

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



**August 14, 2015**

**DIVISION MEMORANDUM**

No. 501 s. 2015

**APPROVED SCHOOL BUILDING PROJECTS UNDER CALENDAR YEARS (CYs)  
2014 AND 2015 BASIC EDUCATIONAL FACILITIES FUNDS (BEFF)**

To: Assistant Superintendent  
Education Supervisors/ Coordinators  
District Supervisors/OICs  
Heads, Elementary and Secondary Schools

1. Attached is DepEd Memorandum dated August 6, 2015 entitled, **Approved School Building Projects Under Calendar Years (CYs) 2014 and 2015 Basic Educational Facilities Fund (BEFF)**.
2. Immediate and wide dissemination of this Memorandum is desired.

**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**

06 AUG 2015

DepEd MEMORANDUM  
No. **87**, s. 2015

**APPROVED SCHOOL BUILDING PROJECTS UNDER CALENDAR YEARS (CYs)  
2014 AND 2015 BASIC EDUCATIONAL FACILITIES FUND (BEFF)**

To: Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Finance and Administration, has furnished the lists of new construction projects under the **Calendar Years (CYs) 2014 and 2015 Basic Educational Facilities Fund (BEFF)** as of July 22, 2015 to all regional directors and representatives during the National Management Committee (ManCom) Meeting on July 23, 2015. These projects listed below will be implemented by the Department of Public Works and Highways (DPWH):

- a. BEFF 2014 Construction of New Classrooms with water and sanitation facilities;
- b. BEFF 2015 Construction of New Classrooms with water and sanitation facilities; and
- c. BEFF 2015 Construction of Technical and Vocational (Tech-Voc) Workshop Buildings for Senior High Schools (SHS).

2. The regional offices (ROs) and schools division offices (SDOs) shall inform the concerned school heads/principals of the construction programs in their respective schools within **three days** upon receipt of this Memorandum.

3. The schools division superintendent/schools division engineer shall coordinate with their respective DPWH counterparts on the procurement and implementation of these projects in accordance with the DepEd-DPWH Joint Memorandum Circular on BEFF implementation (copy enclosed).

4. The SDO shall ensure that for Stand Alone SHS in elementary school sites, buildings must be constructed such that the SHS campus can be appropriately and physically separated from the existing elementary campus. Close coordination is also needed between the SDO and DPWH for the construction of SHS schools in new sites.

5. The 2014 Calamity Resilient School Building Designs shall be adopted and implemented for these construction projects. School buildings are provided with water and sanitation facilities, including single storey buildings, that is, toilets are provided per classroom as indicated in the following scope of works:

- a. For SHS, each school building has two classrooms on the ground floor separated by a dry wall. This dry wall can be dismantled or taken down to convert classrooms into Computer/Science/Tech-Voc laboratory rooms, depending on the need of the school; and
- b. A new standard design for Tech-Voc Workshop Buildings shall also be adopted for implementation.

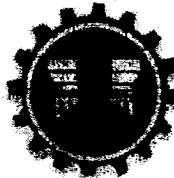
6. The SDO is responsible for the following:
  - a. *Bidding.* Coordinate with the DPWH on the schedule of procurement and monitor its progress. Ensure that all projects in the lists are being procured, and that all projects being procured are for complete buildings, that is no partial/phased construction. The SDO must notify the central office (CO) regarding any failures of bidding and regarding any bids where the programs of work are not for complete school buildings.
  - b. *Construction.* Ensure that actual construction is in accordance with the designs and plans. While this is primarily a DPWH function, the SDO must exercise oversight function as the ultimate owner of these projects.
  - c. *Completion.* Ensure that the projects are complete in accordance with design and program of works. The SDO may only sign the Certificates of Completion and Acceptance upon complete satisfaction that the construction works were in full conformity to the plan.
7. The SDO shall submit to the CO, through the Educational Facilities Division (EFD), the bidding results and the status of completion of the projects included in these lists. Reports may be sent through email address: [as.efd@deped.gov.ph](mailto:as.efd@deped.gov.ph).
8. The Division Engineer may coordinate with the EFD of the CO for any concerns or clarifications on these lists or on the implementation of these projects. Any changes or amendments to these lists shall be communicated directly to the concerned offices.
9. For more information, all concerned may contact the **Educational Facilities Division (EFD)**, Department of Education (DepEd) Central Office, 4<sup>th</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 633-7263; (02) 638-7110.
10. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.: As stated  
Reference: DepEd Order: No. 17, s. 2011  
To be indicated in the Perpetual Index  
under the following subjects:

