



CAR
2018-0207053

DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
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Date: JAN 31 2018

Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

RELEASED
MAR 01 2018

DEPED-CAR Time: _____

MEMORANDUM

22 January 2018

FOR: **ALL REGIONAL DIRECTORS CONCERNED
ALL SCHOOLS DIVISION SUPERINTENDENTS
CONCERNED**

SUBJECT: **UTILIZATION, DOCUMENTATION, AND MONITORING
OF FUNDS DOWNLOADED TO CONCERNED DIVISIONS
FOR THE PROCUREMENT OF MATERIALS, SUPPLIES,
AND LABOR FOR THE CONSTRUCTION OF DEPED
TEMPORARY LEARNING SPACES (TLS) FOR SCHOOL
AFFECTED BY PHREATIC ERUPTION OF MAYON
VOLCANO**

To ensure learning continuity amid infrastructure damage in calamity-stricken areas, funds are provided to affected divisions in order to procure materials, supplies and labor for DepEd temporary learning spaces (TLS) for affected schools. The DepEd TLS are intended for short-term use of schools while waiting for construction and/or rehabilitation of permanent classrooms.

In light of funds downloaded to concerned divisions for DepEd TLS for affected school due to fire incident in the Division of Leyte. Annex A enumerates the guidelines on the utilization, documentation, and monitoring of implementation of DepEd TLS.

For strict compliance.


ALAIN DEL E. PASCUA
Undersecretary

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, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Annex A: **Guidelines on the utilization, documentation, and monitoring of implementation of DepEd TLS**

I. Pre-Procurement

1. Modification of DepEd TLS design

- a. Annex A.1 show the standard DepEd TLS design with list of materials needed for construction. In the absence of standard materials, the divisions may proceed with procurement of alternative materials available in the locality provided that (a) changes in materials, design and specifications are in accordance with standards of a safe learning temporary facility; and (b) these offices, DRRMS and EFD are informed of the changes.
- b. Any changes in materials, design and specifications should be prepared by the Division or Regional Engineer and approved by the Division Superintendent. Any modification should observe safety and functionality standards intended for the DepEd TLS, which comprises but are not limited to the following:
 1. DepEd TLS should last up to a period of at least six months;
 2. The size of DepEd TLS should follow the standard 7.2 X 8.4 square meters as indicated in Annex A.1 (Standard DepEd TLS Design);
 3. The DepEd TLS should have proper ventilation and lighting, making learning conducive;
 4. There should be walls around every unit of DepEd TLS, ensuring protection and minimizing distraction from surroundings; and
 5. The location of DepEd TLS should be in a safe area within the school premises.
- c. The labor cost of construction of DepEd TLS may be minimized by mobilizing the LGU, PTA, AFP, DSWD (Cash for Work Program), and/or other available stakeholders and programs in the locality;
- d. Lastly, the total cost per unit of the modified DepEd TLS should not exceed PHP 85,300.00.
- e. All changes in DepEd TLS materials, design and specifications should be reported by concerned divisions immediately up until two weeks after the receipt of sub-ARO to the Office of the Undersecretary for Administration, with copies for DRRMS and EFD. The following documents shall be submitted:
 1. A written narrative on the justification for such changes signed by the Superintendent;

Annex A: **Guidelines on the utilization, documentation, and monitoring of implementation of DepEd TLS**

2. The modified DepEd TLS design with corresponding cost duly prepared by the engineer, and approved by the Superintendent; and
3. The accomplished implementation plan of the TLS Monitoring Template as attached in Annex B.

2. Realignment requests

- a. In cases where there are changes in TLS needs and interventions, the divisions may request for realignment of funds for DepEd TLS, provided that:

1. The funds requested to be realigned shall be used for the purpose of procurement of supplies, materials, and labor for the construction of DepEd TLS for other school/s;
2. The identified new recipient school/s by the division have not been allocated with DepEd TLS by the DRRMS and have shortage of classrooms due to damages; and
3. The original school/s with DepEd TLS allocation confirmed that there is/are no need for DepEd TLS in their school/s.

- b. The request for realignment of DepEd TLS shall consist of the following:

1. A narrative stating the changes in TLS needs and interventions and necessitating realignment of DepEd TLS from one school to another. The narrative shall be duly signed by the Superintendent;
2. Attached document from original school/s with allocated DepEd TLS that the school/s no longer need DepEd TLS. The written document should be signed by the School Head/s; and
3. A vetted Rapid Assessment of Damage Report (RADaR) of the identified new school/s to receive DepEd TLS. The RADaR should include the number of damaged classrooms and total TLS needed.

