



Office of the Secretary

MAY 15 2008

DepED ORDER
No. 38 s. 2008

GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF SCHOOL-BASED
REPAIR AND MAINTENANCE FUND UNDER CY 2008 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 2008 as amended (Enclosure No. 1). This supersedes any provision of DepED Memoranda/ Orders inconsistent with the guidelines herein prescribed.
2. Also enclosed are the Implementation Agreement (Enclosures 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 schools whose water and electrical facilities have been assessed and considered by the local Schools Water and Electrical Facilities Assessment Project (SWEFAP) Task Force and the Assessment of School Buildings Integrity and Stability (ASSIST).
4. The implementation of the School-Based Repair and Maintenance shall coincide with the Brigada Eskwela Program for CY 2008.
5. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encls.: As stated
Reference: DepED Order: No. 41, s. 2007
Allotment; 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

FUNDS REPAIR
SCHOOLBUILDINGS

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 fifteen (15) 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. _____	_____	_____	_____

Handwritten initials

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF
SCHOOL-BASED REPAIR AND MAINTENANCE FUND
UNDER CY 2008 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 to 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 the planning and implementation of repair and maintenance of school facilities.
- c. **PFSED. Physical Facilities and Schools' Engineering Division.** The division under the Office of Planning Service, which oversees the implementation of the School Building and Infrastructure Projects of the Department and is responsible for the validation of physical accomplishments of these projects. PFSED is located at the 4th Floor, Bonifacio Building, DepED Complex, Meralco Avenue, Pasig City with telefax nos. (02) 6337263/638-41-08/638-7110 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 road shows (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 Engineers, Local Water District 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 secure teaching-learning environments for schoolchildren and prevent buildings from further deterioration through periodic assessment and inspection. The assessment is carried out 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 2008 shall be utilized in the following manner.
 - (1) A maximum of 10% may be used and be equitably distributed among the Regional and Division Offices for the repair and rehabilitation of regional/division offices.
 - (2) At least 90% 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 at least Fifty Thousand Pesos (php50,000.00) but not exceeding One Hundred Thousand Pesos (Php100,000.00) depending in 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 PFSED that were not yet funded for repair.
 - (3) Other minor repairs and preventive maintenance of school buildings undertaken on Brigada Eskwela Week 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:
 - (1) Report of releases and utilization of CY 2007 SBRMS funds;
 - (2) Proposed list of recipient schools for this year's budget including secondary schools with financial staff, properly identified; and
 - (3) Other requirements to support the request for the release of Special Allotment Release Order (SARO) /Notice of Cash Allotment (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 bonds 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.

- (2) 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 plans (shop drawings) 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. 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.
- c. 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 fifteen (15) days** after the completion of works and shall be supported by the following documents:
 - (1) Summary of Canvass/Quotations received from different suppliers
 - (2) Report of Disbursements
 - (3) Receipts or Sales Invoices
 - (4) 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 DOs shall submit SBRMS Status and Assessment Report on a quarterly basis, 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 SBRMS for Calendar Year 2008.
- b. Improper or unauthorized use 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.

**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 *av* **4**

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
SCHOOL BASED REPAIR AND MAINTENANCE SCHEME

SCHOOL LIQUIDATION FORM

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

DATE : _____
SBRMF CASH ADVANCE : _____
CHECK NO. : _____
DATE OF CHECK : _____

Item No.	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)				
	Sample		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	Change of G.I. Roof	300.00	10-Aug	12-Aug	2			200.00		100.00			"pakyaw"	Receipt 1-3	
01	Repair of leaking faucet	300.00	15-Aug	17-Aug	2			150.00					c/o Janitor	Receipt 4-5	
02	Replacement of door knob	400.00	18-Aug	19-Aug	1			300.00					c/o Janitor	Receipt 6-7	
03	Repair of security fence	5,000.00	20-Aug	30-Aug	10				6,000.00				contract	enclosed	
04	Repair of Ceiling	40,000.00	21-Aug	28-Aug	7			2,000.00		1,000.00			"pakyaw"		
05								2,650.00		6,000.00			1,100.00	9,750.00	

PREPARED BY:

CERTIFIED TRUE AND CORRECT

NAME AND POSITION

PRINCIPAL