

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMD 01-1218-0047

MEMORANDUM

10 December 2018

For: **Regional Directors
Schools Division Superintendents
Principals, School Heads, and Teachers-in-Charge**

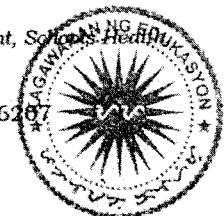
Subject: **REMINDERS ON THE IMPLEMENTATION OF SCHOOL
BUILDING PROJECTS**

The Office of the Undersecretary for Administration (OUA) hereby reminds all concerned of the following:

1. The Principal/School Head may coordinate with the DepEd Division Project Engineer to obtain a copy of the Program of Work (POW), timeline, and other project details of School Building Program (SBP) / Basic Education Facilities Fund (BEFF) projects to be implemented or being implemented in the school for reference and monitoring;
2. The DPWH District Engineering Offices are required to submit to the DepEd Central Office the following, which shall then be transmitted to the Schools, and the Regional and Division Offices
 - Date of Notice to Proceed (NTP) for the **Construction of Classrooms**
 - Date of Project Completion
 - Amount of Savings and variances, projects for reversions and their corresponding amounts, and projects that are not implementable, as soon as these are determined;
3. The DepEd Division Engineer is required to submit to the DepEd Central Office, in coordination with the Regional Office, the following:
 - Date of Notice to Proceed (NTP) for the **Repair of Classrooms**
 - Date of Project Completion
 - Amount of savings and variances as soon as these are determined
4. As stipulated in the standard bidding documents, Instruction to Bidders, and General Conditions of the contract, construction-related permits are

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)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376267
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on the account of the contractor. **The School should not pay for these permits;**

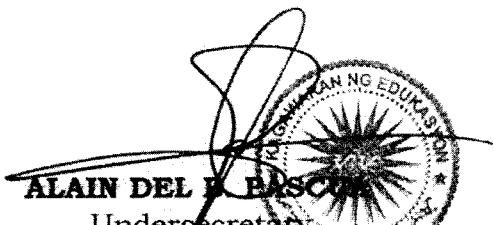
5. Demolition cost is included in the POW, and as such it is on the account of the contractor. **Schools should not pay for demolition works;**
6. **All salvaged materials are considered School Property and shall be dealt with by the proper disposal committee.** Sale and Proceeds from salvaged materials are for the school, in accordance with COA Circular No. 89-296 dated January 27, 1989; and
7. Electricity and water tapped and used in the execution of the works are for the account of the contractor. As such, **the contractor is required to install sub-meters and must pay consumption costs directly to the Division Office based on the rate/amount in the utility bill.**

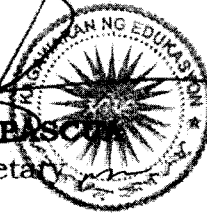
Inasmuch as the Principal or School Head represents DepEd Management as Project Owner at the School level, he/she is hereby advised and is expected to exercise due diligence in monitoring the project and ensuring that the project is implemented properly and on time. Moreover, he/she is encouraged to give recommendations to the Division Office on matters relating to the project.




Reports may also be submitted to OUA via emails uap@deped.gov.ph, depedtayo@deped.gov.ph or through Facebook at [facebook.com/depedtayo](https://www.facebook.com/depedtayo).

For reference and strict compliance.

Thank you.


ALAIN DEL P. ESCOBAR
Undersecretary



	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
December 21, 2018		
To :	Schools Division Superintendent All Divisions	
For information and compliance.		
 MAY B. ECLAR, Ph.D. CESO V Regional Director		
<small>ESSD/ABG/cbb</small>		

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