



Republic of the Philippines  
**Department of Education**



394-4

JUN 29 2007

DepED ORDER  
No. **41**, s. 2007

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF SCHOOL-BASED REPAIR  
AND MAINTENANCE FUND UNDER CY 2007 BUDGET**

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is the detailed Guidelines on the Utilization and Liquidation of School-Based Repair and Maintenance Scheme (SBRMS) for CY 2007 as amended (Enclosure No. 1). This supersedes any provision of DepED Memoranda/Orders inconsistent with the guidelines herein enclosed.
2. Also enclosed are the implementation Agreement (Enclosure 2a and 2b); Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No. 3); School Liquidation Report (Enclosure No. 4).
3. This program guidelines will cover the utilization of the SBRMS funds for the repair and maintenance of the DepED Regional and Division Offices and School Facilities.
4. Priority shall be given to the result of the assessment of the schools water and electrical facilities by the Local Schools Water and Electrical Facilities Assessment Project (SWEFAP) Task Force and the Assessment of School Buildings and Stability (ASSIST).
5. Immediate dissemination of this Order is directed.

  
**JESLI A. LAPUS**  
Secretary

Encls.: As stated

References: DepED Memoranda: Nos. 68 and 394, s. 2002; 28 and 298, s. 2003;  
and 51, s. 2005

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

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

/FUNDS

/REPAIR

/SCHOOLBUILDINGS

Made/c: SBRMS  
6-6-07

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF  
SCHOOL-BASED REPAIR AND MAINTENANCE FUND  
UNDER CY 2007 BUDGET**

1. **The following terms are defined in this Memorandum as:**
  - a. **SBRMS Fund.** The amount of Fifty Thousand Pesos (PhP50, 000.00) to One Hundred Thousand Pesos (Php100,000.00) for the repair and maintenance of public elementary and secondary schools nationwide, chargeable from the Regionwide lump-sum appropriations authorized for each region for Repair and Maintenance of School Buildings.
  - b. **Principal-Led Approach.** The scheme wherein the School Head takes the lead role in planning and implementation of repair and maintenance of school facilities.
  - c. **PFSED. Physical Facilities and Schools' Engineering Division** under the Office of Planning Service, to oversee the implementation of the School Building and Infrastructure Projects of the Department and is responsible in the validation of physical accomplishment of this project. PFSED is located at 4<sup>th</sup> Floor, Bonifacio Building, DepED Complex, Meralco Avenue, Pasig City with telefax nos. (02) 6337263 /638-41-08 and e-mail address at pfsed\_010305@yahoo.com.
  - d. **DPE. DepED Project Engineers.** The project/field engineers assigned in the division offices to oversee/monitor the implementation of the school building program. They are directly reporting to PFSED-OPS.
  - e. **SWEFAP.** Stands for **Schools Water and Electrical Facilities Assessment Project** which aims to assess and rehabilitate the existing water and electrical facilities of all schools nationwide. This project was launched in the different regions during the last quarter of 2005 by a conduct of road show (series of meetings) with the managers of private utility companies and local government officials.
  - f. **LSTF. Local SWEFAP Task Force.** A team composed of the Regional Directors, Schools Division Superintendents, Regional/Division Physical Facilities Coordinators, City/Municipal Mayor, City/Municipal Engineers, Local Water Districts Representatives, Local Electrical Cooperatives Representatives and the School Heads. The team is tasked to perform the school assessment for existing water and electrical facilities.
  - g. **ASSIST.** Stands for **Assessment of Schoolbuildings' Structural Integrity and Stability.** It aims to provide safe, stable and secured teaching-learning environment to the schoolchildren and prevent building from further deterioration through periodic assessment and inspection. The assessment was done by accredited civil engineers of the Department who have undergone intensive training conducted by the Association of Structural Engineers of the Philippines (ASEP), Philippine Institute of Civil Engineers (PICE), the Department of Public Works and Highways (DPWH) and the Office of Civil Defense (OCD).