FUNDS	PROJECTS
OFFICIALS	REPAIR
POLICY	SCHOOL BUILDINGS
PROJECTS	



**DEPARTMENT OF BUDGET AND MANAGEMENT  
DEPARTMENT OF EDUCATION  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

**JOINT CIRCULAR NO. 2013-1  
February 18, 2013**

**FOR :** Officials of the Department of Education, the Department of Budget and Management and Department of Public Works and Highways and All Others Concerned

**SUBJECT :** Guidelines on the Implementation of the Special Provision (SP) No. 4 on the Provision of Basic Educational Facilities under the FY 2013 Budget of the Department of Public Works and Highways

**1.0 PURPOSE**

To prescribe the guidelines relative to the implementation of Special Provision No. 4 of the 2013 Budget on the amount appropriated under P/A/P B.I.j. of Department of Public Works and Highways (DPWH) for the Basic Educational Facilities of the Department of Education (DepEd), to wit:

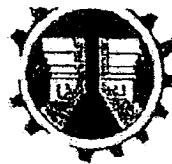
*"4. Provision for Educational Facilities. The amount of Fourteen Billion One Hundred Ten Million Four Hundred Thousand Pesos (P14,110,400,000.00) under B.I.j. for DepEd Educational Facilities shall be used for the construction, replacement and completion of kindergarten, elementary and secondary school buildings in areas experiencing acute classroom shortage in support of the DepEd Educational Facilities projects.  
XXX*

*Implementation of this provision shall be subject to guidelines to be jointly issued by DBM, DPWH and DepEd"*

**2.0 COVERAGE**

This Joint Circular shall apply to all concerned Offices of the Department of Budget and Management (DBM), the DepEd and the DPWH in the implementation of the FY 2013 Basic Educational Facilities of P14,110,400,000 lodged under the budget of DPWH.

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DEPARTMENT OF BUDGET AND MANAGEMENT  
 DEPARTMENT OF EDUCATION  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

JOINT CIRCULAR NO. 2013-1A

June 3, 2013

FOR : Officials of The Department of Education (DepED),  
 The Department of Budget and Management (DBM), and  
 The Department of Public Works and Highways (DPWH)

SUBJECT : AMENDMENTS TO THE DBM-DepED-DPWH JOINT CIRCULAR NO. 2013-1

Relative to the CY 2013 Basic Educational Facilities Fund (BEFF) to be implemented by the Department of Public Works and Highways (DPWH), the following amendments shall be included in the provisions of the DBM-DepED-DPWH Joint Circular No. 2013-1:

3.0 GENERAL GUIDELINES

3.3 The DPWH shall only implement projects in the list of schools to be provided by DepEd. Any deviations or realignments shall be endorsed by DepEd and for approval of the DPWH.

3.3.1 The DBM shall be informed of the revisions/changes in the original list of schools.

4.0 ROLES AND RESPONSIBILITIES

4.2 The Department of Public Works and Highways shall:


4.2.3 Ensure that all the projects contained in the list prepared by the DepEd would be completed. No funds allocated for a project may be used to augment another project unless the original project is completed.


4.2.3.1 On generated savings:


4.2.3.1.1 Savings generated from the procured school building project(s) may be utilized for extra works in the same school building projects(s); or

4.2.3.1.2 Savings generated may be pooled to fund the construction of additional classrooms.

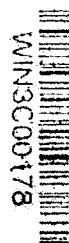
This amendment shall take effect immediately.