- c. The required documents for request for realignment shall be sent to the DRRMS for their review. The requested new list of schools, which meet the criteria set by the DRRMS, shall be endorsed to the Office of the Undersecretary for Administration for the Undersecretary's final approval.

- d. Realignment requests should be done One (1) month after the sub-ARO has been downloaded to the concerned divisions.

II. Procurement

1. The funds allocated for DepEd TLS can only be utilized for the procurement of materials, supplies and labor for the construction of DepEd TLS. The divisions can proceed with procurement of

Annex A: **Guidelines on the utilization, documentation, and monitoring of implementation of DepEd TLS**

materials, supplies and labor for DepEd TLS short of award while waiting for the issuance of sub-ARO.

2. Procurement of supplies, materials and labor should be in accordance with existing procurement procedures. Various appropriate methods of procurement may be utilized to fast-track completion
3. All progress on procurement should be reported using the TLS Monitoring Template two (2) or four (4) weeks after the receipt of sub-ARO or earlier to the DRRMS.

III. Construction




1. All actual DepEd TLS should follow the standard DepEd TLS design or the submitted modified DepEd TLS design by divisions. In addition to the abovementioned standards for DepEd TLS, the division should ensure the safety of the location of where to construct the DepEd TLS within the school premises.
2. All progress on construction should be reported using the TLS Monitoring Template four (4) or six (6) weeks after the receipt of sub-ARO or earlier to the DRRMS.

IV. Monitoring

1. For the purpose of documentation and monitoring, recipient divisions are required to do the following:
 - a. Consolidate and/or take photos of schools before and after TLS construction;
 - b. Archive copies of procurement documents and liquidation reports;
 - c. Provide a brief summary on gaps and issues during and after the implementation of TLS; response to the mentioned gaps and issues; and best practices, if any;
 - d. Accomplish the TLS Monitoring Template attached in this memorandum; and
 - e. Submit photos, brief summary reports and accomplished TLS Monitoring template to DRRMS.
2. All division DRRM Coordinators should ensure submission of the TLS Monitoring Template in three batches. The first, second, and third update on TLS Monitoring should be submitted on the second, fourth, and sixth week after receipt of approved TLS allocation, respectively. The first submission should include complete information on Implementation Plan (Section A) while the second and third submission should include remaining necessary information in the template. The last submission on the sixth week after receipt of approved TLS allocation should include other pertinent documents and photos indicated in this memorandum.

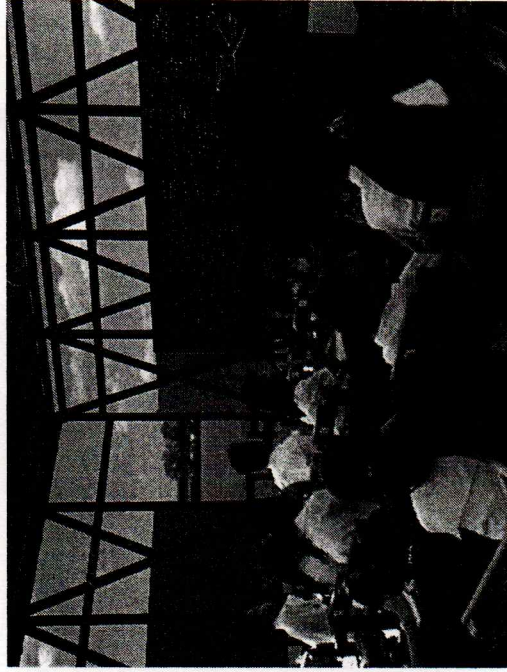
Annex A: **Guidelines on the utilization, documentation, and monitoring of implementation of DepEd TLS**

3. Likewise the division DRRM Coordinators are expected to coordinate with various offices such as the School Governance and Operations Division, the BAC Secretariat, and Division Finance Office to ensure timely submission and accuracy of the said reports.
4. All Regional DRRM Coordinators are required to monitor the progress of TLS procurement and construction by ensuring that all divisions submit the necessary documents on time, and that all submissions from divisions are complete and accurate.
5. Kindly submit the reports to drmo@deped.gov.ph and your respective regional offices. Any issues and concerns regarding procurement and construction of TLS should be reported to DepEd DRRMS immediately. For further clarifications please contact Engr. Mishelle Somido at (02) 637-4933/636-4997 or email at mishelle.somido@deped.gov.ph.

