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DEC 19 2018 **Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim

OUA MEMO 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, School Safety, Youth Formation, Baguio Teachers' Camp, Education Facilities/ School Buildings)
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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.

For reference and strict compliance.

Thank you.



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



January 7, 2019

To : Schools Division Superintendent
All Divisions

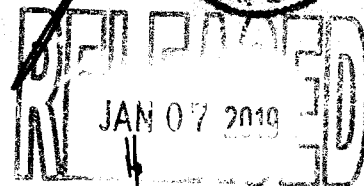
For information and strict compliance.


MAY B. ECLAR, Ph.D. CESO V
Regional Director

ESSDABGMM


ALAIN DEL ROSARIO

Undersecretary



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JAN 17 2019


SANDY A. LACTADEN