## **2. Allocation of Funds**

- a. The SBRMS Funds for CY 2007 shall be utilized in the following manner:
  - (1) A maximum of 15% of the regional allocation shall be utilized for the repair and maintenance of the Regional and Division Offices. The Regional Offices shall distribute a portion of the allocation to their respective division offices giving priority to those who need immediate attention of repair and rehabilitation.
  - (2) The remaining minimum of 85% of the total regional allocation shall be utilized for the repair and maintenance of school facilities. Priority shall be given to the repair/rehabilitation of the water and electrical facilities in schools that had undergone assessment of the Local SWEFAP and ASSIST Task Force
- b. All public elementary and secondary schools (with or without financial staff) are entitled to avail of the amount of Fifty Thousand Pesos (Php50,000.00) but not to exceed One Hundred Thousand Pesos (Php100,000.00) depending on the extent of the repair/rehabilitation works to be done as a result of the following which is further subject to availability of funds:
  - (1) Assessment of School Buildings Structural Integrity and Stability (ASSIST) result of assessment of high rise buildings with structural defects. School buildings that require immediate rehabilitation and may pose danger to the lives of the occupants shall be given top priority.
  - (2) Schools Water and Electrical Facilities Assessment Project (SWEFAP) result of the assessment of schools' water and electrical facilities as submitted to the PESED that were not yet funded for repair.
  - (3) Other minor repairs and preventive maintenance of school buildings with amount of not more than fifty thousand pesos (Php50,000.00).

## **3. Approval and Releasing Process**

- a. The DepED Division Offices shall submit to the Regional Office report of releases and utilization of CY 2006 SBRMS funds, and proposed list of recipient schools for this year's budget including secondary schools with financial staff, properly identified, and other requirements to support the request for the release of Special Allotment Release Order (SARO)/Notice of Cash Allocation (NCA) which has to be endorsed by the DepED Regional Office to the DBM Regional Office concerned
- b. Heads of the recipient schools must secure Treasury bond based on the proposed amount to be released for their respective schools. Only school heads that have not yet been bonded shall apply for bonding by the Treasury. The school heads may advance the payment of the Treasury bond and such may be reimbursed from the SBRMS funds allocated to the schools and/or from the regular school Maintenance and Other Operating Expenses (MOOE) budget.

The funds shall be released in the following manner:

1. The SARO covering in full the amount allocated to the respective implementing units (IUs) will be released directly to the said IUs. However, only fifty percent (50%) of the allocation will be recommended to be covered by NCA

upon completion and submission of the following documents to the DepED-RO thru the Division Offices:

- Proposal for the repair and maintenance of school buildings
- Plans and Program of Works
- Implementation Agreement

2. The remaining fifty percent (50%) of the cash allocation shall be released upon liquidation of the initial amount released by the DBM. The liquidation procedures stated in Item 5 of this guideline shall be followed.

3. The DBM ROs concerned shall release the funds to the following:

*For Elementary Schools and High Schools without Financial Staff:* The funds shall be released thru the Division Offices which shall subsequently draw cash advances in favor of principals/school heads of the recipient schools upon receipt of SARO and NCA.

*For High Schools with Financial Staff:* The amount shall be released directly by the DBM Regional Office concerned to the recipient schools. The former shall provide the Division Office with copies of the releases made for monitoring purposes.

#### 4. **Implementation and Procurement Procedures**

- a. The implementing unit (Regional/Division Offices or the school) must have the copy of the proposal, plans and program of works that will be used as a basis of procurement of labor and materials not to exceed the amount of P100,000.00 and strictly following the procurement procedures under RA 9184. The canvass process must be done separately for both the labor and materials. Labor maybe procured using the "Pakyaw System", however, assistance as counterparts from PTCAs, LGUs, NGOs, and other private entities are most welcome to maximize the utilization of the amount for the purchase of additional supply of materials for the project.
- b. The Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No. 3) and the SWEFAP Task Force Assessment Reports shall be the basis of the Region, Division and School in the prioritization of the repair/rehabilitation works to be done in their respective offices.
- d. The Regional and Division Physical Facilities Coordinators together with DepED Project Engineers shall facilitate, monitor, and extend technical assistance to the recipient School Heads (elementary and secondary schools with or without financial staff) to ensure smooth implementation of the project.

