



MAY 14 2010

DepEd ORDER  
No. **45**, s. 2010

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF SCHOOL-BASED REPAIR  
AND MAINTENANCE SCHEME (SBRMS) FUND UNDER CY 2010 BUDGET**

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

1. To ensure the proper utilization and liquidation of School-Based Repair and Maintenance Scheme (SBRMS) Fund under CY 2010 Budget, the Department of Education (DepEd) through the Physical Facilities and Schools' Engineering Division (PFSED) has formulated the guidelines for the preventive maintenance of Regional and Division Offices and School Facilities.
2. These program guidelines will cover the following:  
  
Enclosure No. 1 - Guidelines on the Utilization and Liquidation of School-Based Repair and Maintenance Scheme (SBRMS) for CY 2010 as amended.  
Enclosure No. 2 - SBRMF Allocation;  
Enclosure No. 3 - Implementation Agreement; and  
Enclosure No. 4 - School Liquidation Report.
3. Any provisions of DepEd Memoranda/Orders inconsistent with these guidelines are superseded/rescinded.
4. Immediate dissemination of and compliance with this Order is directed.

**MONA D. VALISNO**  
Secretary

Encls.: As stated

Reference: DepED Order: No. 42, s. 2009

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

FUNDS  
REPAIR

SCHOOLBUILDINGS  
RULES & REGULATIONS

Madel:SBRMS 1  
4-29-10



(Enclosure No. 1 to DepEd Order No. 45, s. 2010)

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF  
SCHOOL-BASED REPAIR AND MAINTENANCE FUND  
UNDER CY 2010 BUDGET**

1. The following terms are defined in this Memorandum as:
  - a) **SBRMS Fund.** The amount of Fifty Thousand Pesos (P50,000.00) to One Hundred Thousand Pesos (PhP 100,000.00) 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 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](mailto:pfsed_010305@yahoo.com).
  - d) **Physical Facilities Coordinator.** A staff designated by the Head of the Division and who has the technical capability to oversee the condition of the physical facilities of the division and provide maintenance measures.
  - e) **Adopt A School Program (AASP)/Brigada Eskwela Coordinator.** Represented by the Assistant Superintendent of a designated staff who shall coordinate the availability of manpower as labor for the conduct of Brigada Eskwela.
  - f) **DepED Project Engineers.** The project/field engineers assigned in the region/division offices to oversee/monitor the implementation of the school building program. They are directly reporting to PFSED-OPS.
  - g) **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.

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- h) **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.
- i) **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;

**2. Allocation of Funds**

- a. The SBRMS Funds for CY 2010 shall be utilized in the following manner:
  - (1) A maximum amount of 3% of the total regional allocation can be utilized for the repair and maintenance of the Regional Offices.
  - (2) A maximum amount of 7% of the total division allocation can be utilized for the repair and maintenance of Division Offices.
  - (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 2009 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 and Division Offices’ 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 fidelity bonding. 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 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.

***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 and the AASP Coordinator of the Regional and Division Offices as well as School Managers should structure a framework for operating a preventive maintenance program, including checklists of preventive maintenance tasks.

To have an effective preventive maintenance program the Physical Facilities Coordinators together with the 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. Plans strategically for preventive maintenance in the long and short term;
- d. Structure a framework for operating a preventive maintenance program such as 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 units, Region (for the 3% RO share), Division (for the 7% DO share) and the Schools (for the 90% allocation), must have the copy of the proposal, plans and program of works that will be used as basis of procurement of labor and materials not to exceed the amount of released in each respective implementing unit.
- b. For repairs works that will be covered in the conduct of Brigada Eskwela 2010, the School Heads of priority schools shall submit a copy to the Division Office, the list of materials that will be the basis for canvass procurement while labor shall be provided by the community volunteers through Brigada Eskwela. Combined labor and materials procurement must adhere to the revised implementing rules and regulations of RA 9184 specifically the following:
  - National Competitive Bidding for the procurement of Works is recommended if the repair of works will be contracted out to a private constructors;
  - Small Value Procurement is recommended for secondary schools with fiscal autonomy which have received SBRMS funds of not more than Php 500,000.00.
- c. Priority scope to be considered in this year's SBRMS fund are the replacement/repair of roofings and accessories including repainting. Repainting must be done to roofings which were not repainted at least two (2) years ago. The color of roofing must conform to the DepED standard which is Baguio green.
- 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 to ensure smooth implementation of the project.

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

- a. The School Head should prepare the School Liquidation Report (Enclosure 3) 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. Copy of the procurement documents including Contracts and/or Purchase Orders
  - 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 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. This shall be submitted to the Regional Office and a copy shall be 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 quarter, copy of 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.

## **8. Protection Clause**

- a. The DepED through the PFSED and the AASP National Secretariat reserves the right to conduct a program audit of any or all recipient schools covered by a particular SBRMS Calendar Year 2010.

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- 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. 2 to DepEd Order No. 45, s. 2010)

**Repair and Maintenance of School Buildings Per GAA 2010**

No.	REGION	ES	SS	Total
1	NCR	11,444,000.00	4,055,000.00	15,499,000.00
2	I	57,299,000.00	10,033,000.00	67,332,000.00
3	CAR	33,703,000.00	3,801,000.00	37,504,000.00
4	II	51,634,000.00	6,476,000.00	58,110,000.00
5	III	69,491,000.00	8,952,000.00	78,443,000.00
6	IV-A	64,217,000.00	10,842,000.00	75,059,000.00
7	IV-B	41,969,000.00	6,181,000.00	48,150,000.00
8	V	75,893,000.00	10,794,000.00	86,687,000.00
9	VI	82,001,000.00	10,720,000.00	92,721,000.00
10	VII	68,371,000.00	7,533,000.00	75,904,000.00
11	VIII	87,839,000.00	8,389,000.00	96,228,000.00
12	IX	48,220,000.00	4,702,000.00	52,922,000.00
13	X	49,474,000.00	5,151,000.00	54,625,000.00
14	XI	38,584,000.00	4,513,000.00	43,097,000.00
15	XII	37,401,000.00	4,990,000.00	42,391,000.00
16	CARAGA	38,534,000.00	3,949,000.00	42,483,000.00
	<b>TOTAL</b>	<b>856,074,000.00</b>	<b>111,081,000.00</b>	<b>967,155,000.00</b>

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(Enclosure No. 3 to DepEd Order No. 45, s. 2010)

*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 on SBRMS.
- b. The undersigned shall execute the works according to the procedures set forth in DepED Order 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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(Enclosure No. 4 to DepEd Order No. 45, s. 2010)

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

SCHOOL : Jose Rizal High School  
 ADDRESS : Bigy Santiago, Lala, Cagayan  
 REGION : II  
 DIVISION : Cagayan  
 DISTRICT : Lala 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 (3)	DATE COMPLETED (4)	NO. OF DAYS (4-3=5) (5)	MATERIALS (6)	CONTRACT (7)	LABOR (9)	TOTAL (6+7+8=9) (9)			
	Sample (1)											
	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	encloused	
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	9,750.00			

PREPARED BY: \_\_\_\_\_ CERTIFIED TRUE AND

NAME AND POSITION \_\_\_\_\_ PRINCIPAL

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