

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

December 2, 1985

MECS O R D E R  
No. 70, s. 1985

GUIDELINES FOR THE IMPLEMENTATION OF THE SCHOOL BUILDING PROGRAM

To: Assistant Secretaries  
Bureau Directors  
Regional Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. The regular School Building Program for CY 1985 and 1986 has been included under IBRD Loan 2030-PH for partial financing of 80% of expenditure incurred during the period January 1, 1985 to December 31, 1986.
2. In this regard, a Memorandum of Agreement (copy inclosed) between MECS and MPWH has been signed which specifies the particular roles of MECS at the national, regional and division levels in relation to its MPWH counterparts in the execution of the program to ensure smooth project implementation and accelerate drawdowns from Loan 2030-PH.
3. The following guidelines for the implementation of the School Building Program should be followed to minimize, if not eliminate, unnecessary changes of programmed projects and warrant the timely completion of school building targets:
  - a. Monitoring of the implementation of the School Building Program shall include physical and financial targets and accomplishments, construction schedules, transfer of sites of programmed school building projects and acceptance of completed works in consultation with the MPWH Offices as per MECS Order No. 10, s. 1983 and the Memorandum of Agreement dated October 14, 1985 by and between the MECS and MPWH. Task forces at the national, regional and provincial/city levels shall be created to coordinate the implementation of the School Building Program as provided for in the said Memorandum of Agreement.
  - b. Requests for transfer of sites of programmed school building projects shall carry the recommendations of the School Building Committee and the Regional Director of MECS for the approval of the MECS Minister before any corresponding realignment of funds is authorized by MPWH.
  - c. Acceptance of each completed school building project shall be based on the work accomplished in conformity with the approved plans, specifications and program of work furnished by the MPWH.

(SGD.) JAIME C. LAYA  
Minister

Incl.:  
As stated

Reference:  
MECS Order: (No. 10, s. 1983)

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

BUILDINGS  
BUREAUS & OFFICES  
OFFICIALS  
RULES and REGULATIONS

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT, made and entered into by and between:

The MINISTRY OF EDUCATION, CULTURE AND SPORTS, with principal office address at Palacio del Gobernador, Intramuros, Manila, and represented herein by its Minister, the Honorable JALIB C. LAYA and hereinafter referred to as MECS;

- and -

The MINISTRY OF PUBLIC WORKS AND HIGHWAYS, a government agency organized and existing by virtue of Executive Order 710 dated July 27, 1981 with principal office address at Bonifacio Drive, Port Area, Manila, and represented herein by its Minister, the Honorable JESUS S. MICALITO and hereinafter referred to as MPWH;

W I T N E S S E T H :

WHEREAS, the Philippine Government through the Ministry of Education, Culture and Sports has entered into Loan Agreement 2030-PH dated August 25, 1981 with the International Bank for Reconstruction and Development hereinafter referred to as IBRD, to finance in part the Sector Program for Elementary Education which is aimed at reducing disparities in opportunity and raising the over-all quality and efficiency of elementary education;

WHEREAS, the restructured financial program of Loan Agreement 2030-PH dated February 28, 1985 includes a \$21 million allocation under the Civil Works category for School Buildings and in order to ensure smooth implementation and acceleration of loan drawdowns for this particular component, there is a need for concerted effort of the agencies directly involved in its formulation and implementation, principally the MECS and the MPWH;

WHEREAS, a joint Memorandum of Agreement signed on March 25, 1980 by and among the Ministry of Education, Culture and Sports (MECS), Ministry of Public Works and Highways (MPWH), Ministry of Local Government (ILG), and Office of Budget and Management (OBM) covers the formulation, implementation, monitoring, and evaluation of the School Building Program hereinafter referred to as SBP and the role and responsibilities of each agency with respect to the Program;

WHEREAS, in view of the inclusion in the investment expenditure of Loan 2030-PH of the regular SBP for 1985 and 1986, there is a need to conform with the established procedures and agreements that will enable the availment of the allocated loan funds for the school building component of the project.

NOW, THEREFORE, for and in consideration of the aforementioned premises, the MECS and the MPWH hereby enter into the following working agreement.

