

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

March 20, 1990

DECS O P D E R
No. 22, s. 1990

IMPLEMENTATION OF THE SCHOOL BUILDING REPAIR PROGRAM
OF THE DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
School Superintendents

1. In consonance with the Memorandum of Agreement between the Department of Education, Culture and Sports and the Department of Public Works and Highways, the DECS shall manage the repair and maintenance of public elementary and newly nationalized secondary school buildings.
2. For the management and implementation of the program and to efficiently and effectively administer and utilize the CY 1990 MOE budgetary releases for the purpose, the attached implementing guidelines are hereby prescribed.
3. Strict compliance with this Order is desired.

(SGD-) ISIDRO D. CARINO
Secretary

Incls:
As stated

Reference:
None

Allotment: 1-2--(D.O. 1-87)

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

BUILDINGS
EXPENSES
PROJECTS

REPORT
SCHOOLS
SUPERINTENDENTS

(Inclosure No. 1 to DECS Order No. 22, s. 1990)

IMPLEMENTING GUIDELINES FOR THE REPAIR AND MAINTENANCE OF PUBLIC ELEMENTARY AND NEWLY NATIONALIZED SECONDARY SCHOOL BUILDINGS

1. Scope

- a. These guidelines cover the implementation of the School Building Repair Program utilizing the MOE of the Department of Education, Culture and Sports (DECS) for CY 1990.
- b. The repair of classrooms, science laboratories and workshops shall be accorded highest priority under this program. The rooms to be repaired shall be those presently used by the public elementary schools and the newly nationalized secondary schools.
- c. For the purposes of these guidelines, repair and maintenance shall be defined as work involving the replacement of defective parts of rooms in school buildings to restore such rooms to their original condition.

2. Division Lists

- a. Division lists indicating recipient schools by districts, the number and type of rooms to be repaired and the amount required shall be prepared by the Schools Division Superintendent and received by the DECS Secretary for approval not later than March 30, 1990, copy furnished the Regional Director.
- b. The recipient schools listed shall be ranked according to urgency of need.

3. Mode of Implementation

A repair project may be implemented through a Pakyaw contract for labor and materials with any of the following: (a) the concerned Parent-Teachers Association, (b) the students and teachers of the school concerned, or (c) capable non-governmental organizations in the locality, in accordance with existing rules and regulations on contracting and procurement.

4. Responsibilities for Implementation

a. DECS Central Office

A Central Office Task Force organized as an ad hoc group, (Inclosure No. 2) shall manage and supervise the School Building Repair Program (SBRP). Specifically, this Task Force shall perform the following functions:

- (1) Review the programs of work and priority lists submitted by the Schools Division Superintendents.
- (2) Prepare the final priority list with the corresponding budgetary allocation.
- (3) Monitor the repair projects at various stages of implementation in coordination with the regions and divisions.
- (4) Submit a final report on the SBRRP to the Secretary.

b. Regional Office

To facilitate the implementation of the SBRRP, the Regional Directors shall mobilize the Regional Physical Facilities Coordinators, Construction Managers (CMs) and Resident Engineers to provide the following services:

- (1) Assist the division superintendents in the preparation of the programs of work and priority lists.
- (2) Extend technical assistance in the implementation of the repair projects.
- (3) Monitor the repair projects at various stages of implementation.

c. Division Office

- (1) The Division Superintendents shall be directly responsible for the implementation of the repair projects including the preparation of programs of work, cost estimates, funds management and construction administration.
- (2) Task forces with administrative and construction work supervision functions shall be created in the DECS division offices. The Task Forces shall be constituted from among the capable and experienced staff of the division offices and may be augmented by school personnel, particularly from the trade-technical schools, and by qualified members of civic organizations such as the Parent-

Teachers Associations, wherever possible. A technical member of a Task Force shall be assigned to one or a cluster of adjacent projects to oversee the work.

(3) Technical advice, as may be needed, may be sought from the technical staff of the Central Office Task Force or the Regional Physical Facilities Coordinators, CME and REE with regard to any aspect of the construction, particularly where policy matters are concerned.

(4) All work shall be done strictly in accordance with approved documents. Changed orders or extra work shall be allowed provided that no increase in the approved total project cost is involved and there is no reduction in the approved scope of work. Any change which will result in the impairment of the stability of the structure shall not be allowed. All changes effected shall be reported to the Regional Office and the Central Office Task Force.

5. Work Flow and Relationships

For smooth coordination of activities of the GBPP, an operational flow chart is enclosed herewith as enclosure No. 3.

6. Target Completion Date

All repair and maintenance projects under this program must be completed not later than May 30, 1990.

7. Reporting Requirements

- a. A report shall be submitted by the DECS Regional Director to the DECS Secretary upon the commencement of each project.
- b. Likewise, a report shall be submitted by the DECS Regional Director to the DECS Secretary upon the completion of the project. Certified true copies pertaining to the actual cost of the project as well as problems encountered during implementation shall be submitted along with the completion report.

ORGANIZATIONAL AND FUNCTIONAL STRUCTURE
OF THE CENTRAL OFFICE TASK FORCE

A Central Office Task Force shall be organized as an ad hoc group to administer the School Building Repair Program.

