



097-13 DPWH  
7-12-04

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA

JUL 12 2004

DEPARTMENT ORDER )  
No. 84 )  
Series of 2004 *gmanay 7-12-04* )

SUBJECT: **Guidelines in the Implementation  
of the CY 2004 DepED  
Schoolbuilding Program**

For the CY 2004 DepED Schoolbuilding Projects to be eligible under the Second Social Expenditure Management Project (SEMP 2) of the World Bank, we have modified our guidelines in the implementation thereof, as follows:


1. The average and ceiling costs of classroom under the CY 2004 DepED Schoolbuilding Program (SBP) shall be based on the agreed DepED and DPWH cost of classroom based on the prescribed cost to be established by the Department of Budget and Management (DBM). The cost of classroom, based on the program of work maybe adjusted upwards especially for multi-storey schoolbuildings provided that the total/target number of schoolbuildings are met within the approved GAA budget (i.e. P1.8 Billion or 90% of the SBP component to be implemented by the DPWH).
2. Clustering of projects for bidding shall be for a complete classroom per DepED requirement, in accordance with the Joint DepED-DPWH Memorandum dated 10 July 2003. A complete classroom has the following features:
  - cemented floor
  - smooth finished walls
  - painted walls, ceiling and roofing
  - full cathedral-type ceiling (for single storey)  
or drop ceiling (for multi-storey)
  - complete set of windows (2 facing walls)
  - two entrances with doors
  - complete electrical wires
  - roofing or weather protection
  - blackboard (optional)
  - comfort room (optional)
    - tiled wall and floor
    - lavatory
    - water closet
    - lighting fixtures
    - plumbing and water source
3. Any classroom/schoolbuilding that cannot meet the definition of a complete classroom/schoolbuilding should be segregated, bid separately, or undertaken by administration. In any cluster, for new construction, not more than one project shall be segregated with costing enough to put up a building with functional classrooms.
4. Repair/replacement shall assure completeness of a classroom, to be included in the clustering of projects for bidding, of which if such repair/replacement cannot assure completeness, the same shall be segregated and implemented separately and individually either by contract or by administration.

5. In a Congressional District with two or more district engineering offices, clustering shall be done for each contract package per engineering district based on the above-mentioned mode of clustering projects to form one contract package. In some instances, clustering by island or isolated municipalities maybe allowed provided that bidding shall be conducted simultaneously.
- ✓ 6. Bidding for the contract package shall be advertised in at least two national newspapers with general circulation giving the bidders a period of thirty (30) days from advertisement or issuance of bid documents (whichever is later) to bid opening. The advertisement shall specifically mention that a one-envelope system shall be adopted in the procurement process. The Approved Budget for the Contract (ABC) shall not be reflected in the advertisement.
- ✓ 7. Procurement shall be in accordance with the national competitive bidding procedures. However, foreign contractors and/or suppliers, if any, from World Bank eligible countries shall be allowed to participate, if interested, without first being required to associate or enter into a joint venture with local firms.
- ✓ 8. Bid security shall be in the form of a certified check, bank draft, letter of credit, or a guarantee from reputable bank.
9. Explicit bid evaluation criteria shall be set forth in the bid documents.
- ✓ 10. Bid opening shall be unrestricted to those who wish to attend. A representative from the DepED Division Office to sit as observer during bid opening shall be invited. The deadline for submission of bids should be the same as that for bid opening or immediately thereafter.
- ✓ 11. Lone responsive bids shall not be rejected without prior concurrence of the DPWH Secretary and the World Bank. Rebidding will not be mandatorily required when fewer than three responsive bids are received. The lowest responsive bid exceeding the budget shall not be rejected without prior concurrence with the World Bank. Price negotiation shall not be allowed. However, in case of budget limitation, adjustment in quantities of schoolbuilding or minor scope of works may be agreed upon, subject to the concurrence of the World Bank.
- ✓ 12. If any bidder is denied access to the bidding process for reasons unrelated to its financial and technical qualifications to perform the contract, the World Bank shall be consulted prior to such denial.
- ✓ 13. Bid submission deadlines, time and location specified in the bidding documents shall be strictly adhered to, and bids submitted after the specified date and time and location, shall be rejected and returned unopened to the bidder.
- ✓ 14. Works by administration shall not be eligible for World Bank financing.