	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
February 27, 2018		
To :	Schools Division Superintendents All Division	
	For information, guidance and appropriate action.	
	 MAY B. ECLAR, Ph. D., CESO V REGIONAL DIRECTOR	
<small>ESSD/ABG/jpb</small>		



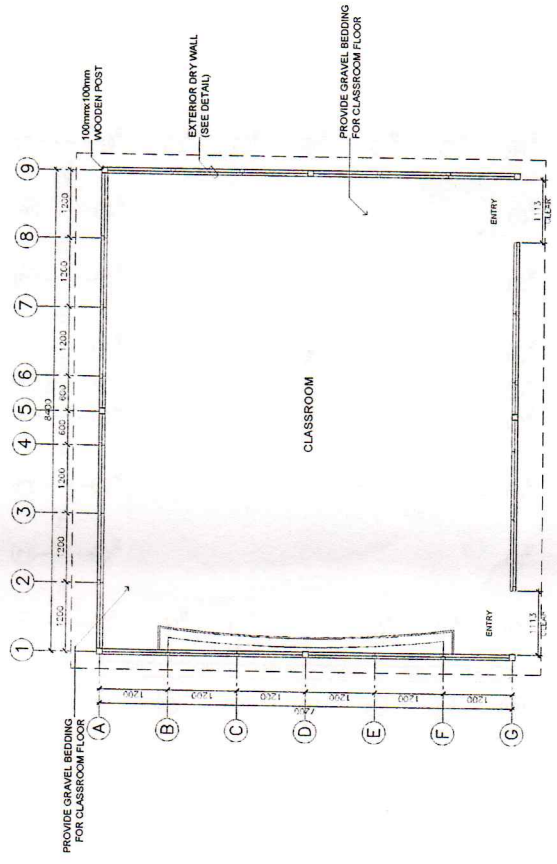
1 EXTERIOR PERSPECTIVE
A-1 SCALE NTS



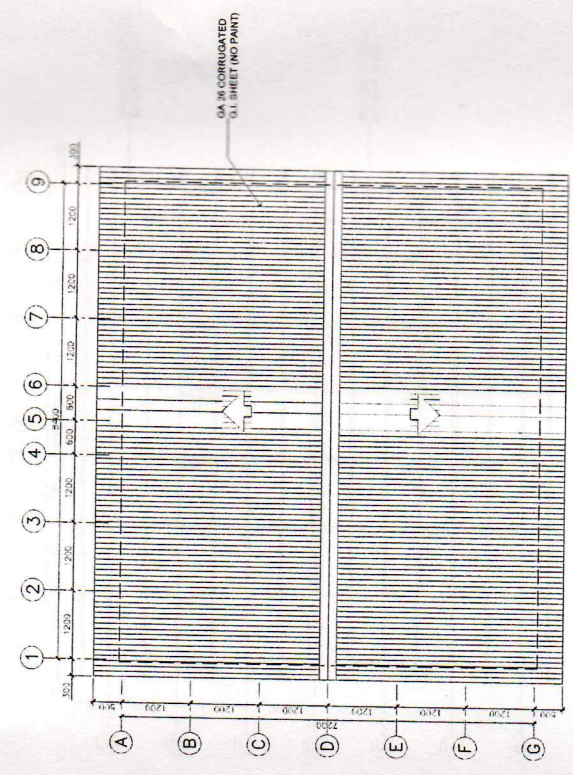
2 INTERIOR PERSPECTIVE
A-1 SCALE NTS

REPUBLIC OF THE PHILIPPINES DepEd DEPARTMENT OF EDUCATION DIVISION OFFICE - DAVAO DEL SUR SUSTAINABLE QUALITY	DRAWN BY DANIEL ERLAND ARCHITECT EPD-1064	CHECKED BY MARICEL O. MEDRIZA ARCHITECT EPD-1064	ESTIMATING APPROVAL LUIS A. PURSIMA, JR. ASSISTANT EPD-1064	APPROVED BY ANGIELE R. SANCHEZ CHIEF EPD-1064	PROJECT TITLE ONE CLASSROOM TEMPORARY LEARNING SHELTER	PROJECT CODE 	DRAWN BY 	DEPARTMENT OF EDUCATION DepEd DIVISION OFFICE - DAVAO DEL SUR SUSTAINABLE QUALITY	SHEET NO. A-1 5
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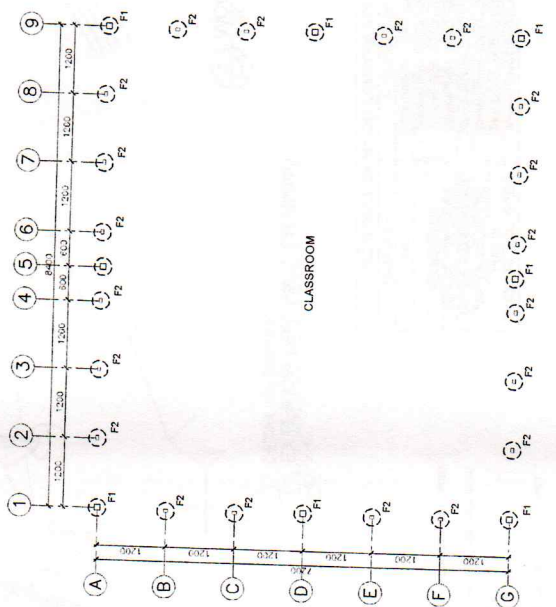
1 FLOOR PLAN
SCALE: 1:50M