#### 5. **Liquidation of the SBRMS Fund**

a. The Principal/School Head should prepare the School Liquidation Report (Enclosure 4) for the corresponding amount of SBRMS fund received following the government accounting rules and regulations **within five (5) days** after the completion of works and shall be supported by the following documents:

- i. Summary of Canvass/Quotations received from different suppliers
- ii. Report of Disbursements
- iii. Receipts or Sales Invoices

- iv. Duly Accomplished Reimbursement Expense Receipt (RER) (in the absence of payees printed receipt to support claims for disbursement)
- b. All liquidation documents shall be submitted by the School Heads of the concerned elementary and secondary schools (with or without financial staff) to the Office of the Division Superintendent **within five (5) days** upon completion of the requirements. These shall be retained at the Division Office for future reference during post audit.
- c. A separate Summary of Liquidated SBRMS shall be prepared by the Division Accountant ten (10) days after the receipt of liquidation documents/reports from the recipient schools for purposes of monitoring and control. These shall be also retained at the Division Office for future reference during post audit.

#### **6. Monitoring and Assessment**

- a. Regional/Division Physical Facilities Coordinator (PFC) shall monitor and assess completed and on-going repair and maintenance works funded under the SBRMS. The DO's shall submit SBRMS Status and Assessment Report on a quarterly bases, 15 days after the end of each quarter, copy furnished DepED Regional Office (RO).
- b. The DPEs shall conduct on-the-spot random inspection of works undertaken under SBRMS to: (1) assess system implementation; (2) recommend improvements; and (3) report on best practices, lessons learned, issues and concerns requiring management action.

#### **7. Protection Clause**

- a. The DepED through the PFSED reserves the right to conduct a program audit of any or all recipient schools covered by a particular SBRMS Calendar Year 2006.
- b. Improper or unauthorized used of the SBRMS funds shall be dealt with accordingly. Failure to comply with these guidelines will be subjected to investigation and refund of the SBRMS funds if necessary.
- c. Personnel responsible in violating the Implementing Guidelines for the School Based Repair and Maintenance Scheme shall be administratively sanctioned in accordance with the existing pertinent government laws, rules and regulations.

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Enclosure No. 2A to DepED Order No. 41, s. 2007

Date: \_\_\_\_\_

**IMPLEMENTATION AGREEMENT**

Gentlemen:

We are pleased to inform you that the Division Office shall release the amount of \_\_\_\_\_ P(\_\_\_\_\_) for each school listed below as part of the School-Based Repair and Maintenance Scheme (SBRMS) of the DepED. The funds shall be used for the repair and maintenance of the school facilities subject to the following conditions:

- A. The Principal shall use the SBRMS fund only for works allowed in the DepED Order/Memo on SBRMS.
- B. The Principal shall execute the works according to the procedures set forth in DepED Order/Memo on SBRMS.
- C. The principal shall disburse and liquidate SBRMS Fund in accordance with the Guidelines for the Liquidation of SBRMS Fund.
- D. The Principal shall submit to the Division Office the accomplished School Liquidation Form (Form 1) within five (5) days from the completion of the repair and maintenance work.

Should you agree with the above-mentioned conditions, please sign in the conforme blank below. When signed, this letter will serve as the implementation agreement for the SBRMS Fund.

Very Truly Yours,

\_\_\_\_\_  
Schools Division Superintendent

CONFORME:

Recipient School	Name of Principal	Amount	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

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Enclosure No. 2B to DepED Order No. 41, s. 2007

*For Secondary Schools with Financial Staff*

Date: \_\_\_\_\_

### IMPLEMENTATION AGREEMENT

The Schools Division Superintendent:  
Division of \_\_\_\_\_

Dear Sir/Madam,

An amount of \_\_\_\_\_ Php ( \_\_\_\_\_ ) was released by DBM-RO to our school as part of the School Based Repair and Maintenance Scheme (SBRMS) of the DepED. The funds shall be used for the repair and maintenance of the school facilities subject to the following conditions:

- A. The undersigned shall use the SBRMS fund only for works allowed in the DepED Order/Memo on SBRMS.
- B. The undersigned shall execute the works according to the procedures set forth in DepED Order/Memo on SBRMS.
- C. The undersigned shall disburse and liquidate SBRMS Fund in accordance with the Guidelines for the Liquidation of SBRMS Fund.
- D. The undersigned shall submit to the Division Office the accomplished School Liquidation Form (Form 1) within five (5) days from the completion of the repair and maintenance work.

This letter will serve as the implementation agreement for the SBRMS Fund.

