



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

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

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AUG 05 2003

DepED MEMORANDUM
No. 272, s. 2003

**2003 ORIENTATION SEMINAR-WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED
SCHOOL BUILDING PROGRAM, SEMP SBP 2002**

**To: Regional Directors
Schools Division/City Superintendents
Regional/Division Physical Facilities Coordinators/Accountants
Heads, Public Elementary and Secondary Schools Principals
All Others Concerned**

1. In line with the implementation of the Principal-Led SBP for CY 2002, Social Expenditure Management Project-Project Management Office (SEMP-PMO) and Task Force Engineering Assessment and Monitoring (TFEAM) will conduct orientation seminar-workshops for the 4th Batch of School Heads under SEMP. Specifically, the seminar aims to orient the implementors on the rudiments of Principal-Led SBP implementation; equip the participants with the basic knowledge on on-site construction; and finalize documents needed for the national shopping procurement and construction supervision. The workshop will also provide the opportunity for the Principals and the Field Engineers to jointly plan out implementation activities. Program of activities is enclosed.
2. Participants are Schools Division Superintendents, School Heads, Regional/Division Physical Facilities Coordinators, Finance Officers, Auditors and Accountants, SEMP and TFEAM Staff who will be involved in the implementation of Principal-Led SBP 2002.
3. The workshop shall be a two (2) day activity (excluding travel time) for four (4) batches as follows:

Group	No. of Participants	Date (2003)	Venue
Luzon A (Regions I, II, III and CAR)	222	Sept. 2-5	Region III
Luzon B (Regions NCR, IV-A, IV-B and V)	210	Sept. 9-12	Region IV-B
Visayas	157	Sept. 16-19	Region VI
Mindanao	145	Sept. 23-26	Region X

4. The Regional Office, using the enclosed form, shall submit the "List of Participants" to the TFEAM Office via fax numbers (02) 638-4108 and (02) 637-6464 or e-mail: an_pcer@hotmail.com or pcer46@hotmail.com on the following dates:

Region	Deadline
• Luzon A (Regions I, II, III and CAR)	August 18
• Luzon B (Regions IV-A, IV-B, V and NCR)	August 25
• Visayas (Regions VI, VII and VIII)	September 1
• Mindanao (Regions IX, X, XI, XII, CARAGA and ARMM)	September 8

Accomplished registration forms shall be deemed as confirmation of attendance of the participant/s.

5. Transportation and traveling expenses of the participants shall be charged against local funds. Disbursements shall be subject to the usual government accounting rules and regulations.

6. Immediate and wide dissemination of this Memorandum is desired.


JUAN MIGUEL M. LUZ
Undersecretary

Sheila, MPPD, DM Principal-Led SBP
08-05-03

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
SCHOOLBUILDING
SEMINARS
WORKSHOPS

Program of Activities
ORIENTATION SEMINAR-WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2002
 16 - 19 September 2003, Sarabia Manor Hotel, Iloilo City
 Host: Region VI Co-Host: Division of Iloilo

VISAYAS

	DAY 0 16-Sep	DAY 1 17-Sep	DAY 2 18-Sep	DAY 3 18-Sep
Time				
AM	6:30 - 7:00 7:00 - 7:30 7:30 - 8:30 8:30 - 10:30			
	ARRIVAL & REGISTRATION			
	Registration OPENING PROGRAM Introduction of Participants Welcome Remarks/SEMP Overview Policy Guidelines and Expectations Open Forum	Secretariat Host Region and Division Engr. Oliver R. Hernandez TFEAM Head Dr. Miliagros A. Marcos SEMP Project Manager Hon. Juan Miguel M. Luz Undersecretary for Finance & Administration	BREAKFAST 7:00 - 7:30 Registration Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Secretariat Engr. Erwin T. Igarita Engr. Glenn F. Orteza
	10:30-10:45 10:45-12:00 12:00-1:00			
	Seminar Expectation and Outputs	WORKING COFFEE BREAK Engr. Oliver R. Hernandez	9:30 - 10:30 WORKSHOP PROPER Implementation Plan Preparation Region VI Region VII Region VIII	Engr. Oliver R. Hernandez
	SEMINAR PROPER			
PM	1:00 - 3:00			
	I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures	Arch. Michaelangelo J. Barutiz Arch. Numeriano A. Baler Ms. Ana Marie O. Hernandez	1:00 - 3:00 Continuation of Output Preparation Critiquing/Open Forum	Participants
	3:00 - 3:30 3:30 - 6:00			
	II. Construction Stage a. Basic Knowledge to On-Site Construction b. Construction Supervision & Monitoring c. Contractor's Claim on Progress Billing III. Post-Construction Stage a. Project Evaluation & Issuance of Acceptance b. Release of Retention & SOE's c. Post-Occupancy Open Forum	WORKING COFFEE BREAK Engr. Venerando D. Sahagun Engr. German S. Molat Engr. Antonia M. Alhambra Engr. Erwin G. Igarita Ms. Melyn L. Dionela Arch. Marlon M. Javier	3:30 - 6:00 CLOSING PROGRAM Presentation of Output Distribution of Certificates	Host Region & Division Participants
	6:00 - 7:00 7:00 - 8:00			
	DINNER			

