



Republic of the Philippines
Department of Education



Website: <http://www.deped.gov.ph>

Office of the Secretary

APR 23 2008

DepED Order
No. 28 s. 2008

**AMENDMENTS TO DepED ORDER 77, S. 2003 "GUIDELINES FOR
COORDINATION AND MONITORING OF DPWH-CONSTRUCTED SCHOOL
BUILDINGS"**

To : DepED ARMM Regional Secretary
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed is a copy of the Joint DepED-DPWH Memorandum entitled "Amendments on the Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings".
2. In 2007, DepED and DPWH conducted a series of regional coordination meetings on the implementation of the Regular School Building Program.
3. Full cooperation is enjoined especially in the accomplishment and regular submission of reports, which will be vital inputs to subsequent school building programs.
4. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

DepED Order No. 77, s. 2003

Allotment: 1—(D.O. 50-97)

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

AMENDMENT
CHANGE
SCHOOLBUILDINGS
POLICY

**JOINT DepED-DPWH MEMORANDUM ON THE
AMENDED GUIDELINES FOR THE COORDINATION AND MONITORING
OF DPWH-CONSTRUCTED SCHOOL BUILDINGS**

1.0 Scope

The "Joint DepED-DPWH Memorandum on the Amended Guidelines for the Coordination and Monitoring of DPWH-Constructed School Buildings" hereinafter referred to as the Amended Guidelines, cover the monitoring of school buildings constructed by DPWH funded under the annual General Appropriations Act (GAA).

2.0 Objectives

The Amended Guidelines cover all construction of school facilities implemented by DPWH under the Regular school Building Program (RSBP). It has the following objectives:

- 2.1 Further ensure the delivery of quality and complete school buildings for public school children;
- 2.2 Make contractors more responsive to clients need;
- 2.3 Establish benchmark on good quality workmanship by DPWH and DepED;
- 2.4 Strengthen the awareness and vigilance of the end-user in the monitoring and acceptance of school buildings;
- 2.5 Improve the coordination and harmonious association between DepED and DPWH;
- 2.6 Provide factual and timely reports to DepED and DPWH management on the status of implementation of school buildings; and
- 2.7 Provide essential data in the booking up and recording of completed school buildings

3.0 Coordination and Monitoring Procedures

As agreed upon by both DPWH and DepED during the 2007 series of coordination meetings, the following procedures are adopted, to wit:

3.1 Pre-Construction Stage

3.1.1 DPWH and DepED will adopt the regionalized costing of construction materials to be updated every first quarter of each year. The cost of school building will be based on the prevailing price of construction commodities, labor and hauling in a particular region. Every cost of school building will vary depending on the site condition of the proposed site.



The cost for each type of school building, which is the estimated Total Project Cost (TPC) is computed as follows:

$$\text{TPC} = \text{DC} + \text{IC} + \text{CT} + \text{GE}$$

$$\text{DC} = \text{MC} + \text{LC}$$

$$\text{IC} = 21\% (\text{DC})$$

$$\text{CT} = 12\% (\text{DC} + \text{IC})$$

$$\text{GE} = 3.5\% (\text{DC} + \text{IC} + \text{CT})$$

Where

- DC – Direct Cost
- IC – Indirect Cost
- CT – Contractor's Tax
- GE – Estimated Government Expenses
- MC – Material Cost
- LC – Labor Cost

The costs of school buildings are for normal conditions only. The cost may vary for remote, far-flung or for island schools which will incur additional expenses for handling of materials to project site. The cost may also vary for schools that will need additional site development or will require special design.

To determine the total project cost with hauling of school buildings, it will be computed as follows:

$$\text{Total Project Cost With Hauling} = \text{AAE Unfactored} + \text{A} + \text{B} + \text{C}$$

$$\text{A} = \text{AAE Unfactored} \times \text{Land Distance in Kms.} \times \text{Hauling Factor}$$

$$\text{B} = \text{AAE Unfactored} \times \text{Land Distance in Kms.} \times \text{Hauling Factor}$$

$$\text{C} = \text{AAE Unfactored} \times \text{Land Distance in Kms.} \times \text{Hauling Factor}$$

Where:

- AAE Unfactored – AAE for normal conditions
- A – Hauling Cost By Land
- B – Hauling Cost By Sea
- C – Manual Hauling

The applicable factors for each type of hauling are as follows:

School Building Type	(A) By Land	(B) By Sea	(C) Manual
Single Storey			
1CL 7m x 7m Modified	0.002	0.005	0.14
2CL 7m x 7m Modified	0.002	0.005	0.14
3CL 7m x 7m Modified	0.002	0.005	0.14
1CL 7m x 9m Modified	0.002	0.005	0.14

School Building Type	(A) By Land	(B) By Sea	(C) Manual
Single Storey			
2CL 7m x 9m Modified	0.002	0.005	0.14
3CL 7m x 9m Modified	0.002	0.005	0.14
4CL 7m x 9m Modified	0.002	0.005	0.14
1CL 7m x 9m Original	0.002	0.005	0.14
2CL 7m x 9m Original	0.002	0.005	0.14
3CL 7m x 9m Original	0.002	0.005	0.14
Multi-Storey			
2ST 4CL 7m x 9m	0.002	0.005	0.14
2ST 6CL 7m x 9m	0.002	0.005	0.14
2ST 8CL 7m x 9m	0.002	0.005	0.14
3ST 9CL 7m x 9m	0.002	0.005	0.14

Regardless of the location of the recipient school or condition of project site, all school buildings to be constructed must have **"COMPLETE"** features.