  
 BR. ARMIN A. LUISTRO, FSC  
 Secretary  
 Department of Education

  
 ROGELIO L. SINGSON  
 Secretary  
 Department of Public Works and Highways

  
 FLORENCIO B. ABAD  
 Secretary  
 Department of Budget and Management

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 ORLANDO M. MAGDARAOG  
 7-4-13  
 OIC, Records Division, AS  
 Dept. of Budget & Management



within the defects and liability period of one year after the issuance of the Certificate of Completion and prior to the issuance/approval of the Certificate of Acceptance by the School Head or SDS and DPWH-DEO.

4.2.11 Take-up the allotment/obligation/disbursement in its book of accounts.

4.2.12 Turn-over completed school building projects to DepEd for recording and booking purposes.

4.3 The Department of Budget and Management shall:

4.3.1 Approve the special budget request submitted by DepEd and DPWH and facilitate the release SARO/NCA corresponding to the Construction of School Buildings in Areas Experiencing Acute Classroom Shortage under the Basic Educational Facilities Funds.

4.3.2 Require DepEd and DPWH to submit budget execution documents and budget accountability reports.

**5.0 GOVERNING CLAUSE**

5.1 All releases, transfer of funds, payment, reimbursements and preparation of books of accounts made pursuant to the Circular shall be subject to pertinent laws, rules, and government budgeting, accounting and auditing procedures.

5.2 Issues arising from the implementation of this Joint Circular shall be resolved jointly by DepEd, DPWH and DBM.

**6.0 EFFECTIVITY**


This Joint Circular shall take effect immediately.

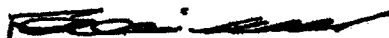
Department of Public Works and Highways  
Office of the Secretary

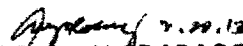


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**BR. ARMIN A. LUISTRO, FSC**  
Secretary  
Department of Education

  
**ROGELIO L. SINGSON**  
Secretary  
Department of Public Works and Highways

  
**FLORENCIO B. ABAD**  
Secretary  
Department of Budget and Management

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OIC, Records Division, AS  
Dept. of Budget & Management

of the Certificate of Acceptance by the School Head or SDS and DPWH-DEO.

4.1.10 Record in its book of accounts the accepted and completed school building projects from DPWH.

4.2 The Department of Public Works and Highways shall:

4.2.1 Prepare the program of works and detailed estimates based on DepEd's standard designs and specifications.

4.2.2 Submit joint DepEd-DPWH special budget request to DBM for the release of SARO/NCA.

4.2.3 Ensure that all the projects contained in the list prepared by the DepEd would be completed. No funds allocated for a project may be used to augment another project unless the original project is completed.

4.2.4 Invite PFSED Representative and Division Physical Facilities Coordinator for a conduct of joint validation in the event the DPWH needs assistance/ clarification on the list provided by DepEd.

4.2.5 Undertake the procurement and implementation of construction works in accordance with the provisions of Republic Act 9184 (otherwise known as the Government Procurement Reform Act) and its implementing rules and regulations, and applicable issuances of the Government Procurement Policy Board.

4.2.6 Invite PFSED Representative/DPFC to act as observer in the procurement activities.

4.2.7 Seek clearance from DepEd of any variation order (change order or extra work order) that may occur during the implementation period.

4.2.8 Conduct (PFSED Representative/ DPFC and DPWH-DEO Representative) joint punch listing inspection upon substantial completion (at least 95% physical accomplishment) of the project for the purpose of determining the items of works that need to be rectified by the contractor prior to final inspection.

4.2.9 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint inspection upon 100% physical accomplishment and rectification of punch listed item of works for the purposes of issuance of Certificate of Completion and final payment. The Schools Division Superintendent (SDS) and DPWH District Engineer shall approve the Certificate of Completion.

4.2.10 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint Post-Technical Inspection activities

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- 3.7 The Engineering and Administrative Overhead expenses shall not be authorized for the construction, replacement and completion of kindergarten, elementary and secondary school buildings.