Master of Ceremonies: Engr. Nehru Rainier P. Sarmiento
 Moderator: Ms. Ana Marie O. Hernandez
 Overall Program Coordinator: Engr. Erwin G. Igarita

Program of Activities
ORIENTATION SEMINAR WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2002
MINDANAO

23 - 26 September 2003, Dynasty Court Hotel, Cagayan De Oro City
 Host: Region X Co-Host: Division of Misamis Oriental

Time	DAY 0 23-Sep	DAY 1 24-Sep	Resource Person	Time	DAY 2 25-Sep	Resource Person	DAY 3 26-Sep		
AM 6:30 - 7:00 7:00 - 7:30 7:30 - 8:30 8:30 - 10:30	A R R I V A L & R E G I S T R A T I O N Registration OPENING PROGRAM Introduction of Participants Welcome Remarks/SEMP Overview Policy Guidelines and Expectations Open Forum	Secretariat Host Region and Division Engr. Oliver R. Hernandez TTEAM Head Dr. Milagros A. Marcos SEMP Project Manager Hon. Jesus G. Galvan Asst. Sec. for Finance & Administration	B R E A K F A S T 7:00 - 7:30 Registration 7:00 - 9:30 Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Secretariat Engr. Erwin T. Igarita Engr. Glenn F. Orteza	DAY 3 26-Sep				
10:30-10:45 10:45-12:00 12:00-1:00						Seminar Expectation and Outputs Seminar Expectation and Outputs Seminar Expectation and Outputs	WORKING COFFEE BREAK Engr. Oliver R. Hernandez	10:45 - 12:00 Output Preparation Participants	D E P A R T U R E
PM 1:00 - 3:00						SEMINAR PROPER I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures	Engr. Alquin T. Batu Arch. Numeriano A. Baler Ms. Ana Marie O. Hernandez WORKING COFFEE BREAK	PM 1:00 - 3:00 Continuation of Output Preparation Critiquing/Open Forum Participants	
3:00 - 3:30 3:30 - 6:00 6:00 - 7:00 7:00 - 8:00						II. Construction Stage a. Basic Knowledge to On-Site Construction b. Construction Supervision & Monitoring c. Contractor's Claim on Progress Billing III. Post-Construction Stage a. Project Evaluation & Issuance of Acceptance b. Release of Retention & SOE's c. Post-Occupancy Open Forum	Engr. Christopher T. Pagulayan Arch. Harold V. Dime Engr. Antonia M. Alhambra Engr. German S. Molar Ms. Melyn L. Dionela Engr. German S. Molar D I N N E R	3:30 - 6:00 CLOSING PROGRAM Presentation of Output Distribution of Certificates Host Region & Division Participants	

Master of Ceremonies: Engr. Nehru Rainier P. Sarrilento
 Moderator: Ms. Ana Marie O. Hernandez
 Overall Program Coordinator: Engr. Erwin G. Igarita

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZONA

	No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
REGION I								
	1	Regional PFC						
	2	Regional Accountant						
	3	Regional Finance Officer						
		Division						
	4	Superintendent						
Ilocos Norte	5	Division PFC						
	6	Division Accountant						
		School Head of:						
	7	Cadaratan NHS						
	8	Dumalneg ES						
	9	Carasi NHS						
	10	Malagao Primary School						
	11	Abkir ES						
	12	Batac NHS						
		School Accountant of						
	13	Batac NHS						
		Ilocos Norte Agricultural						
	14	College						
	15	Sarrat NHS						
		School Accountant of						
	16	Sarrat NHS						

