELEMENTARY

Cong'l District	No.	Name of School	Location	No. of Units to be delivered			
				Grade I - IV		Grade V - VI	
				Tables	Chairs	Tables	Chairs
1st	1	Sta. Ines ES	Sta. Ignacia	25	50	25	50
	2	xxxxxx ES	xxxx	25	50		
	3	xxxxxx ES	xxxxx			25	50
2nd	1	xxxxxxxxx ES	XXXXXX City	25	50		
	2						
	3						
			TOTAL	75	150	50	100

SECONDARY

Cong'l District	No.	Name of School	Location	No. of Units to be delivered
				Armchairs
1st	1	xxxxxxxxx HS	San CCCCC	50
	2	xxxxxxxxx HS	San BBBBBB	50
	3	xxxxxxxxx NHS	San AAAA II	50
			TOTAL	150
2nd	1	Tarlac NHS	Tarlac	50
	2	xxxxx HS	xxxx	100
	3	xxxxx NHS	xxxx	350
			TOTAL	500

Note : Elementary School Desk (Set of 1 Table and 2 Chairs)

Submitted by:

Regional Director