

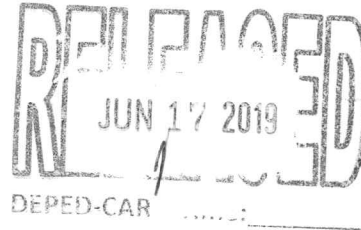


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**

**NO: 178.2019**




**For: Schools Division Superintendents**

**Subject: Standard Format for the Certificates of Completion and Acceptance for School Buildings and Tech-Voc Workshops under the Department of Education's Basic Educational Facilities Fund (BEFF).**

**DATE: JUNE 13, 2019**

In reference to the letter of **ENGR. ANTONIO V. MOLANO, JR.**, CESO III Assistant Secretary for Operations in Visayas, the NCR & Region IV-B Chairperson, DPWH-TWG on Implementation of BEFF Projects to **USEC. ALAIN DEL B. PASCUA**, Undersecretary Department of Education, dated May 29, 2019, regarding the standard format for the issuance of **Certificate of Completions** and **Certificate of Acceptance**. Division offices are hereby advised to use these standard formats for our school building programs implemented by the DPWH.

For information and appropriate action.

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

Incl:  
DPWH Letter  
Standard Formats

ESSD/ABG/cbh



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

DPWH, RMD, HRAN  
DATE: 5-29-19  
FILE NO.: 043  
General

May 29, 2019

Undersecretary **ALAIN DEL B. PASCUA**  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City

**SUBJECT: Standard Format for the Certificates of Completion and Acceptance for School Buildings and Tech-Voc Workshops under the Department of Education's Basic Educational Facilities Fund (BEFF)**

Dear Undersecretary Pascua,

In reference to the discussions made at the Inter-Agency Convergence Meeting held last March 20, 2019 and coordination of my staff with Engineer Annabelle R. Pangan yesterday, we enclose herewith the standard format for the issuance of the above subject certificates, for your information and reference.

We would likewise inform that per coordination with our District Engineering Offices, previous exclusion of your Schools Division Superintendent from these certificates were unintentional, i.e. to facilitate the billing preparations of the contractors, in as much as delays were then encountered by our staff in getting the signatures of your authorized representatives. These certificates are necessary attachments to the billings of the contractor, which we likewise cannot delay.

Hence, the School Division Superintendent should facilitate the signing of said certificates so as not to delay the processing of payments to contractors.

Thank you and best regards.

Very truly yours,

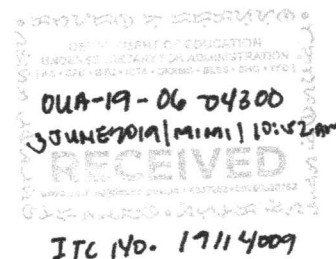
  
**ANTONIO V. MOLANO, JR., CESO III**

Assistant Secretary for Operations in Visayas, the NCR & Region IV-B  
Chairperson, DPWH-TWG on Implementation of BEFF Projects

Encl: As stated

Cc : Secretary Mark A. Villar  
Senior Undersecretary Rafael C. Yabut  
Undersecretary Dimas S. Soguilon  
Undersecretary Roberto R. Bernardo  
Assistant Secretary Eugenio R. Pipo, Jr.  
Assistant Secretary Maximo L. Carvajal  
This Department

3.4 NMR/AVM



SB  
AV-00-2019-02627

**ATTACHMENT NO.1**

Date of Issuance

**CERTIFICATE OF COMPLETION**

Contract ID No. : \_\_\_\_\_  
Project Name and Location : \_\_\_\_\_  
Contractor : \_\_\_\_\_  
Implementing Office : \_\_\_\_\_

This is to certify that the above stated project has been satisfactorily completed on \_\_\_\_\_ in accordance with the plans and specifications of the Contract based on the joint DPWH-DepEd inspection dated \_\_\_\_\_.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defects/deficiencies that may occur in any section of the project during the one-year Defects Liability Period starting from the date of completion as herein sated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

DPWH Project Engineer  
\_\_\_\_\_

DepEd Physical Facilities Engineer  
\_\_\_\_\_

Approved:  
\_\_\_\_\_

Concurred:  
\_\_\_\_\_

DPWH-District Engineer

DepEd-School Division Superintendent

**ATTACHMENT NO. 2**

Date of Issuance

**CERTIFICATE OF ACCEPTANCE**

Contract ID No. : \_\_\_\_\_  
Project Name and Location : \_\_\_\_\_  
Contractor : \_\_\_\_\_  
Implementing Office : \_\_\_\_\_

Based on the Final Inspection Report of the joint DPWH-DepEd Engineers on \_\_\_\_\_, after the one-year Defects Liability Period, the project is free from defects/liabilities which are due to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract.

In view thereof, we hereby certify that the above stated project is accepted on \_\_\_\_\_.

DPWH Project Engineer

DepEd Physical Facilities Engineer

\_\_\_\_\_

\_\_\_\_\_

Approved:

Concurred:

\_\_\_\_\_

\_\_\_\_\_

DPWH-District Engineer

DepEd-School Division Superintendent