- ✓15. For contracts above P15.0 Million, documents comprising the bidding process shall be submitted to the Chairman, DPWH Task Force on Schoolbuilding, for review and/or evaluation, and eventual submission to the bank for concurrence.
- ✓16. Domestic or regional preferences shall not be applied in the evaluation of bids, and other preferences in effect in the Philippines shall not be used, except with the prior concurrence of the World Bank.
- ✓17. Bracketing or setting upper and lower limits on acceptable works shall not apply, unless specifically agreed with the World Bank in advance prior to the bidding.
- ✓18. The projects in each contract package shall, as much as possible, be implemented simultaneously instead of sequential.
- 19. For reference, enclosed is a copy of the Joint DepED-DPWH Memorandum dated 10 July 2003 regarding the "Guidelines for Coordination and Monitoring of DPWH-Constructed Schoolbuildings", and sample bidding documents to be used for the schoolbuilding program procurements.

Schoolbuilding projects under the CY 2003 DepED Schoolbuilding Program which were not yet advertised and/or bid-out for implementation shall adopt these guidelines.

For strict and immediate compliance.



**FLORANTE SORIQUEZ**  
Acting Secretary



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepED Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*


Telefax: 631-96-40  
Direct Line: 633-93-42  
Trunk Line: 632-13-61 local 2221/2007  
E-Mail Address: [info@deped.gov.ph](mailto:info@deped.gov.ph)  
Website: <http://www.deped.gov.ph>

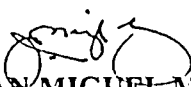
July 10, 2003

**Joint DepED-DPWH Memorandum**

**GUIDELINES FOR COORDINATION AND MONITORING**  
**OF DPWH-CONSTRUCTED SCHOOL BUILDINGS**

1. The Department of Public Works and Highways (DPWH) administers the construction of school buildings particularly 90% of the school buildings under the School Building Program (SBP), pursuant to R.A. 7880, the Fair and Equitable Access to Education Act. Also, the General Appropriations Act (GAA) requires the Department of Education (DepED) to submit annually the number and cost of school buildings constructed by the DPWH by School Division and funding source.
2. Average cost of classroom for a particular SBP Calendar Year shall be based on the agreed DepEd and DPWH average cost of classroom.\* Costs (*program of work*) may be adjusted upwards especially for multi-storey school buildings provided that the total/target number of school buildings are met within the approved GAA budget (P1.80 Billion or 90% of the SBP component).
3. The Department of Education (DepED) and the DPWH entered into a Memorandum of Agreement (MOA) which provides for, among others, the establishment of a monitoring and assessment system and the funding assistance thereof. For this purpose, a Joint DPWH-DepED Technical Working Group was organized to prepare the *Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings*.
4. The DepED and DPWH hereby jointly issue the enclosed *Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings* to cover all DPWH-constructed school buildings.
5. The cooperation and assistance of all DepED and DPWH officials and staff are enjoined.
6. This Memorandum takes effect immediately and wide dissemination is desired.

  
**SALVADOR A. PLEYTO**  
Undersecretary & Chairman  
DPWH Task Force on School Building

  
**JUAN MIGUEL M. LUZ**  
Undersecretary for Finance & Administration  
Department of Education (DepED)

\* For SBP 2003, the DepED and DPWH have set an average cost of P 400,000.00 per classroom based on the required specifications. This is an average cost for budget purposes only. The DPWH shall not use this as a cost constraint to deliver unfinished classrooms.

**DepEd-DPWH GUIDELINES FOR COORDINATION AND MONITORING  
OF DPWH-CONSTRUCTED SCHOOL BUILDINGS**

## **1.0 Scope**

The *Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings* hereinafter referred to as the *Guidelines*, cover the monitoring of school buildings/classrooms constructed by DPWH as funded under the annual General Appropriations Act (GAA).

## **2.0 Objectives**

The *Guidelines* aim to enhance the efficiency and effectiveness of the delivery of school facilities provided under the School Building Program (SBP).

### **A. For On-going SBP Construction**

- (1) Provide Principals with adequate information needed for acceptance of the school building;
- (2) Provide timely information on deficiencies which will affect acceptance;
- (3) Benchmark good practices in the procurement process; and
- (4) Provide factual and timely reports to DepED and DPWH management on the status, performance and problems on the SBP.

### **B. For Completed SBP Construction**

- (1) Provide information on the conditions and utilization of the school buildings constructed under the SBP; and
- (2) Tender necessary action on feedback from the schools on the conditions of the school buildings constructed under the SBP.