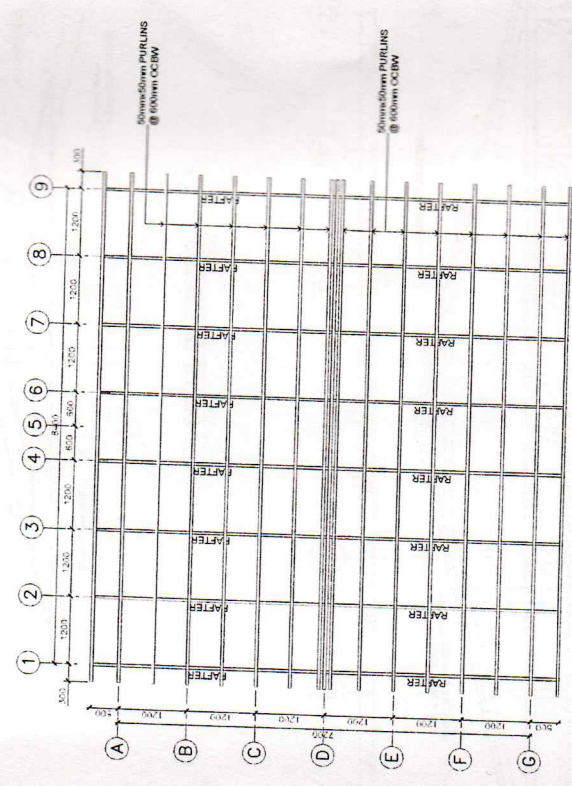
2 ROOF PLAN
SCALE: 1:50M

REPUBLIC OF THE PHILIPPINES DepEd DEPARTMENT OF EDUCATION EDUCATION FACILITIES DIVISION SUBICAO AVENUE, PASIG CITY	DRAWN BY DANIEL C. ERLANO ARCHITECT EP-1064	CHECKED BY MARICEL O. MENDOZA ARCHITECT EP-1064	RECOMMENDING APPROVAL LUIS A. PURISIMA, JR. ASSISTANT CHIEF EP-1064	APPROVED BY ANNIELE R. BUSTIA CHIEF EP-1064	PROJECT TITLE ONE CLASSROOM TEMPORARY LEARNING SHELTER	PROJECT CODE DEPARTMENT OF EDUCATION DepEd	SHEET NO. A-2 5
	SHEET CONTAINS FLOOR PLAN						

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 10/27/2014



1 FOUNDATION PLAN
SCALE 1:50M



2 ROOF FRAMING PLAN
SCALE 1:50M

COMPONENT	SPECIFICATIONS
POST	100mmx100mm COCO LUMBER
BEAM/GIRDER	50mmx75mm COCO LUMBER
RAFTER-TOP CHORD	50mmx75mm COCO LUMBER
RAFTER-RIDGE BOARD	50mmx75mm COCO LUMBER
RAFTER COLLAR TIE	50mmx75mm COCO LUMBER
RAFTER PURLIN	50mmx75mm COCO LUMBER
DIAGONAL WALL STUD	50mmx75mm COCO LUMBER



DRAWN BY

CHECKED BY

RECOMMENDING APPROVAL

APPROVED BY

PROJECT TITLE

PROJECT CODE

DATE

SCALE

PROJECT NO.

