



JAN 11 2010

DepEd ORDER
No. **1**, s. 2010

AMENDMENTS TO DEPED ORDER NO. 28, S. 2008
(Guidelines for Coordination and Monitoring of DPWH-Constructed
School Buildings)

To: Regional Secretary, ARMM
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 2009, the Department of Education (DepEd) and the Department of Public Works and Highways (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.

For: Jesli A. Lapus
JESLI A. LAPUS *etc*
Secretary *Jan 8, 2010*

Encl.:
As stated

Reference:
DepED Order: (No. 28, s. 2008)

Allotment: 1—(D.O. 50-97)

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

CHANGE

POLICY

SCHOOLBUILDING

Madel:c:Amendments to DO 28
1-4-10




2009 AMENDED GUIDELINES
JOINT DepED-DPWH COORDINATION AND MONITORING
(DPWH-CONSTRUCTED SCHOOL BUILDINGS)

1. The **Department of Public Works and Highways (DPWH)** is mandated to administer the construction of the **Regular School Building Program (RSBP)** pursuant to **R.A. 7880**, the ***Fair and Equitable Access to Education Act***. Also, the General Appropriations Act (GAA) requires the **Department of Education (DepED)** to submit annually the allocation list per legislative district to the **Department of Budget of Management (DBM)** for funding.
2. On **July 10, 2003**, the DepED and DPWH entered into a Memorandum of Agreement (MOA) which provides for the establishment of a monitoring and assessment system and a funding assistance thereof. As a result of this agreement, **DepED Order 77, s. 2003** entitled ***"Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings"*** was issued to the field.
3. On **April 23, 2008**, **DepED Order 28, s. 2008** entitled ***"Amendments to DepED Order 77, s. 2003 "Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings"*** was issued as a result of a series of regional coordination meetings from which, several issues were raised by both DepED and DPWH. The agreements reached by both agencies were incorporated in these Amended Guidelines.
4. This year, DepED hosted the 5th DepED-DPWH Regional and National Coordination Meetings wherein new and outstanding issues were raised and thoroughly discussed by both agencies in the implementation of the RSBP.
5. DepED and DPWH hereby jointly issue the enclosed ***"2009 Amended Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings"*** to cover all DPWH-Constructed school buildings amending DepED Order 28, s. 2008. The amended guidelines enjoin the cooperation and assistance of all DepED and DPWH officials.
6. This Joint Memorandum will take effect starting the implementation of **RSBP CY 2010** and wide dissemination thereof is desired.


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Signed this 27th day of **October, 2009** at Richville Mansion Hotel,
Mandaluyong City, Philippines.

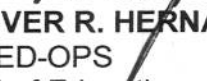

DIMAS SOGUILON
Assistant Secretary
Department of Public Works & Highways


RAMON C. BACANI
Undersecretary
Department of Education

WITNESSES:


JESUS L. R. MATEO
Assistant Secretary
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DIR. EMMANUEL CUNTAPAY
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Department of Public Works and Highways


ENGR. OLIVER R. HERNANDEZ
Chief, PFSED-OPS
Department of Education

2009 AMENDED GUIDELINES
JOINT DepED-DPWH COORDINATION AND MONITORING
(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 the Regular School Building Program (RSBP) 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 Improve the delivery of quality and complete school buildings for public school children;
- 2.2 Adopt new methods in the monitoring of the implementation of the RSBP;
- 2.3 Further strengthen the awareness and vigilance of the end-user in the monitoring and acceptance of school buildings;
- 2.4 Improve the coordination and harmonious relationship between DepED, DPWH and the Office of the Congressmen concerned;
- 2.5 Improve in the submission of factual and timely reports to DepED and DPWH management on the status of implementation of school buildings; and
- 2.6 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 2009 series of coordination meetings, the following procedures are adopted, to wit:

3.1 Pre-Construction Stage

3.1.1 During the programming stage, DepED and DPWH shall submit to the Office of the Congressman concerned, the short list of priority schools drawn from the **Basic Education Information System (BEIS)** where the recipient schools will be chosen.

3.1.2 The DepED-DO shall provide the DPWH-District Engineering Office (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 in order to come up with the cost estimates of school building per school site.

3.1.3 DPWH shall only program and construct a **“COMPLETE”** school building ***except for multi-storey constructions which can be programmed as partial construction (but usable/functional) if there is a limited budget.*** However, the completion of the said partial construction **shall be prioritized in the succeeding implementation of the RSBP.** Ocular site inspections of the proposed recipient schools shall be undertaken to assess the 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

3.1.4 In **exceptional cases**, such as sudden increase in the cost of construction materials, change in the location of site, realignment of recipient schools, delay in the release of the Special Allotment Release Order (SARO) by the Department of Budget and Management (DBM) etc., wherein the budget cannot construct a complete one-storey school building, the DPWH District Engineer should seek approval from the DepED Schools Division Superintendent. The deletion of items may be in this order:

- a. exterior ceiling;
- b. interior ceiling but with roofing insulation;
- c. electrical fixtures/lightings (electrical rough-ins should not be deleted);
- d. interior painting

The recommended program of works for partial construction but functional multi-storey school building are as follows:

- a. roofing or weather protection;
- b. complete set of doors and windows;
- c. smooth finished walls and floors;
- d. complete electrical rough-ins and fixtures;
- e. blackboard

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3.1.5 In computing for the total project cost (TPC), DPWH shall use the following computations:

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

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

$$\text{IC} = 21\% \text{ of DC}$$

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

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

Where

- DC - direct cost
- IC - indirect cost
- CT - contractor's tax
- EAO – Engineering Admin Overhead
- MC - material cost
- LC - labor cost
- EC – Equipment Cost

In the preparation of the Program of Works (POW) for school buildings under the RSBP, the DPWH-DEO shall follow the guidelines based on the above-mentioned computations, in consonance with Department Order No. 57 dated February 13, 2002 adopting the maximum percentage ceiling for indirect cost.