## **3.0 Definition of Terms**

For purposes of the *Guidelines*, the following definitions shall apply:

- a) **DPWH-Constructed School Buildings** – refers to the school buildings/classrooms constructed by DPWH under the School Building Program of the General Appropriations Act.
- b) **Program of Works** – refers to scope/description of works based on the construction requirements of the project whether new construction or repair and rehabilitation of school buildings.
- c) **Construction Schedule** – the schedule of construction activities from mobilization to demobilization stage.
- d) **Pre-Construction Stage** – activities from identification of project sites to the issuance of the “*Notice to Proceed*”.
- e) **Construction Stage** – activities during actual construction from mobilization and layout to the completion of the project.
- f) **Post-Construction Stage** – activities after the issuance of Certificate of Completion to the issuance of the Certificate of Acceptance, including warranty period.

- g) **Post Occupancy Evaluation** – activity for purpose of obtaining the impact of the project that will provide information about the experiences and satisfaction levels of the stakeholders.
- h) **DepED Inspectorate** - Monitors/Inspectors authorized by the DepED Central, Regional and Division Offices.
- i) **Physical Facilities Coordinator (PFC)** – the DepED staff in the Regional and Division Offices responsible for physical facilities-related work including the overall supervision of the monitoring and assessment of DPWH-constructed school buildings in their respective areas of responsibility.
- j) **School Building Program Technical Committee (SBPTC)** – a local committee at the School Division level composed of representatives from DPWH, DepED and civic groups mainly to resolve conflicts during the implementation of the program.

#### **4.0 Coordination and Monitoring Procedures**

The coordination and monitoring process starts even prior to construction up to the occupancy stage. The focus shall be at the construction sites by school authorities representing the “owners”. The school division, DPWH District offices and DepED Regional and Central Office serve as oversight and management units.

*Figure 1: Flow Chart for Monitoring of DPWH-Constructed School Buildings* summarizes the flow of activities which consists of:

##### **A. Identification Stage**

1. DepED shall identify school sites that require school buildings in consultation with LGUs, LSBs and Congressmen.

##### **B. Pre-Construction Stage**

1. The DepED Division Office through the Superintendent and the DPWH District Office through the District Engineer shall jointly create a School Building Program Technical Committee (SBPTC) composed of the following:
  - a. Authorized representative from the DPWH District Office;
  - b. PFC from DepED Division Office; and
  - c. Authorized representative from a local civic group with technical knowledge on construction of school buildings, but not a contractor for school buildings.

The SBPTC shall deliberate and assist in resolving conflicts and problems that may arise during the implementation of the program. Problems which cannot be resolved at the Committee level shall be elevated to the Superintendent and District Engineer.

2. The DPWH District Office shall provide the DepED Division Office and the Heads of the recipient schools copies of the plans.

specifications, program of works and schedules of the construction project under their areas of jurisdiction for review and comments prior to construction. All comments should be sent to the DPWH District Office within seven days from receipt of the documents. The plans and program of works shall be for complete school buildings only, defined as classrooms with:

- a. cemented floor
  - b. smooth finished walls
  - c. painted walls, ceiling and roofing
  - d. full cathedral-type ceiling (for single storey construction) or drop ceiling (for multi-storey buildings)
  - e. complete set of windows (2 facing walls)
  - f. two entrances with doors
  - g. complete electrical wires and fixtures
  - h. roofing or weather protection
3. The DPWH District Office shall invite a representative from the DepED Division Office to sit as observer during bid opening. A written notice addressed to the DepED Division Superintendent shall be given at least seven (7) days before the bid opening date.
  4. The DepED Division office shall conduct an orientation program on SBP monitoring for Principals and disseminate pertinent materials and guides.

### **C. Construction Stage (For On-going SBP)**

1. The Principal/School Head shall observe the following critical stages of construction:
  - Layout and excavation
  - Fabrication of steel reinforcement
  - Concrete pouring (footing, columns, beams/girders and flooring)
  - Fabrication and installation of truss/rafter system
  - Final Inspection / Punch listing

Within 24 hours after the activity, the Principal/School Head shall submit a report on any observations/recommendations that require action from the DPWH management to the DepED Division Office and the DPWH District Engineer's Office.

2. The DPWH Project Engineer shall furnish the Principal with a copy of each of the following reports:
  - Results of the material testing
  - Monthly project status report
3. The Principals/School Heads shall invite a community and professional organization representative (e.g. civil engineering and architectural schools and professional practitioners who are not contractors).

preferably a member of its PTCA, to provide quality assurance during inspection and critical stages of construction.