Very Truly Yours,

\_\_\_\_\_  
School Head  
(Name of School)

Concurred by:

\_\_\_\_\_  
Schools Division Superintendent

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**CHECKLIST OF ALLOWABLE REPAIR AND MAINTENANCE WORKS FOR  
SBRMS**

General Requirements

- SBRMS Funds shall be used only for repair and maintenance of school facilities used by the students, classrooms, laboratories, toilets, clinics, covered walk, stage, security fence, drinking stations, canteens and libraries.
- SBRMS Funds shall be used only for minor repair and maintenance works of school facilities mentioned above.

The following are Minor Repair and Maintenance Works:

1. **Roofing and Accessories**
  - 1.1 Repair/replacement of roofing sheets
  - 1.2 Repair/replacement of gutters
  - 1.3 Repair/replacement of ridge rolls
  - 1.4 Repair/replacement of flashings
  - 1.5 Repair/replacement of fascia boards
  - 1.6 Repair/replacement of downspouts
  - 1.7 Application of rust inhibitors and rust converters
  - 1.8 Painting of roofing and accessories
2. **Ceiling**
  - 2.1 Repair/replacement of ceiling boards
  - 2.2 Painting of ceiling
3. **Doors and Windows**
  - 3.1 Repair of Doors and window jambs
  - 3.2 Repair/replacement of window blades
  - 3.3 Replacement of doors
  - 3.4 Repair/replacement of door locksets and hinges
  - 3.5 Painting of doors and windows
4. **Interior and Exterior Wall**
  - 4.1 Repair/replacement of partition boards
  - 4.2 Painting of interior and exterior walls
5. **Flooring**
  - 5.1 Floor topping (concrete)
  - 5.2 Repair/replacement of flooring (wooden)
  - 5.3 Repair of cracks and patch holes
6. **Electrical**
  - 6.1 Replacement of electrical fixtures e.g. fluorescent lamps, incandescent bulbs, convenience outlets and switches
  - 6.2 Electrical re-wiring
7. **Plumbing**
  - 7.1 Replacement of plumbing fixtures e.g. water closet, urinals, lavatories
  - 7.2 Declogging of sanitary pipes
  - 7.3 Repair of leaks
8. **Miscellaneous**
  - 8.1 Application of wood preservatives
  - 8.2 Repair/replacement of blackboards
  - 8.3 Repair of security fence
  - 8.4 Repair of drainage system
  - 8.5 Termite Infestation Control



Enclosure No. 4 to DepED Order No. 41, s. 2007

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF EDUCATION  
 SOCIAL EXPENDITURE MANAGEMENT PROJECT

Form 1  
 SCHOOL LIQUIDATION FORM  
 PERIOD COVERED \_\_\_\_\_

DATE \_\_\_\_\_  
 SBRMF CASH ADVANCE \_\_\_\_\_  
 CHECK NO. \_\_\_\_\_  
 DATE OF CHECK \_\_\_\_\_

SCHOOL : Jose Rizal High School  
 DISTRICT : Brgy. Santiago, Lallo, Cagayan  
 : II  
 : Cagayan DISTRICT : Lallo North

DESCRIPTION OF WORK	ESTIMATED COST	ACTUAL SCHEDULE			ACTUAL COST (PESOS)			REMARKS	Supporting Documents Attached	
		DATE STARTED	DATE COMPLETED	NO. OF DAYS (4-3=5)	MATERIALS	CONTRACT	LABOR			TOTAL (6+7+8=9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(11)	(12)
Sample										
Change of G.I. Roof	300.00	10-Aug	12-Aug	2	200.00		100.00	300.00	"pakyaw"	Receipt 1-3
Repair of leaking faucet	300.00	15-Aug	17-Aug	2	150.00			150.00	c/o janitor	Receipt 4-5
Replacement of door knob	400.00	18-Aug	19-Aug	1	300.00			300.00	c/o janitor	Receipt 6-7
Repair of security fence	5,000.00	20-Aug	30-Aug	10		6,000.00		6,000.00	contract	enclosed
Repair of Ceiling	40,000.00	21-Aug	28-Aug	7	2,000.00		1,000.00	3,000.00	"pakyaw"	
					2,650.00	6,000.00	1,100.00	9,750.00		

plans reviewed by SRMC  
 Principal's School Memorandum on the creation of School Repair and Maintenance Committee and designation of Chairman

CERTIFIED TRUE AND CORRECT  
 \_\_\_\_\_ PRINCIPAL  
 \_\_\_\_\_ CHAIRMAN

FILLED UP BY PFS/SEMP-PMO  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 INSPECTED BY  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_