IMPORTANT: This form should be submitted on or before August 18, 2003, via telefax nos. (02) 638-4108 or (02) 637-6464 or e-mail: an_pcer7@hotmail.com

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
Laoag City	17 Superintendent						
	18 Division PFC						
	19 Division Accountant						
	School Head of:						
	20 Suyo ES						
Pangasinan	21 Superintendent						
	22 Division PFC						
	23 Division Accountant						
	School Head of:						
	24 Bued ES						
	Pangasinan School of Arts and 25 Trades						
	26 Pangasinan NHS						
	School Accountant of 27 Pangasinan NHS						
	28 Lingayen I Central School						

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CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
29	Mangatarem NHS						
30	Superintendent						
31	Division PFC						
32	Division Accountant						
	School Head of:						
33	Pangalangan NHS						
34	School Accountant of Pangalangan NHS						
35	Doyong NHS						
36	School Accountant of Doyong NHS						
37	Lilimasan NHS						
38	School Accountant of Lilimasan NHS						
39	Libas NHS						
40	School Accountant of Libas NHS						
41	Tandoc ES						
42	Abanon Central ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
43	Tandoc NHS						
44	School Accountant of Tandoc NHS						
REGION II							
45	Regional PFC						
46	Regional Accountant						
47	Regional Finance Officer						
Division							
Cagayan							
48	Superintendent						
49	Division PFC						
50	Division Accountant						
School Head of:							
51	Brgy. Maguirig						
52	Bagumbayan ES						
53	San Mariano ES						
54	Sta. Teresita NHS						

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PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Sta.	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
55	School Accountant of							
	Teresita NHS							
56	Mission ES							
57	Bulala ES							
58	Lal-Lo Central School							
59	Lalafugan ES							
60	San Lorenzo ES							
61	Dalaya ES							
62	Catayauan ES							
63	Lal-Lo NHS- Cabayabasan Annex							
64	School Accountant of Lal-Lo NHS-Cabayabasan Annex							
65	Sta. Clara ES							
66	San Vicente ES							
67	Palawig ES							
68	Marede ES							
69	Rapuli ES							
70	Casambalangan ES							
71	Dungeg ES							
72	Sta. Ana Central School							
73	Pasmakanaan ES							

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
74	Palau ES						
75	Maxinggal ES						
76	Lal-Lo NHS (Main)						
77	School Accountant of Lal- lo NHS (Main)						
78	Superintendent						
79	Division PFC						
80	Division Accountant						
	School Head of:						
81	Caoayan NHS						
82	School Accountant of Caoayan NHS						
83	San Mateo East Central School						
84	Dubinan ES						
85	Isabela NHS						
86	School Accountant of Isabel NHS						
87	Superintendent						
Quirino							

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02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City**

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
100	Division PFC						
101	Division Accountant						
	School Head of:						
102	Talipitp ES						
103	Inaon ES						
104	Akle HS						
105	Superintendent						
106	Division PFC						
107	Division Accountant						
	School Head of:						
108	Mabalacat North Central ES						
109	New Arayat NHS						
	School Accountant of						
110	New Arayat NHS						
111	Carnachile ES						
112	Mexico ES						
113	Sta. Maria ES						
114	Sasmuan Central School						

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02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
115	Sta. Ana NHS						
	School Accountant of Sta.						
116	Ana NHS						
117	Mapalad ES						
118	Lubao Vocational HS						
119	Sta. Monica Primary School						
120	San Pedro ES						
121	Remedios Primary School						
122	Talang ES						
123	Pulungmasle ES						
124	San Antonio ES						
125	Superintendent						
126	Division PFC						
127	Division Accountant						
	School Head of:						
128	East Central ES						
129	Malupa ES						
130	Castillo ES						
131	North Central ES						
132	San Agustin ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
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CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
133	San Jose ES						
134	San Miguel ES						
135	San Francisco ES						
136	Minane ES						
137	San Nicolas Balas ES						
138	San Juan ES						
139	Sto. Niño ES						
140	Jefmin ES						
141	Sta Cruz ES						
142	Ligaya ES						
143	Almendras ES						
144	Magao ES						
145	Dolores ES						
146	Talaga ES						
147	Calingcuan ES						
148	Manga ES						
149	Calangitan ES						
150	O' Donnell High School						
151	Sta. Lucia HS						
152	Maruglu Primary School						
153	Manlapig ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City**

