



DepED ORDER
No. **42**, s. 2009

APR 30 2009

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF SCHOOL-BASED
REPAIR AND MAINTENANCE FUND UNDER CY 2009 BUDGET**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
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 2009 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 No. 2a and 2b); Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No. 3); and School Liquidation Report (Enclosure No. 4).
3. This program guidelines will cover the utilization of the SBRMS funds for the preventive maintenance of the DepED Regional and Division Offices and School Facilities.
4. Immediate and wide dissemination of and compliance with this Order is directed.

JESLI A. LAPUS
Secretary

Encls.: As stated

References: DepED Memorandum: No. 298, s. 2003;
DECS Memorandum: Nos. 68 and 394, s. 2002;
DECS Order: No. 51, s. 2005

Allotment: 1—(D.O. 50-97)

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

FUNDS
REPAIR

SCHOOLBUILDINGS
RULES & REGULATIONS

(Enclosure No. 1 to DepED Order No. 42 s. 2009)

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF
SCHOOL-BASED REPAIR AND MAINTENANCE FUND
UNDER CY 2009 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) per school 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 4th 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. **Preventive Building Maintenance.** Preventive building maintenance is regularly scheduled repairs and maintenance needed to keep building components such as roofs, plumbing and electrical systems, operating efficiently to extend their useful life.
- f. **Preventive Building Maintenance Program.** Is a long term or short term maintenance work plan that lists expected projects and analyzes resource requirements to determine yearly operating expenses needed. Preventive School Building Maintenance Program requires coordination with the different stakeholders including the Local Government Units through the Local School Board.
- g. **Brigada Eskwela Program . Or "National Schools Maintenance Week"** is a week-long nationwide effort to involve the community stakeholders in the minor repair and maintenance of their public school buildings and other physical facilities in order to get these ready for the opening of classes;

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2. Allocation of Funds

- a. The SBRMS Funds for CY 2009 shall be utilized in the following manner:
 - (1) A maximum amount of 5% of the total regional allocation can be utilized for the repair and maintenance of the Regional Offices.
 - (2) A maximum amount of 5% of the total regional allocation can be allocated to the different division office/s ~~who is~~ needing immediate repair and rehabilitation.
 - (3) The remaining 90% of the total regional allocation shall be utilized for the preventive maintenance of school facilities.
- 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 and maintenance works to be done based on the Preventive School Building Maintenance Program of the schools.

3. Approval and Releasing Process

- a. The DepED Division Offices shall submit to the Regional Office the report of releases and utilization of CY 2008 SBRMS funds, and the 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) and Notice of Cash Allocation (NCA).
- b. The Regional Office shall review and evaluate the requests for release of current year's SBRMS funds of the Division Offices concerned. The total request shall not exceed the total regional allocation including that of the Regional Office's share. The evaluated and consolidated requests shall be endorsed by the DepED Regional Office to the DBM Regional Office concerned for the release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA).
- c. 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 (Enclosure 2a and 2b)
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 6 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. Preventive Building Maintenance Program

The preventive building maintenance program is a long or short term plan for building maintenance. Well-planned preventive maintenance extends the useful life of building components thereby preserving investments.

The Physical Facilities Coordinators of the Regional and Division Offices as well as School Heads should structure a framework for operating a preventive maintenance program, including checklists of preventive maintenance tasks.

To have an effective preventive maintenance program, the School Heads with the assistance of the Physical Facilities Coordinators or School Manager shall do the following:

- a. Inventory of building components and assessment of their current conditions;
- b. Determine resources required for the conduct of repair and maintenance;
- c. Plan Strategically for preventive maintenance in the long and short term;
- d. Structure a framework for operating a preventive maintenance program including the Brigada Eskwela Program;
- e. Maximize available resources to implement the preventive maintenance program such as availing of the Local School Board Funds and Special Education Funds of the Local Government Units.

5. 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 released in each respective implementing unit. The procurement procedures under RA 9184 shall be followed. 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 Preventive School Building Maintenance Program and Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No. 3) 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/schools.
- 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.

6. 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.

7. 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)

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recommend improvements; and (3) report on best practices, lessons learned, issues and concerns requiring management action.

8. 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 2009.
- 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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For Schools without Fiscal Autonomy

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 of DepED Order No. 42s. 2009)

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 the Repair and Maintenance Works allowable under SBRMS:

- 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

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 _____
 SERMIF 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 (3)	DATE COMPLETED (4)	NO. OF DAYS (4-3-5) (5)	MATERIALS (6)	CONTRACT (7)	LABOR (8)		
	Sample									
	Change of G.I. Roof	300.00	10-Aug	12-Aug	2	200.00		100.00	300.00	"pakyaw" Receipt 1-3
01	Repair of leaking faucet	300.00	15-Aug	17-Aug	2	150.00			150.00	C/O Janitor Receipt 4-5
02	Replacement of door knob	400.00	18-Aug	19-Aug	1	300.00			300.00	C/O Janitor Receipt 6-7
03	Repair of security fence	5,000.00	30-Aug	30-Aug	10		6,000.00		6,000.00	contract enclosed
04	Repair of Ceiling	40,000.00	28-Aug	28-Aug	7	2,000.00		1,000.00	3,000.00	"pakyaw"
05						2,650.00	6,000.00	1,100.00	9,750.00	

PREPARED BY: _____
 CERTIFIED TRUE AND

 PRINCIPAL

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