#### **D. Post-construction Stage**

1. A joint inspection by the DPWH representative, the DepED Division PFC, the school head, a professional community representative and the contractor shall be conducted to ensure all the items listed in the punch list have been rectified. The Principal shall sign *Form 1: Certificate of Acceptance* based on the Certificate of Completion and the result of the Joint Project Inspection. The president or representative of the PTCA shall sign as observer.
2. The Principal/School Head shall submit the completion report to the Division Office using *Form 2: Completion Report on DPWH-Constructed School Buildings* within 7 days after issuing the *Certificate of Acceptance*.
3. The Division Office shall consolidate all reports received from the schools and submit the Quarterly Division Report to the Regional Office using *Form 3: Division Monitoring Report on DPWH-Constructed School Buildings* on or before the end of each quarter (March 31; June 30; September 30 and December 30).
4. The Regional Office shall consolidate all reports received from the Division Offices and submit the Quarterly Regional Report to the Physical Facilities and Schools Engineering Division (PFSED)\* in the DepED Central Office using *Form 4: Regional Monitoring Report on DPWH-Constructed School Buildings* on or before the 10<sup>th</sup> day after the end of each quarter (April 10; July 10; October 10 and January 10).
5. The PFSED of the Central Office shall conduct random site inspection and validation of reports prepared by the Regional and Division offices and shall submit the Quarterly National Report to the Office of the Secretary, DepED and the DPWH SBP Review Committee using *Form 5: National Monitoring Report on DPWH-Constructed School Buildings* on or before the end of the succeeding month of the quarter under review (April 30; July 30; October 30; and January 30). In the DepED, the National Monitoring Report shall become an integral part of the Department's Materials Resource Information System (MRIS) under the Office of Planning Service.
6. The DepED and DPWH Central offices shall create a DepED-DPWH SBP Review Committee to discuss SBP status and actions taken on the Monitoring and Assessment Reports. The Committee shall submit additional observations and comments on the program.

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\* In June 2003, the Physical Facilities Division and TFEAM will be merged into a new Physical Facilities and Schools Engineering Division (PFSED). Until such time, TFEAM shall be tasked with the specific PFSED responsibilities.