SHEET NO.

ONE CLASSROOM
TEMPORARY LEARNING SHELTER

DAVE C. ERLANO
ARCHITECT
EP-10684

MARICEL O. MENDOZA
ARCHITECT
EP-10684

LUIS P. PURISMA, Jr.
REGISTERED ARCHITECT
EP-10684

ANGIELE R. BRAGA
ARCHITECT
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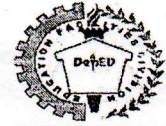
DEPARTMENT OF EDUCATION
DepEd
SARAYAN, ILOILO CITY, ILOILO
SCHEDULE OF WORK COMPONENTS

A-4
5

NOTES:
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Republic of the Philippines
DEPARTMENT OF EDUCATION
 EDUCATION FACILITIES DIVISION
 DepEd Complex, Meralco Avenue, Pasig City




PROJECT : PROPOSED ONE (1) CLASSROOM TEMPORARY LEARNING SHELTER
 LOCATION :
 OWNER : DEPARTMENT OF EDUCATION (DepEd)
 SUBJECT : APPROVED AGENCY ESTIMATE

ITEM / DESCRIPTION	UNIT	QTY	UNIT COST		COST		TOTAL
			MATERIAL	LABOR	MATERIAL	LABOR	
A. EARTHWORKS							
Clearing and Grubbing	sq.m	60.48	0.00	20.00	-	1,209.60	1,209.60
Structural Excavation	cu.m	0.37	0.00	200.00	-	73.58	73.58
Backfilling and Compaction	cu.m	12.96	0.00	45.00	-	583.20	583.20
Gravel Bedding, 3/4"	cu.m	6.05	575.00	172.50	3,477.60	1,043.28	4,520.88
Sub-total							6,387.26
B. CONCRETING WORKS							
Concrete Pedestal	cu.m	0.42					
Cement	bag	3.90	230.00	69.00	897.00	269.10	1,166.10
Crushed Gravel 3/4"	cu.m	1.00	575.00	172.50	575.00	172.50	747.50
Washed Sand	cu.m	1.00	447.00	134.10	447.00	134.10	581.10
Sub-total							2,494.70
C. ROOF FRAME							
2" x 3" Coco lumber, Top Chord & Collar Tie	bd.ft	137.13	20.00	6.00	2,742.60	822.78	3,565.39
2" x 2" Coco lumber, Purlins	bd.ft	157.44	20.00	6.00	3,148.80	944.64	4,093.44
2" x 4" Coco lumber, Ridge Board	bd.ft	19.68	20.00	6.00	393.60	118.08	511.68
Common Wire Nails	kg	4.00	75.00	22.50	300.00	90.00	390.00
Machine Bolts with Std. Nuts and Washers, 1/2" x 7"	pc	12.00	12.00	3.60	144.00	43.20	187.20
Sub-total							8,747.71
D. ROOFING WORKS							
Corrugated G.I. Sheet Ga.26, 36" x 8'	pc	52.00	434.00	130.20	22,568.00	6,770.40	29,338.40
G.I. Ridge Roll Ga.26, 24" x 8'	pc	4.00	300.00	90.00	1,200.00	360.00	1,560.00
Roof nail	kg	5.00	75.00	22.50	375.00	112.50	487.50
Roof Sealant	L	1.00	250.00	75.00	250.00	75.00	325.00
Sub-total							31,710.90
E. CARPENTRY WORKS							
<i>Left Elevation</i>							
2" x 3" Coco lumber, Wood Beam	bd.ft	35.42	20.00	6.00	708.48	212.54	921.02
4" x 4" Coco lumber, Post	bd.ft	37.17	20.00	6.00	743.47	223.04	966.51
2" x 3" Coco lumber, Post	bd.ft	18.37	20.00	6.00	367.36	110.21	477.57
2" x 3" Coco lumber, Diagonal Wall Stud	bd.ft	51.05	20.00	6.00	1,021.00	306.30	1,327.30
Plywood, Marine 1/4" x 4' x 8'	pc	3.00	420.00	126.00	1,260.00	378.00	1,638.00
Common Wire Nails	kg	2.00	75.00	22.50	150.00	45.00	195.00
Machine Bolts with Std. Nuts and Washers, 1/2" x 7"	pc	21.00	12.00	3.60	252.00	75.60	327.60
<i>Right Elevation</i>							
2" x 3" Coco lumber, Wood Beam	bd.ft	35.42	20.00	6.00	708.48	212.54	921.02
4" x 4" Coco lumber, Post	bd.ft	37.17	20.00	6.00	743.47	223.04	966.51
2" x 3" Coco lumber, Post	bd.ft	18.37	20.00	6.00	367.36	110.21	477.57
2" x 3" Coco lumber, Diagonal Wall Stud	bd.ft	51.05	20.00	6.00	1,021.00	306.30	1,327.30
Plywood, Marine 1/4" x 4' x 8'	pc	3.00	420.00	126.00	1,260.00	378.00	1,638.00
Common Wire Nails	kg	2.00	75.00	22.50	150.00	45.00	195.00
Machine Bolts with Std. Nuts and Washers, 1/2" x 7"	pc	21.00	12.00	3.60	252.00	75.60	327.60
<i>Rear Elevation</i>							
2" x 3" Coco lumber, Wood Beam	bd.ft	44.28	20.00	6.00	885.60	265.68	1,151.28
4" x 4" Coco lumber, Post	bd.ft	21.87	20.00	6.00	437.33	131.20	568.53
2" x 3" Coco lumber, Post	bd.ft	45.26	20.00	6.00	905.28	271.58	1,176.86
2" x 3" Coco lumber, Diagonal Wall Stud	bd.ft	59.56	20.00	6.00	1,191.16	357.35	1,548.51
Plywood, Marine 1/4" x 4' x 8'	pc	3.50	420.00	126.00	1,470.00	441.00	1,911.00
Common Wire Nails	kg	2.00	75.00	22.50	150.00	45.00	195.00
Machine Bolts with Std. Nuts and Washers, 1/2" x 7"	pc	23.00	12.00	3.60	276.00	82.80	358.80
<i>Front Elevation</i>							
2" x 3" Coco lumber, Wood Beam	bd.ft	44.28	20.00	6.00	885.60	265.68	1,151.28
4" x 4" Coco lumber, Post	bd.ft	21.87	20.00	6.00	437.33	131.20	568.53
2" x 3" Coco lumber, Post	bd.ft	45.26	20.00	6.00	905.28	271.58	1,176.86
2" x 3" Coco lumber, Diagonal Wall Stud	bd.ft	42.54	20.00	6.00	850.83	255.25	1,106.08
Plywood, Marine 1/4" x 4' x 8'	pc	2.50	420.00	126.00	1,050.00	315.00	1,365.00
Common Wire Nails	kg	2.00	75.00	22.50	150.00	45.00	195.00