1. Composition

The Central Office Task Force shall consist of the following:

Chairman - - - - - Prof. Romeo C. Tomacruz
Vice Chairman - - - - - Architect Felice M. Quiang
Members:

*Coordinating Unit and
Secretariat - - - - - Ms. Lucy U. Eleazar
Engr. Primo Balazo
Ms. Salvacion Santiago
Ms. Flordeliz V. Ochoa
Computer Operator
Clark Typist

*Technical Teams and corresponding
regional assignments

Belen Magpantay) NCR and
Jovita Gorgonia) III
Alberto Bautugan) I and
Felipe Beronilla) CAR
Celerino B. Calinisan) II and
Alberto Dumo) IV
Manuel Hidalgo) V and
Nicanon Avante) VIII
Jaime Blanco) VI and
Arturo San Juan) IX
Luis P. Purisima) VII and
Augusto Viriña) X
Luis G. Purisima Jr.) XI and
Marcelo F. Magday) XII

2. Duties and Responsibilities

The Central Office Task Force shall perform the following functions:

a. Chairman

Manages and supervises the
School Building Repair Program

b. Vice-Chairman

- (1) Assists the Chairman in the management and supervision of the SRRP.
- (2) Serves as the head of the Coordinating Unit of the Central Office Task Force.

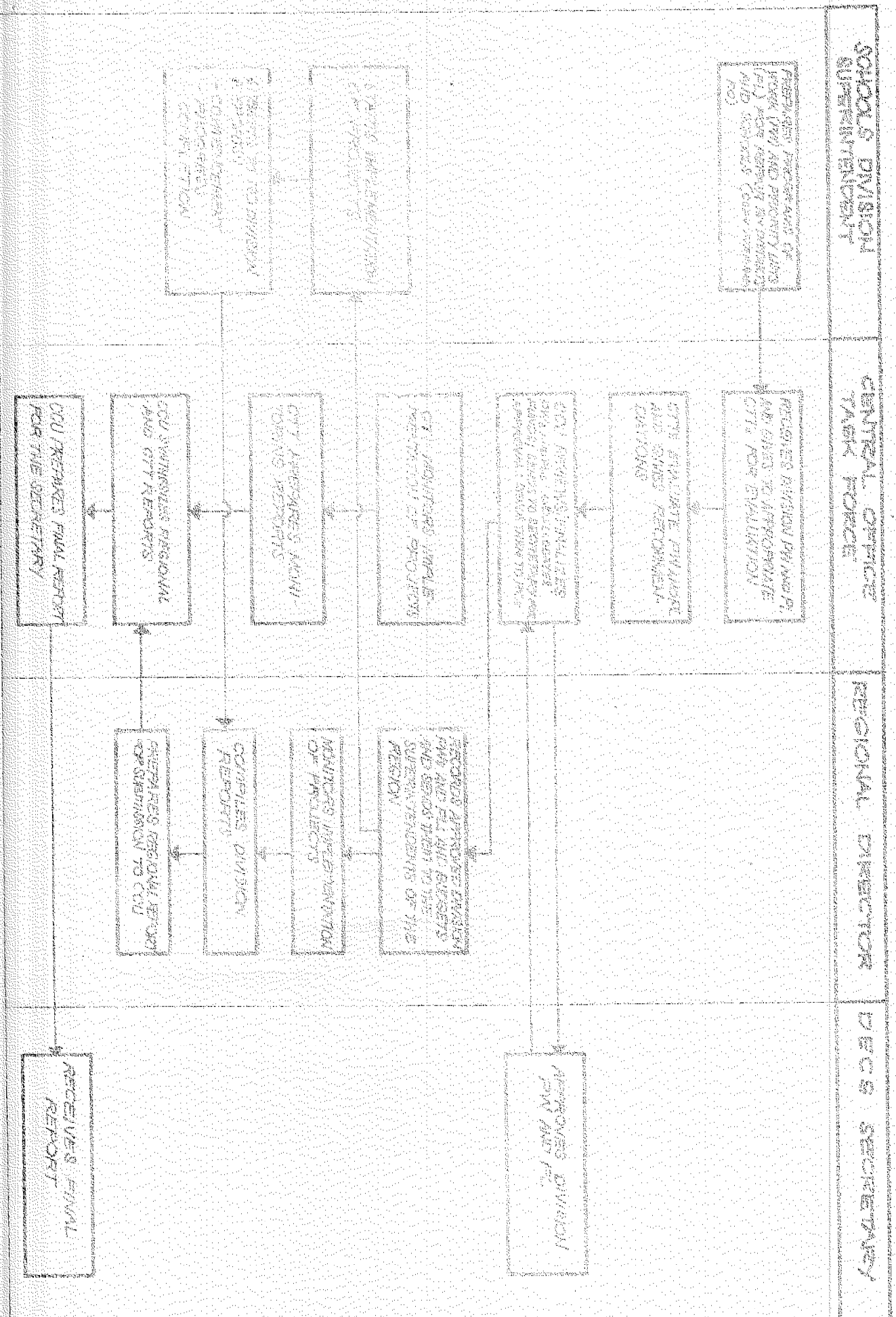
c. Coordinating Unit

- (1) Reviews the programs of work submitted by the Schools Division Superintendents and evaluated by the Central Technical Teams.
- (2) Prepares the final priority list for each division and corresponding budgetary allocation.
- (3) Consolidates regional reports on the implementation of the program at various stages (commencement, progress and completion).
- (4) Consolidates monitoring reports of the Central Technical Teams.
- (5) Prepares progress reports.

d. Central Technical Teams

- (1) Evaluates division priority lists and programs of work by school.
- (2) Monitors the implementation of the SRRP.
- (3) Establishes and maintains effective linkages with the Regional Construction Managers, Resident Engineers and Physical Facilities Coordinators re implementation and evaluation of the SRRP.
- (4) Submits monitoring reports to the Central Coordinating Unit.

SCHOOL BUILDING REPAIR PROGRAM OPERATION FLOW CHART



LEGEND:
 PW - PROGRAM OF WORK
 FL - PRIORITY LIST
 RO - REGIONAL OFFICE
 CT - CENTRAL TECHNICAL TEAM
 CCU - CENTRAL COORDINATING UNIT