3.1.2 DPWH shall only construct **"COMPLETE"** school buildings except for multi-storey constructions which can be programmed as partial construction if there is limited budget. Ocular inspections of the proposed recipient schools shall be undertaken to assess present site, electrical and water facilities conditions and to determine actual classroom needs as well as the estimated cost/financial requirements thereof. The features of a **"COMPLETE"** school building are as follows:

- a. cemented floor;
- b. smooth finished (plastered) walls;
- c. painted walls, ceiling and roofing;
- d. full cathedral-type ceiling;
- e. complete set of windows;
- f. two entrances with doors;
- g. complete electrical wires and fixtures (for areas with electrical facility);
- h. roofing or weather protection
- i. blackboard (optional); and
- j. comfort room (optional)

3.1.3 DPWH shall adopt the DepED standard classroom designs as follows:

1. 7m x 7m classroom design – to be adopted for schools located in provinces where the classroom-pupil/student ratio is not more than 1:45





2. 7m x 9m classroom design – this will be used in schools located in semi-urban areas or in urbanizing portions of municipalities such as the poblacion where the classroom-pupil/student ratio is more than 1:45. **ALL PUBLIC SECONDARY SCHOOLS SHALL ADOPT** this dimension regardless of its class size.

3. 7m x 9m medium-rise school building design – this will be adopted for schools in the National Capital Region (NCR) and in urban of high growth areas or where the school is with limited space/site. At least a 2-storey structure should be planned to be erected.

3.1.4 The DPWH District Engineering Office (DPWH-DEO) shall invite a representative from the DepED Division Office (DepED-DO) to sit as observer during bid opening. A written notice shall be addressed to the DepED Schools Division Superintendent at least seven (7) days before the bid opening date.

3.1.5 The DepED-DO shall provide the DPWH-DEO with an advance list of proposed recipient schools to be funded in the RSBP to serve as reference in the preparation, validation and site appraisal to come up with the cost estimates of school building per school site.

3.1.6 The DPWH-DEO will conduct division pre-construction conference/meeting among school heads, DPFCs and contractors of RSBP after the issuance of the Notice to Proceed (NTP) or before the start of the construction/repair works.

3.2 Construction Stage

3.2.1 The DPWH-DEO shall provide/furnish the DepED-DO copies of the plans, specifications, program of works and schedules of construction project prior to construction. In turn, the DepED-DO will furnish copies to the recipient school heads during the pre-construction meeting or any coordination meeting prior to the start of construction.

3.2.2 The DPWH-DEO shall inform the DepED-DO the schedules prior to the conduct of the following critical stages of construction:

1. Layout
2. Concrete pouring of foundation posts
3. Concrete pouring of floor slab
4. Installation of rafter system
5. Final inspection/punchlisting



The Division Physical Facilities Coordinator (DPFC) will notify the school concerned on the said activities for monitoring purposes.

3.2.3 The principal/school head shall submit a report on any observations/recommendations that will require action from the DPWH management to the Division Office and DPWH District Engineer's Office during any stage of the construction. The following numbers may also be utilized for reporting monitoring findings:

DepED's DEtxt : 2622
DPWH's Text : 2920

3.2.4 The DPWH Regional Office (DPWH-RO) shall submit a monthly status report to DepED Regional Office (DepED-RO). The DepED-RO in turn will furnish the said status report to the different DepED-DOs.

3.3 Post Construction Stage

3.3.1 A joint inspection by DPWH-DEO, DepED-DO and the principal/school head shall be conducted before the signing of the Certificate of Acceptance. Revised Form 1: Certificate of Acceptance shall be signed by the principal/school head and it will be included as attachment to the final billing of the Contractor.

3.3.2 The principal/school head in turn will accomplish Revised Form 2: Completion Report on DPWH-Constructed School Buildings within 7 days after signing the Certificate of Acceptance and submit it to DepED-DO.

3.3.3 The DepED-DO will consolidate all reports received from the schools and submit the Quarterly Division Report to the DepED-RO using Revised Form 3: Division Monitoring Report on DPWH-Constructed School Buildings on or before the end of each quarter.

3.3.4 The DepED-RO shall consolidate all reports received from the DepED-DOs and submit the Quarterly Regional Report to the Physical Facilities and Schools Engineering Division- Office of the Planning Service (PFSED-OPS) using Form 4: Regional Monitoring Report on DPWH-Constructed School Buildings on or before the 10th day after the end of each quarter.

3.3.5 The PFSED-OPS of the Central Office shall consolidate the reports submitted by the Division and Regional offices using Form 5: National Monitoring Report on DPWH-Constructed School Buildings on or before the end of the succeeding month of the quarter under review.