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
154	Lawy ES						
155	East Central ES						
156	San Nicolas ES						
157	Caluluan HS						
158	Sitio Maruglo, Crow Valley						
159	Sitio Tarucan, Crow Valley						
160	Superintendent						
161	Division PFC						
162	Division Accountant						
	School Head of:						
163	Locloc Elem. School						
CAR							
164	Regional PFC						
165	Regional Accountant						
166	Regional Finance Officer						
Mt. Province							
167	Superintendent						
168	Division PFC						
169	Division Accountant						
	School Head of:						
170	Ututan ES						
171	Mainit ES						

IMPORTANT: This form should be submitted on or before August 18, 2003, via telefax nos. (02) 638-4108 or (02) 637-6464 or e-mail: an_pcer7@hotmail.com

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
9-12 September, 2003 Hotel Barcelo Asturias, Palawan**

CLUSTER: LUZON B

NCR	No.	Position	Particulars					E-mail
			Name of Participant (Please print)	Nickname	Sex	Office Address	Office Telephone/ Cellphone	
	1	Regional PFC						
	2	Regional Accountant						
	3	Regional Finance Officer						
	4	Superintendent						
	5	Division PFC						
	6	Division Accountant						
		School Head of:						
	7	Legarda Elementary School						
	8	Moises Salvador ES						
	9	Superintendent						
	10	Division PFC						
	11	Division Accountant						
		School Head of:						
	12	Damong Malit ES						
	13	Paltok ES						
	14	J. P. Laurel, Sr. HS						
	15	School Accountant of J. P. Laurel Sr. HS						
	16	Cullat HS						
	17	School Accountant of Cullat HS						
	18	Superintendent						
	19	Division PFC						
	20	Division Accountant						

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
9-12 September, 2003 Hotel Barcelo Asturias, Palawan**

CLUSTER: LUZON B

No.	Position	Particulars Name of Participant (Please print)	Nickname	Sex	Office Address	Office Telephone/ Cellphone	E-mail
	School Head of:						
21	Las Piñas ES						
22	Almanza ES						
23	Superintendent						
24	Division PFC						
25	Division Accountant						
	School Head of:						
26	Kalayaan ES						
27	Camarin D ES						
28	Caloocan City ES, Unit II						
29	Deparo ES						
30	Superintendent						
31	Division PFC						
32	Division Accountant						
	School Head of:						
33	Tanong ES (Main)						
34	Dagat-dagatan ES						
35	Superintendent						
36	Division PFC						
37	Division Accountant						
	School Head of:						
38	Turasan ES Annex (Rigddgeview)						
39	Alabang ES						

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
9-12 September, 2003 Hotel Barcelo Asturias, Palawan**

CLUSTER: LUZON B

	No.	Position	Particulars Name of Participant (Please print)	Nickname	Sex	Office Address	Office Telephone/ Cellphone	E-mail
Valenzuela City	40	Superintendent						
	41	Division PFC						
	42	Division Accountant						
		School Head of:						
	43	Isla ES						
Taguig-Pateros	44	Superintendent						
	45	Division PFC						
	46	Division Accountant						
		School Head of:						
	47	Kapt. Jose Cardones Memorial ES						
Mandaluyong	48	Superintendent						
	49	Division PFC						
	50	Division Accountant						
		School Head of:						
	51	Filemon P. Javier ES						
REGION IV A	52	Regional PFC						
	53	Regional Accountant						
	54	Regional Finance Officer						
Antipolo City	55	Superintendent						
	56	Division PFC						
	57	Division Accountant						
		School Head of:						



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Heads, Public Elementary and Secondary Schools Principals
All Others Concerned**

1. In line with the implementation of the Principal-Led SBP for CY 2002, Social Expenditure Management Project-Project Management Office (SEMP-PMO) and Task Force Engineering Assessment and Monitoring (TFEAM) will conduct orientation seminar-workshops for the 4th Batch of School Heads under SEMP. Specifically, the seminar aims to orient the implementors on the rudiments of Principal-Led SBP implementation; equip the participants with the basic knowledge on on-site construction; and finalize documents needed for the national shopping procurement and construction supervision. The workshop will also provide the opportunity for the Principals and the Field Engineers to jointly plan out implementation activities. Program of activities is enclosed.
2. Participants are Schools Division Superintendents, School Heads, Regional/Division Physical Facilities Coordinators, Finance Officers, Auditors and Accountants, SEMP and TFEAM Staff who will be involved in the implementation of Principal-Led SBP 2002.
3. The workshop shall be a two (2) day activity (excluding travel time) for four (4) batches as follows:

