



Republika ng Pilipinas

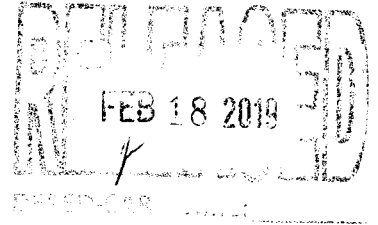
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OA MEMO 13-0219-0093

MEMORANDUM

11 February 2019



For: **Regional Directors
Schools Division Superintendents
DepEd Regional/Division Engineers
All Others Concerned**

Subject: **GUIDELINES ON THE PREPARATION OF PROGRAM OF WORKS (POW) FOR PROJECTS UNDER THE BASIC EDUCATION FACILITIES FUNDS (BEFF), RESTORATION OF GABALDON BUILDINGS, QUICK RESPONSE FUNDS (QRF) AND OTHER INFRASTRUCTURE RELATED PROJECTS OF THE DEPARTMENT**

1. In order to have a uniform template in the preparation of Program of Works (POW) and in coming up with the Approved Budget for the Contract (ABC) for projects under Basic Educational Facilities Fund (BEFF), Gabaldon Restoration Quick Response Fund (QRF) and other infrastructure related projects, the herein guidelines shall be followed.
2. The summary of a Program of Work shall be referred to as the **Bill of Quantities (BOQ)**. The following project information and cost estimates shall be supplied in the Bill of Quantities:
 - a. *Project ID* – refers to a reference number specific to a project. This reference number shall to be prepared by the engineer using the prescribed format:

Program Title, Budget Year, Region, Division, Sequence Number

Ex. Repair 2019-RIVB-Romblon - 001
QRF 2019-CAR-Baguio City - 001

Office of the Undersecretary for Administration

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The Program Title shall refer to Repair, QRF, Gabaldon, Electrification and Construction.

- b. *Project Title* – refers to the complete specific name of the project
Ex. Repair and Rehabilitation of School Buildings (14 Classrooms)
- c. *Name of School* – indicates the full name, ID and location of the school
- d. *Budget Allocation* – computed as the sum of the Approved Budget for the Contract and the EAO
- e. *Engineering and Administrative Overhead (EAO)* – refers to the expenses of the Government for the project computed as 0.5% of the Budget Allocation
- f. *Approved Budget for the Contract* – this is equal to the Total Construction Cost of the Project
- g. *Completion Period* – the estimated duration of the project express in calendar days
- h. *Minimum Required Manpower* – the list of skilled and non-skilled workers for the project
- i. *Minimum Required Equipment* – the list of tools and equipment to be used in the project
- j. *Direct Cost* – the sum of the total cost of material and labor including the General Requirements
- k. *Indirect Cost* – computed as the difference between the Direct Cost and General Requirements multiplied by 17% if difference is more than P5,000,000.00; and 22% if difference is P5 Million and below broken down as follows:

Direct Cost less General Requirements	If difference > 5M	If difference is 5M and below
Indirect Cost	17%	22%
Overhead Expenses	5%	8%
Contingencies	3%	3%
Miscellaneous	1%	1%
Contractor's Profit	8%	10%

- l. *Tax* – computed at 5% of the sum of Direct Cost and Indirect Cost

m. *Total Construction Cost* – the sum of Direct Cost, Indirect Cost and computed Tax

3. Every Bill of Quantities shall be supported by a **Detailed Cost Estimate**. The Detailed Cost Estimate shall reflect the unit price analysis of every item of work in terms of material and labor. Below shows the Table of a Detailed Cost Estimate:

Item No.	Description	Unit	Qty	Unit Cost		Total Unit Cost		Grand Total
				Materials	Labor	Material	Labor	

4. The Architectural/Engineering Plans/Drawings shall be an attachment to the approved Program of Works.
5. The estimated cost of repair for the different type and classroom dimension without structural components (such as columns, beams and slabs) shall be as follows:

School Building Type	Classroom Dimension	Area (Square Meter)	Repair Budget Estimate
Marcos Pre-Fab	7 x 6M	42	320,000.00
RP-US Bayanihan Type Building	8 x 6M	48	380,000.00
Bagong Lipunan	6 x 8M	48	390,000.00
FFCCCII or DepED Modified Design	7 x 7M	49	390,000.00
DECS Standard Design	7 x 8M	56	410,000.00
DepEd Standard Design	7 x 9M	63	480,000.00

6. The provision of **Project Information Billboards** following the standard specifications of Commission on Audit (COA) shall be included in the Program of Works as payable items.
7. Payments for **Fire Safety Inspection Certificate and other permits**, as required by the Local Government Units (LGU), shall be included in the Detailed Cost Estimates under the General Requirements as payable items. Thus, processing of these documents shall be the responsibility of the contractor. However, documents required in securing building permits such as site ownership documents shall be provided by the procuring entity.



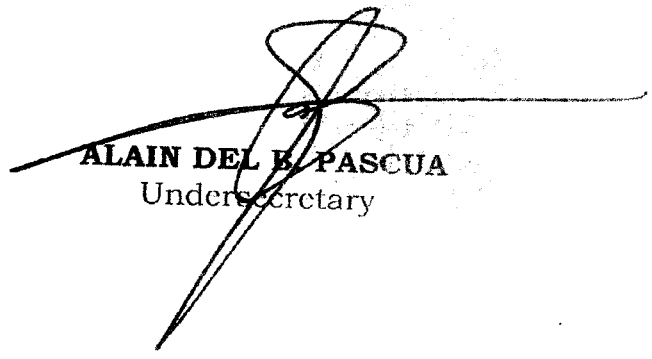
8. The signatories for the Bill of Quantities and Detailed Cost Estimates shall be as follows:




Prepared by	Recommending Approval	Approved by	Concurred by
DepEd Engineer/ Architect	ESSD/SGOD Chief	Regional Director/ Schools Division Superintendent	Chief, Education Facilities Division,CO

9. The unit cost of construction materials shall be based on the **Construction Materials Price Data (CMPD)**. The CMPD shall be the latest price of construction materials canvassed regularly and updated by engineers for every Schools Division Office.

10. The Head of Implementing Offices shall see to it that this order is strictly enforced in their respective offices.

Thank you.


ALAIN DEL B. PASCUA
 Undersecretary

	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
February 11, 2019		
To :	Schools Division Superintendent All Divisions	
For information and strict compliance.		
		 BETTINA BAYTEC AQUINO Assistant Regional Director
ESSD/AR/66th		