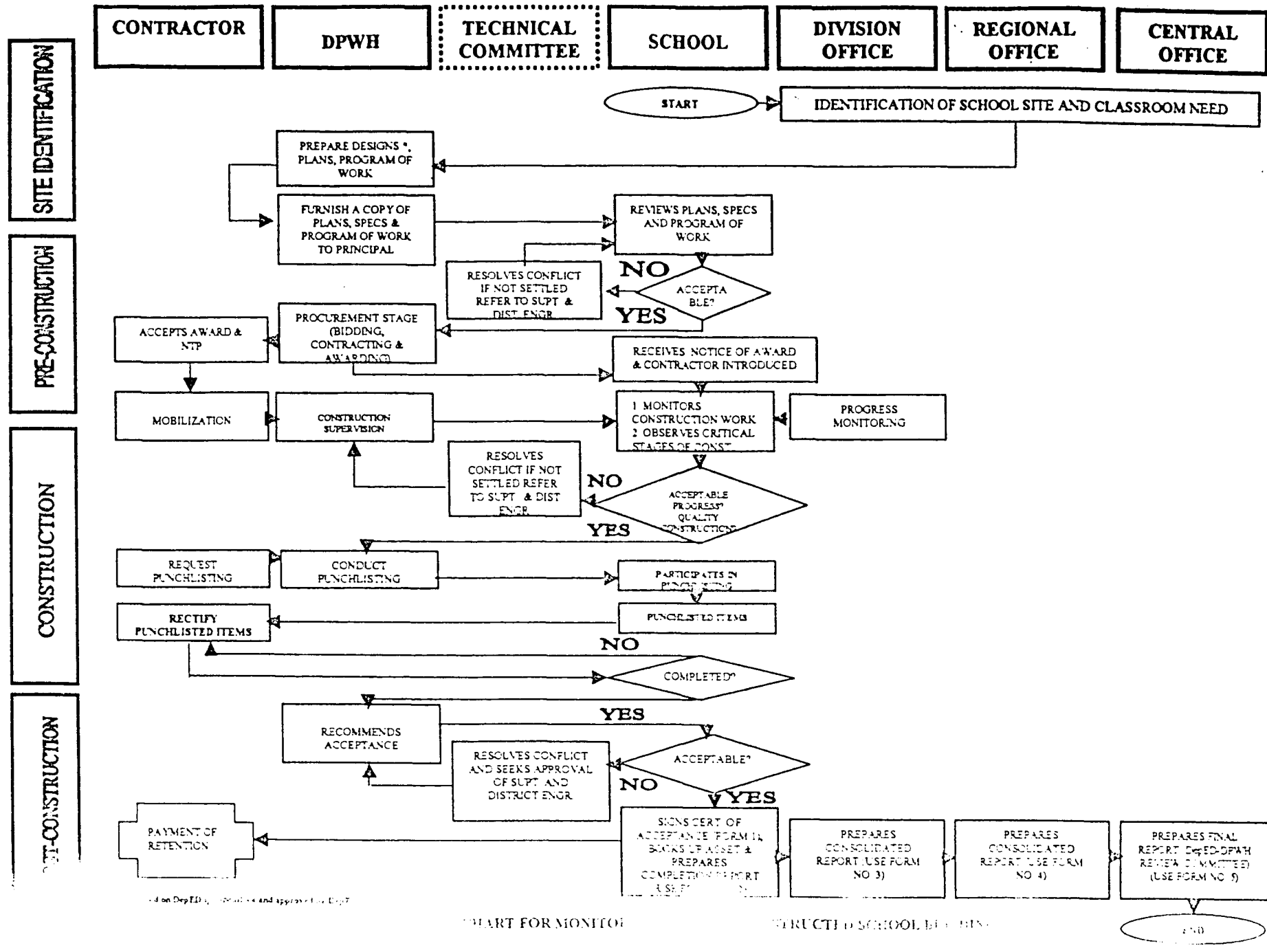
#### E. Post Occupancy Evaluation

For purposes of determining the impact of the project, *Form No. 6: Post Occupancy Evaluation Questionnaire* is provided. It will be filled out by the teachers and students randomly picked by the school principal. This survey tool will provide information about the experiences and satisfaction levels of the stakeholders one year after the acceptance and usage of the classroom.

The questionnaire shall be randomly filled out by at least 20 students and 4 teachers and shall be submitted to the PFSED Office, Department of Education, DepED Complex, Pasig City.

#### F. Protection Clause

1. Every school building construction contract awarded shall have a one-year contractor's warranty.
2. The Office of the Secretary (OSEC), DepED reserves the right to conduct a program audit of any and all school sites covered by a particular SBP Calendar Year.
3. If DepED, through the OSEC, as the *owner*, discovers that an unfinished school building has been accepted, it reserves the right to:
  - (a) Administratively sanction all DepED personnel who signed the *Acceptance and Certificate of Completion* of the said structure including school heads, physical facilities coordinators, division and regional offices, PFSED personnel and others;
  - (b) Call for administrative charges to be filed against DPWH personnel signatory to the contract and program of work, including the district engineer; and
  - (c) File for violation of contract against the contractor of the specific school building.



and on Dep Ed by DPWH and approved by Dep Ed

START FOR MONITOR

STRUCTURED SCHOOL BEGINS

END

( Form No. 1 )

## CERTIFICATE OF ACCEPTANCE/NON-ACCEPTANCE

School: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_

- ☐ On behalf of the Department of Education, I, as school head, ACCEPT the turnover of the above-described project as being fully completed in strict compliance with the plans, specification, scope of works and other related contract documents relative thereto. I certify that based on my monitoring, each classroom is complete with:
- ☐ Cemented floor
  - ☐ Smooth finished walls
  - ☐ Painted walls, ceiling and roofing
  - ☐ Full cathedral-type ceiling (for single storey construction) or drop ceiling (for multi-storey buildings)
  - ☐ Complete set of windows (2 facing walls)
  - ☐ Two entrances with doors
  - ☐ Complete electrical wires and fixtures
  - ☐ Roofing or weather protection
- ☐ On behalf of the Department of Education, I, as school head, DO NOT ACCEPT the turnover of the above-described project on the grounds that:
- ☐ I was not furnished a true and complete copy of the plans, specifications, scope of works and other related documents relative thereto, before the commencement of the work thereon;
  - ☐ The above-described project does not constitute a complete classroom/school building as defined.