Group	No. of Participants	Date (2003)	Venue
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4. The Regional Office, using the enclosed form, shall submit the "List of Participants" to the TFEAM Office via fax numbers (02) 638-4108 and (02) 637-6464 or e-mail: an_pcer@hotmail.com or pcer46@hotmail.com on the following dates:

Region	Deadline
• Luzon A (Regions I, II, III and CAR)	August 18
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• Visayas (Regions VI, VII and VIII)	September 1
• Mindanao (Regions IX, X, XI, XII, CARAGA and ARMM)	September 8

Accomplished registration forms shall be deemed as confirmation of attendance of the participant/s.

5. Transportation and traveling expenses of the participants shall be charged against local funds. Disbursements shall be subject to the usual government accounting rules and regulations.

6. Immediate and wide dissemination of this Memorandum is desired.


JUAN MIGUEL M. LUZ
Undersecretary

Shella, MPPD, DM Principal-Led SBP
08-05-03

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

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Program of Activities
ORIENTATION SEMINAR-WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2002

16 - 19 September 2003, Saraha Manor Hotel, Iloilo City
 Host: Region VI Co-Host: Division of Iloilo

VISAVAS

Time	DAY 0	DAY 1		DAY 2	DAY 3
	18-Sep	17-Sep	17-Sep	18-Sep	
AM	Resource Person		Time	Resource Person	
6:30 - 7:00					
7:00 - 7:30					
7:30 - 8:30	ARRIVAL & REGISTRATION	Registration	7:00 - 7:30	Registration	Secretariat
8:30 - 10:30	OPENING PROGRAM	Host Region and Division Engr. Oliver R. Hernandez TFEAM Head	7:00 - 9:30	Orientation on the following guidelines: a. Monitoring of DPWH-Constructed Schoolbuildings b. School-Based Repair and Maintenance Scheme (SBRMS)	Engr. Erwin T. Igarita Engr. Glenn F. Orteza
	WELCOME REMARKS/SEMP OVERVIEW	Dr. Milagros A. Marcos SEMP Project Manager	9:30 - 10:30	WORKSHOP PROPER Implementation Plan Preparation	Engr. Oliver R. Hernandez
	POLICY GUIDELINES AND EXPECTATIONS	Hon. Juan Miguel M. Luz Undersecretary for Finance & Administration			
	OPEN FORUM				
10:30-10:45		WORKING COFFEE BREAK			
10:45-12:00	SEMINAR EXPECTATION AND OUTPUTS	Engr. Oliver R. Hernandez	10:45 - 12:00	Output Preparation	Participants
12:00-1:00					
	SEMINAR PROPER				
1:00 - 3:00	I. Pre-Construction Activities	Arch. Michaelangelo J. Barutiz Arch. Numeriano A. Baler Ms. Ana Marie O. Hernandez	1:00 - 3:00	Continuation of Output Preparation	Participants
	a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures			Critiquing/Open Forum	
3:00 - 3:30	WORKING COFFEE BREAK				
3:30 - 6:00	II. Construction Stage	Engr. Venerando D. Sahagun Engr. German S. Molat Engr. Antonia M. Alhambra	3:30 - 6:00	CLOSING PROGRAM Presentation of Output Distribution of Certificates	Host Region & Division Participants
6:00 - 7:00	a. Basic Knowledge to On-Site Construction b. Construction Supervision & Monitoring c. Contractor's Claim on Progress Billing				
	III. Post-Construction Stage	Engr. Erwin G. Igarita Ms. Moyn L. Dioneila Arch. Marlon M. Javier			
7:00 - 8:00	a. Project Evaluation & Issuance of Acceptance b. Release of Retention & SOE's c. Post-Occupancy Open Forum				
	DINNER				

Master of Ceremonies: Engr. Nehru Rainler P. Sarmiento
 Moderator: Ms. Ana Marie O. Hernandez
 Overall Program Coordinator: Engr. Erwin G. Igarita