1. General

- 1.1 In general, the MECS as the end-user agency of school buildings and the principal agency involved in the execution of Loan Agreement 2030-PH shall be responsible for the final determination of schools included in the annual SBP. The final list of SBP projects which is to be based substantially

on the recommendation by the School Building Committees shall carry the approval of the MECs Minister before the loan is included by the MPWH in the National Infrastructure Program to be forwarded to the National Economic Development Authority (NEDA) Committee on Infrastructure prior to transmittal to the President for approval. The MECs shall also be responsible for effecting the withdrawal of funds for school buildings from the loan. The MPWH shall be the principal agency to serve as the engineering and construction arm of the school building projects. The MPWH shall also be responsible for providing all appropriate documentations of expenditures incurred under the 1985 and 1986 SBPs.

- 1.2 To effectively carry out these functions, a task force composed of staff from both the MECs and MPWH at the national, regional and provincial and city levels shall be created to expedite loan drawdowns and effect smooth project implementation.

## 2. Specific

- 2.1 The task force shall be charged with coordinating the implementation activities of the SBP which include the monitoring of the physical accomplishments in terms of the quantity and quality of work done, transfer of sites and budget realignments, and the turnover and acceptance of the completed works.

- 2.2 The task forces shall be comprised as follows:

- 2.2.1 National level: Headed by the Project Director of the MPWH Project Management Office (P/O) for Special Buildings and assisted by three (3) technical staff each from MPWH and MECs.

- 2.2.2. Regional Level: Headed by the Regional Director of MPWH and assisted by the MECs Regional Director, MPWH Chief of Construction Division and MECs Civil Works Coordinator.

- 2.2.3 Provincial/City Level: Headed by the MPWH District/City Engineer and assisted by the MECs Division Superintendent, MECs Division Vocational Supervisor I (IA) and MPWH District Supervising Civil Engineer.

## 2.3 Responsibilities of the MECs

- 2.3.1 Monitor and evaluate physical accomplishment of the SBP, provide financing for 80% of expenditures incurred by the SBP between the period January 1, 1985 to December 31, 1986 through the World Bank reimbursement procedures, approve requests for transfer of programmed school building sites and issue certificates of acceptance of completed school building projects.

- a. At the provincial/city level, the Division Superintendent of Schools shall closely monitor the implementation of the SBP per MECs Order No. 10, s. 1983 in terms of physical and financial accomplishments, transfer of sites and acceptance of completed works in consultation with MPWH District Office and ILC Provincial Development Office. The Division Superintendent of Schools shall ensure that acceptance of completed works shall be based

on the work accomplished in conformity with the approved plans, specifications and program of work.

- b. At the regional level, the MECS Regional Director shall recommend to the Minister of Education, Culture and Sports approval of requests for relocation/transfer of sites of school building projects as recommended by the School Building Committees before the corresponding realignment of funds is authorized by the MPWH.
- c. At the national level, the MECS through FDEMO shall be responsible for the preparation of withdrawal applications for transmittal to INRD in the amount equivalent to 80% of total expenditures as per documentation submitted by the MPWH.

#### 2.4 Responsibilities of the MPWH

2.4.1 Make available all documentation of expenditures under the SBP for purposes of reimbursement and review by visiting INRD missions, furnish MECS through the principals/head teachers with a copy of approved program of work before the start of any school building project, and issues certificates of turnover of completed projects.

- a. At the district level, the MPWH District/City Engineer shall be responsible for the prompt transmittal of documents mentioned below direct to the P/O for Special Buildings of MPWH with a copy furnished to the MPWH Regional Office.
  - i) copy of Contract Documents and Contract Award
  - ii) copy of Approved Voucher
  - iii) copy of Treasury Warrant/Check Issued
  - iv) copy of Official Receipt (O.R.) Issued
  - v) copy of Certificate of Project Completion and Acceptance (for final payments only and duly certified by designated MECS official).
  - vi) copy of the approved request for transfer of sites indicating the original and the new school building sites.
  - vii) Statement of Expenditures (MPWH Form #2) in triplicate certified by the MPWH District Accountant and approved by the District Engineer that the expenditures were properly incurred within the terms and conditions of Loan Agreement 2030-PH

Also included for documentation are SBP projects undertaken by the local government units but excluded are those directly implemented by the Regional Unified Command (RUC) under the Civic Action Program.