3.1.6 All program of works (POW) prepared by DPWH shall be based on the regional costing prepared by DepED for normal site condition. If there is hauling or site preparation to be considered, additional cost will be subject for approval of both agencies.

3.1.7 All necessary permits (i. e. Building Permit, Occupancy Permit) shall be secured by the Contractor if works will be undertaken by Contract. DepED as end-user will provide the site ownership documents (i. e. Certificate of Land Title, Deed of Donation, Tax Declaration etc.) while DPWH will provide the school building plans of the project.

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 shall furnish copies thereof to recipient school heads during the pre-construction meeting or any coordination meeting prior to the start of construction.

3.2.4 The DPWH Regional Office (DPWH-RO) shall submit a monthly status report to DepED Regional Office (DepED-RO) every 15th day of the following month. The DepED-RO in turn shall furnish the said status report to the different DepED-DOs. The DPWH-DEO is also responsible for furnishing the said report to the Office of the Congressman concerned as required under the Department Order No. 37, dated

February 16, 2009 regarding Project Reporting to Congressman and Local Officials.

3.3 Post Construction Stage

3.3.1 For projects undertaken by Contract, the Certificate of Completion (COC) is to be issued after the completion of the project while the Certificate of Acceptance (COA) is to be issued one (1) year after the issuance of the COC covering the defects liability period and using the prescribed format of the "Joint Post-Technical Inspection Form" together with DPWH and DepED. For projects undertaken by administration, the COC and COA can be issued simultaneously.

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

3.3.3 Before the end of the one-year defects liability period, a joint post-technical inspection by DPWH-DEO, DepED-DO and the principal/school head shall be conducted using **Form 2: Certificate of Post-Technical Inspection** and **Form 3: Certificate of Acceptance (COA)**. These will be the bases for the release of the retention money due to the Contractor.

4.0 Booking Up and Recording of Completed School Building

4.1 Booking Up and Recording Procedures

4.1.1 The DepED Accounting Division has started booking up completed school buildings constructed by DPWH from CY 1999 up to the present. Starting the implementation of RSBP CY 2010, the following documents should be furnished by DPWH-DEO to DepED-DO and copies shall be furnished to the DPWH Auditor:

- a. Certificate of Acceptance (COA) signed by the principal/school head;
- b. Journal Entry Voucher (JEV) from DPWH Accounting Office/Division; and
- c. Summary of School Buildings transferred by DPWH to DepED

4.1.2 The Division Supply Officer/Property Custodian will book-up the completed school buildings after checking the completeness and authenticity of the documents submitted by DPWH to DepED.

4. 2 Submission of Reports

4.2.1 DPWH-DEO shall submit to DepED-DO within fifteen (15) days after end of every quarter, the list of completed school buildings to be transferred to DepED. DepED in turn shall furnish DPWH the copy of the JEV after booking up the school buildings within five (5) working days from the date of receipt of documents from DPWH.

5.0 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 with 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
Division of _____

(Form No. 1)
CERTIFICATE OF COMPLETION

School: _____
Project/Nature of Work: _____
Location: _____

Contractor: _____
Address: _____

This is to certify that the above-stated project has been satisfactorily completed in accordance with the approved Plans and Specifications including Punch Listed items based on the Inspection Report dated _____.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any structural or architectural defect that may occur in any section of the project during the 365 days Defects Liability Period starting from the Completion Date as herein stated. Neither is he relieved from his obligations and responsibilities pursuant to the provisions of the Contract and R.A. 9184.

Final Payment less the Retention shall only be released after issuance of this certificate.

Done this _____ day of _____, 20__.

:

Principal/School Head

Head, Implementing Office (DPWH)

DepED Division PFC

CONFORME:

Contractor

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION

Region _____
Division of _____

(Form No. 3)

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: _____

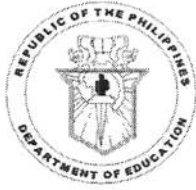
Noted by:

Head, Implementing Office (DPWH)

Division PFC

Copy Furnished:
DepED Division Office
PTCA

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Division of _____

(Name of School)

(Address)

(Form No.2)
CERTIFICATE OF POST-TECHNICAL INSPECTION

This is to certify that the _____
(Scope of Work)
at _____
(Name of School) under contract between
_____ and DPWH, with a total project cost of
(Name of Contractor) _____ (P _____) was
(Amount in Words) (Amount in Figures)
completed including all corrective works based on the Post Technical Inspection held on

(Date)

This Certification will serve as requisite to issuance of Certificate of Acceptance.

Done this _____ day of _____, 20__.

Prepared by:

Head, Implementing Office (DPWH)

Noted by:

Principal / School Head

DepED Division PFC

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