\_\_\_\_\_  
Principal/School Head

Date: \_\_\_\_\_

Noted by:

Observed by:

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

\_\_\_\_\_  
President or Representative, PTCA

Note: Certificate of Acceptance/Non-Acceptance should be submitted to the Division Office within seven (7) days from Final Inspection.

Copy furnished:  
Schools Division Superintendent  
City/Municipal Mayor  
Punong Barangay  
District Engineer/DPWH  
President PTCA

## Principal's Completion Report on DPWH-Constructed School Buildings

Period Covered: From \_\_\_\_\_ to \_\_\_\_\_

**Name of School:**  
**Location:**  
**Division:**  
**School District:**  
**Legislative District:**  
**Name of School Head:**  
**Name of Project:**  
**Name of Contractor:**  
**Type of Project:**  
**Cost of Project:**  
**Date Started:**  
**Completion Date:**  
**Acceptance Date:**

Name		
Address		
City		
State		
Zip		
Phone		
E-mail		
Occupation		
Education		
Marital Status		
Children		
Pets		
Hobbies		
Other		

(Rate the quality of construction work and procedure followed by checking the appropriate box)

A. PROCESS		Yes	No	Comments and Suggestions
Principal consulted on the Plans & Program of Works				
Program of Works given prior to construction				
Construction Schedule given prior to construction				
Construction completed on Schedule				
Conducted joint Final Inspection				
Defective works rectified within 15 days				
Construction completed according to Specifications				
B. COMPLETED STRUCTURE (see attached drawing and definition of terms)	Specifications based on Program of Works (to be filled out by School Head or School PFC *)	According to Plans & Spec.		Comments and Suggestions
		Yes	No	
Concreting	Wall and Column Footings			
	Tie Beams / Beams			
	Floor Slab			
	Columns			
Rebars	Wall and Column Footings			
	Tie Beams / Beams			
	Floor Slab			
	Columns			
Roofing & Access.	Trusses / Rafters			
	Purlins			
	Corrugated G.I. Sheet			
	Telescraew			
Doors and Windows	Panel Doors			
	Flush Doors			
	Steel Doors			
	Steel Casement Windows			
	Jalousie Windows			
Plumbing Works	Pipes			
	Fixings			
	Fixtures			
Painting Works	Roofings			
	Interior & Exterior Walls			
	Ceiling			
	Doors and Windows			
Electrical Works	Rough-ins			
	Wires			
	Fixtures			
	Bulbs / Fluorescents			

No. of Classrooms completed on schedule:

Prior to Construction: \_\_\_\_\_

During Construction: \_\_\_\_\_

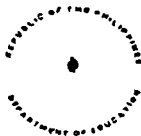
Reviewed by:

## Division Physical Facilities Coordinator

• • • • • Head Demonstration of School Head with knowledge on construction monitoring







REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Physical Facilities & Schools Engineering Division  
DepED Complex, Pasig City

( Form No. 6 )

**POST- OCCUPANCY EVALUATION**  
**Questionnaire for School Teachers and Students\***

Name of Project: \_\_\_\_\_  
Division/District: \_\_\_\_\_

Respondent: \_\_\_\_\_  
Designation: \_\_\_\_\_

How would you rate your degree of satisfaction on the quality of the School Building units and toilets according to the following factors?

**SCHOOL BUILDING**

**PHYSICAL ATTRIBUTES**

- Amount of space for both teachers and students
- Lighting quality in classrooms
- Natural lighting through windows
- Control of internal and external noise level
- Temperature
- Adaptability of classrooms to changing uses
- Ventilation and air flow
- Color
- Visual appearance
- Accessibility for people with disabilities
- Hallways as passageways
- Completion of school building

Exc.	Good	Fair	Poor

For POOR answer(s), please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions/Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* To be answered by at least 20 students and 4 teachers who regularly use the newly-constructed classroom.*

## TOILET

### PHYSICAL ATTRIBUTES

- Water supply
- Ventilation and air flow
- Adequacy of space
- Visual appearance
- Adaptability for people with disabilities
- Lighting
- Utilities and accessories
- Functionality (easy to clean, lay-out)
- Drainage
- Location

Exc.	Good	Fair	Poor

For POOR answer(s), please explain why: \_\_\_\_\_

\_\_\_\_\_

Suggestions/Recommendations: \_\_\_\_\_

\_\_\_\_\_

**Important:** This form should be submitted to the Physical Facilities and Schools Engineering Division (PFSED), Department of Education, DepED Complex, Pasig City, one (1) year after usage of classroom.