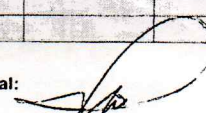
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ITEM / DESCRIPTION	UNIT	QTY	UNIT COST		COST		TOTAL
			MATERIAL	LABOR	MATERIAL	LABOR	
Machine Bolts with Std. Nuts and Washers, 1/2" x 7"	pc	23.00	12.00	3.60	276.00	82.80	358.80
Blackboard	sq.m	5.76					
Rough Lumber, Sun Dried, Tanguile	bd.ft	37.00	50.00	15.00	1,850.00	555.00	2,405.00
Lawanit, 1/4" thk	pc	2.00	280.00	84.00	560.00	168.00	728.00
Finishing Nails	kg	1.00	90.00	27.00	90.00	27.00	117.00
Common Wire Nails	kg	1.00	75.00	22.50	75.00	22.50	97.50
Sub-total							27,885.04
F. OTHERS							
Trapal Lona (Maruyama)	sq.m	36.18	170.45	51.14	6,167.60	1,850.28	8,017.88
Sub-total							8,017.88
I. Material Cost							64,136.24
II. Labor Cost							21,107.25
III. Total Construction Cost (by Administration)							85,243.49

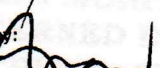
Prepared by:


ENGR. ALDRIN ERIK C. TAGAO
 DepED Engineer, EFD-PDU-AS

Recommending Approval:


ENGR. LUIS G. PURISIMA JR
 Asst. Chief, EFD-AS

Approved by:


ENGR. ANNABELLE R. PANGAN
 Chief, EFD-AS

STANDARD MONITORING
 CH TO... DIVISIONS
 CONSTRUCTION...
 2 SPACE(TLS) FOR SCHOOL
 TO ERUPTION OF MAYON.


ALAN DEL PASCO
 Undersecretary