3.3 Booking Up and Recording of Completed School Building

The DepED Accounting Division has started booking up completed school buildings constructed by DPWH from CY 1999 up to present. Starting 2008 implementation, the following documents should be furnished by DPWH-DEO to DepED-DO after the completion of every school building:

- a. Certificate of Completion/Acceptance signed by the principal/school head;
- b. As-built plans and specifications;
- c. Program of Works;
- d. Journal Entry Voucher (JEV) from DPWH Accounting Office/Division; and
- e. Other pertinent documents related to the project such as copy of the Contract and Notice to Proceed (NTP).

3.4 Protection Clause

The Office of the Secretary (OSEC) for both DepED and DPWH reserves the right to conduct a program audit of any or all school sites covered by a particular SBP calendar year.

Non-compliance on any of the provisions prescribed in this Amended Guidelines by DepED or DPWH, shall be administratively sanctioned in accordance with the existing pertinent government laws, rules and regulations.





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 DepEd Complex, Meralco Avenue
 Pasig City

(Revised Form No. 1)

CERTIFICATE OF ACCEPTANCE/NON-ACCEPTANCE

School : _____
 Address : _____
 Contractor : _____
 Scope of Work: _____

On behalf of the Department of Education, I, solely authorized representative, accept the turnover of the above-described project as being fully completed in strict compliance with the plans, specification, scope of works and other related contract documents relative thereto.

On behalf of the Department of Education, I, solely authorized representative, do not accept the turnover of the above-described project on the ground that:

I was not furnished a true and complete copy of the plans, specifications, scope of works and other related documents relative thereto, before the commencement of the work thereon;

The above-described project was not completed strictly in accordance with the plans, specifications, scope of works and other related documents.

Others (specify): _____

 Principal/School Head
 Date: _____

Noted by:

 DPWH Project Engineer

 Division Physical Facilities Coordinator

Copy Furnished:
 DepED Division Office
 PTCA

  



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Office of the Planning Service
 Physical Facilities & Schools Engineering Division
 4th Floor, Bonifacio Bldg., DepED Complex, Meralco Ave., Pasig City



(Revised Form No. 2)

Principal's Completion Report on DPWH-Constructed School Buildings

Period Covered: From _____ to _____

A. Project Information:

Name of School:			
Location:	<i>Barangay</i>	<i>Municipality</i>	<i>Province</i>
Division:			
School District:			
Legislative District:			
Name of School Head:	<i>Surname</i>	<i>First Name</i>	<i>M.I.</i>
Name of Project:			
Name of Contractor:			
Type of Project:			
Cost of Project:	<i>Allocated</i>	<i>Contracted</i>	<i>As Completed</i>
Date Started:	<i>Month</i>	<i>Day</i>	<i>Year</i>
Completion Date:	<i>Month</i>	<i>Day</i>	<i>Year</i>
Acceptance Date:	<i>Month</i>	<i>Day</i>	<i>Year</i>

B. Construction Monitoring Report:

(Rate the quality of construction work and procedure followed by checking the appropriate box)

A. PROCESS		Yes	No	Comments and Suggestions
Principal consulted on the Plans & Program of Works				
<i>Program of Works given prior to construction</i>				
Construction Schedule given prior to construction				
Construction completed on Schedule				
Conducted joint Final Inspection				
Defective works rectified within 15 days				
Construction completed according to Specifications				
B. COMPLETED STRUCTURE		According to Plans & Spec.		Comments and Suggestions
		Yes	No	
Classrooms	Cemented floor			
	Smooth finished wall			
	Painted walls, ceiling and roofing			
	Full cathedral-type ceiling (for single storey)			
	<i>Drop ceiling (for multi-storey building)</i>			
	Complete set of windows (2 facing walls)			
	Two entrances with doors			
	Complete electrical wires and fixtures			
	Roofing or weather protection			
	Blackboard (optional)			
Comfort rooms	Tiled wall and floor			
	Lavatory			
	Water closet			
	Water faucet			
	Lighting fixtures			
	Plumbing and water source			
	Jalousie Windows			
No. of Classrooms completed on schedule:				
Problems Encountered:				
Prior to Construction:				
During Construction:				

Prepared by: _____

Reviewed by: _____

Principal / School Head

Division Physical Facilities Coordinator

(Note: Due within 7 days after signing the Certificate of Acceptance at DepED Division Office)



Division Monitoring Report on DPWH-Constructed School Buildings for CY _____
 (Revised Form No. 3)
 (Period Covered: ___ Quarter , 200__)

Region : _____ No. : _____
 Division : _____ Date Prepared : _____

Name of School	Scope of Work (Construction/ Repair)	Allocation (Php'000)	# of Classrooms		Others (specify)		Problems Encountered	Recommendations
			Completed	Accepted	Completed	Accepted		
A. Elementary Schools								
B. Secondary Schools								
Total (Elem. + Sec.)								

Prepared by: _____ Attested by: _____
 Division Physical Facilities Coordinator Schools Division Superintendent

(Note: Due on or before the end of each quarter)