#### 4.0 ROLES AND RESPONSIBILITIES

- 4.1 The Department of Education shall:
- 4.1.1 Provide DPWH Central Office with detailed list of priority projects for the construction of new classrooms, including the name of the school, address, classroom building type, toilet type, project costs and other pertinent information.
  - 4.1.2 Submit joint DepEd-DPWH special budget request to DBM for the release of SARO/NCA.
  - 4.1.3 Conduct (Physical Facilities and Schools Engineering Division [PFSED] and Division Physical Facilities Unit) joint validation activity with DPWH-DEO if there are clarifications from the final list provided by DepEd, the
  - 4.1.4 Concur (DepEd Schools Division Superintendent [SDS]) the Program of Works (POW) prepared by DPWH-DEO .
  - 4.1.5 Observe (PFSED Representative/ Division Physical Facilities Coordinator [DPFC]) the conduct of the procurement activities by the DPWH-DEO.
  - 4.1.6 Monitor (PFSED Representative/ DPFC) the implementation of projects, particularly in the critical stages of construction to ensure that these processes are in compliance with DepEd standard designs, specifications and approved program of works.
  - 4.1.7 Conduct (PFSED Representative/ DPFC and DPWH-DEO Representative) joint punch listing inspection upon substantial completion (at least 95% physical accomplishment) of the project for the purpose of determining the items of works that need to be rectified by the contractor prior to final inspection.
  - 4.1.8 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint inspection upon 100% physical accomplishment and rectification of punch listed item of works for the purposes of issuance of Certificate of Completion and final payment. The Schools Division Superintendent (SDS) and DPWH District Engineer shall approve the Certificate of Completion.
  - 4.1.9 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint Post-Technical Inspection activities within the defects and liability period of one year after the issuance of the Certificate of Completion and prior to the issuance/approval
- [Handwritten marks]*



### 3.0 GENERAL GUIDELINES

- 3.1 The amount of ₱14,110,400,000 appropriated for Basic Educational Facilities shall be used for the construction, replacement and completion of kindergarten, elementary and secondary school buildings in areas experiencing acute classroom shortage.
- 3.1.1 "Areas Experiencing Acute Classroom Shortage" shall refer to (i) areas where the number of students divided by the existing number of classrooms shall result in a student to classroom ratio of 50:1 or worse; (ii) those where classrooms are temporary in nature or are makeshift structure; (iii) those without any classrooms at all.
- 3.1.2 All school buildings constructed shall be provided with the corresponding number of school furniture by the DepEd.
- 3.2 The release of funds shall be made to the respective DPWH District Engineering Office (DPWH-DEO), following the allocation per congressional district with the corresponding list of schools, target number of projects, and the types of buildings to be constructed, prepared by the DepEd and submitted to the DBM.
- 3.3 The DPWH shall only implement projects in the list of schools to be provided by DepEd. Any deviations or realignments shall be subject to the approval of the DepEd and concurrence of the DBM.
- 3.4 DPWH shall use the DepEd School Building design following its Minimum Performance Standards and Specifications (MPSS) and detailed costing in the implementation of the projects. Any deviation therefrom shall be subject to approval of the DepEd.
- 3.5 DPWH shall ensure the construction of "complete" school buildings. No partial construction projects shall be programmed. A "complete" school building shall have the following features:
- 3.5.1 Concrete and smooth finish flooring;
  - 3.5.2 Smooth finish (plastered) interior and exterior walls;
  - 3.5.3 Painted walls and ceilings;
  - 3.5.4 Long-span pre-painted roofing;
  - 3.5.5 Full cathedral type ceiling for single storey construction;
  - 3.5.6 Complete set of Windows;
  - 3.5.7 Two (2) entrances with doors;
  - 3.5.8 Complete electrical wires and fixtures;
  - 3.5.9 Chalkboard;
  - 3.5.10 Ramps pursuant to BP No. 344; and
  - 3.5.11 Toilets depending on the building design
- 3.6 The allocation for the ARMM shall be released directly to the ARMM-ORG. Nevertheless, DepEd-ARMM and DPWH-ARMM shall follow the same process provided for in this guidelines.

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