Inasmuch as there are ongoing school building construction in the 1985 Program which are directly implemented by the RUCs, the District Engineer shall nevertheless report the implement-

tation status and accomplish the Statement of Expenditures (SOE) Form in a separate SOE form.

The MPWH District/City Engineer shall provide the Principals/Head Teachers and the MECS Division Superintendent of Schools with copies of the approved plans, specifications and program of work prior to the start of any school building project.

The MPWH District/City Engineer shall issue upon completion of any school building project a certification of Project Completion and Turnover to MECS Division Superintendent.

- b. At the regional level, the MPWH Regional Director shall be responsible for the alignment of regional school building funds within the authorized ceiling and based on the requests for relocation/transfer of sites as approved by the MECS Regional Director. The MPWH Regional Director shall provide relevant reports to the MPWH-P&O for Special Buildings on matters pertaining to transfer of sites, budget realignments and list of school building projects being undertaken by the local government units in their respective areas.
- c. At the national level, the MPWH through the P&O for Special Buildings shall be responsible for the consolidation of all pertinent documents to support claims for reimbursement. The MPWH shall ensure that complete and accurate records of pertinent documents relative to the Statement of Expenditures transmitted to the MECS for withdrawal application are kept and maintained at its Central Office, and shall provide access to the MECS and the IBRD of all financial statements, records and supporting documents for auditing purposes.

2.4.2 To ensure that all the necessary documentations are promptly transmitted, the MPWH shall cause the implementation of the release of sub-CDCs on a quarterly basis to implementing units concerned. Subsequent releases shall depend on the balance of funds utilized by the implementing units as reflected in the statement of expenditures and supporting documents submitted for reimbursement purposes.

## 2.5 Coordinated Linkages

- 2.5.1 For purposes of this Memorandum of Agreement, coordination between the MECS and the MPWH shall be established through the task force at the national, regional and provincial/district/city levels while maintaining the existing intraminsty coordination at various levels.
- 2.5.2 Coordination shall be established between the MPWH District Office and MPWH P&O for Special Buildings specifically in the documentation of SBP expenditures. For the approval of transfer of sites and budget realignment, coordination shall be established principally between the MECS and MPWH Regional Offices and the School Building Committee wherein the MECS

Superintendent and the MPWH District Engineer are members. The Regional Offices of the DECS and the MPWH shall establish coordination between their central offices in terms of reporting the physical and financial concerns of the SBP.

3. Effectivity

This Agreement shall take effect immediately upon signing hereof and shall continue to be in full force and effect until otherwise mutually revoked or repealed. All existing agreements inconsistent herewith entered into by and among the DECS and the MPWH including their bureaus and offices, are hereby repealed, amended or modified accordingly.

IN WITNESS WHEREOF, the parties have set their hands in the Municipality of Makati, Metro Manila this October 14, 1985.

MINISTRY OF EDUCATION, CULTURE  
AND SPORTS

By:

(SGD.) JAIME C. LAYA  
Minister

MINISTRY OF PUBLIC WORKS AND  
HIGHWAYS

By:

(SGD.) JESUS S. HIPOLITO  
Minister

SIGNED IN THE PRESENCE OF:

By:

(SGD.) FERNANDO A. BERNARDO  
Deputy Minister

By:

(SGD.) TEODORO T. ENCARNACION  
Deputy Minister

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }  
MAKATI, METRO MANILA. } S.S.

At the place above-mentioned this October 14, 1985 personally appeared JAMES C. LAYA with Residence Certificate No. 8-21 issued at Quezon City on April 10, 1985 and JESUS S. HIPOLITO with Residence Certificate No. 133851 issued at Bulacan on February 21, 1985 known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free act and deed.

WITNESS MY HAND AND SEAL at the place on the date above-written.

(SGD.) FILO ENO A. ARTILES III  
Notary Public for Makati until  
until Dec. 31, 1985  
PTR No. 1904197 Makati, P.I.  
Jan. 9, 1985

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