



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

01 October 2018

For: **Regional Directors**
Schools Division Superintendents
ESSD/SGOD Chief
Regional/Division Engineers
Regional/Division Supply Officers

RELEASED
OCT 09 2018

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Subject: **STANDARD BEFF IMPLEMENTATION FORMS**

In reference to the implementation of various infrastructure projects and School Furniture Program under the Basic Education Facilities Funds (BEFF) particularly those that are being implemented by the department, standard implementation forms were reviewed and revised by the Education Facilities Division (EFD) following DepEd Order No. 67, s. 2016 (Revised Signing Authorities for Financial Matters).

All concerned are advised to use the attached forms from hereon in the implementation of the projects for uniformity:

For Infrastructure Projects:

- Project Information Billboard format (COA Circular No. 2013-004)
- Program of Works and Detailed Estimates;
- Site Instruction Form;
- Statement of Work Accomplishment (incl. SWA as evaluated);
- Certificate of Payment;
- Variation Order Form (incl. Summary of Additive/Deductive Works);
- Punchlist Form;
- Certificate of Completion;
- Certificate of Turn-Over;
- Post-Technical Inspection Report;
- Certificate of Post-Technical Inspection;
- Certificate of Final Inspection;



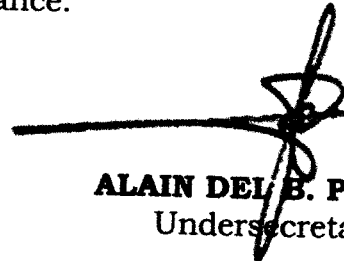
Office of the Undersecretary for Administration

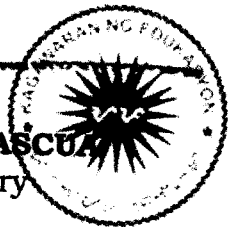
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
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For School Furniture Program:

- Inspection & Acceptance Report;
- Certificate of Completion and Acceptance;
- Summary of Deliveries;
- Post-Delivery and Acceptance Report;
- Certificate of Contract Completion.

For your guidance and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
		October 3, 2018
To :	Schools Division Superintendent All Divisions	
	For Information and compliance.	
		MAY B. ECLAR, Ph.D., CESO V Regional Director
ESSD/ABG:hh		