Program of Activities ORIENTATION SEMINAR WORKSHOP FOR IMPLEMENTORS OF PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP-SBP 2002

23 - 26 September 2003, Dynasty Court Hotel, Cagayan De Oro City
Host: Region X Co-Host: Division of Misamis Oriental

MINDANAO

	DAY 0 23-Sep	DAY 1 24-Sep	DAY 2 25-Sep	DAY 3 26-Sep
AM	DAY 0	DAY 1	DAY 2	DAY 3
6:30 - 7:00 7:00 - 7:30 7:30 - 8:30 8:30 - 10:30	ARRIVAL Registration <u>OPENING PROGRAM</u> Introduction of Participants Welcome Remarks/SEMP Overview Policy Guidelines and Expectations Open Forum	Secretariat Host Region and Division Engr. Oliver R. Hernandez <small>TEAM Head</small> Dr. Milagros A. Marcos <small>SEMP Project Manager</small> Hon. Jesus G. Galvan <small>Asst. Sec. for Finance & Administration</small> Engr. Oliver R. Hernandez	Secretariat Engr. Erwin T. Igarra Engr. Glenn F. Oreza	Secretariat Engr. Erwin T. Igarra Engr. Glenn F. Oreza
PM	DAY 0	DAY 1	DAY 2	DAY 3
1:00 - 3:00 3:30 - 6:00 6:00 - 7:00 7:00 - 8:00	Seminar Expectation and Outputs <u>SEMINAR PROPER</u> I. Pre-Construction Activities a. Site Identification and Appraisal b. Design Standards of School Buildings c. Procurement Procedures II. Construction Stage a. Basic Knowledge to On-Site Construction b. Construction Supervision & Monitoring c. Contractor's Claim on Progress Billing III. Post-Construction Stage a. Project Evaluation & Issuance of Acceptance b. Release of Retention & SOE's c. Post-Occupancy Open Forum	LUNCH Engr. Alquin T. Batu Arch. Numeriano A. Baler Ms. Ana Marie O. Hernandez WORKING COFFEE BREAK Engr. Christopher T. Pagulayan Arch. Harold V. Dime Engr. Antonia M. Altamira Engr. German S. Motar Ms. Melyn L. Dionela Engr. German S. Motar DINNER	PM Continuation of Output Preparation Critiquing/Open Forum <u>CLOSING PROGRAM</u> Presentation of Output Distribution of Certificates	Participants Host Region & Division Participants

Master of Ceremonies: Engr. Nehrui Rainier P. Samliento
Moderator: Ms. Ana Marie O. Hernandez
Overall Program Coordinator: Engr. Erwin G. Igarra

Workshopped-orn

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City**

CLUSTER: LUZON A

	No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
REGION I								
	1	Regional PFC						
	2	Regional Accountant						
	3	Regional Finance Officer						
		Division						
	4	Superintendent						
	5	Division PFC						
	6	Division Accountant						
		School Head of:						
	7	Cadaratan NHS						
	8	Dumalneg ES						
	9	Carasi NHS						
	10	Malagao Primary School						
	11	Abkir ES						
	12	Batac NHS						
		School Accountant of						
	13	Batac NHS						
		Ilocos Norte Agricultural						
	14	College						
	15	Sarrat NHS						
		School Accountant of						
	16	Sarrat NHS						

IMPORTANT: This form should be submitted on or before August 18, 2003, via telefax nos. (02) 638-4108 or (02) 637-6464 or e-mail: an_pcer7@hotmail.com

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City**

CLUSTER: LUZON A

	No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
Laoag City	17	Superintendent						
	18	Division PFC						
	19	Division Accountant						
		School Head of:						
	20	Suyo ES						
		School Head of:						
Pangasinan	21	Superintendent						
	22	Division PFC						
	23	Division Accountant						
		School Head of:						
	24	Bued ES						
	25	Pangasinan School of Arts and Trades						
	26	Pangasinan NHS						
	27	School Accountant of Pangasinan NHS						
	28	Lingayen I Central School						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
29	Mangatarem NHS						
30	Superintendent						
31	Division PFC						
32	Division Accountant						
	School Head of:						
33	Pangalangan NHS						
34	School Accountant of Pangalangan NHS						
35	Doyong NHS						
36	School Accountant of Doyong NHS						
37	Lilimasan NHS						
38	School Accountant of Lilimasan NHS						
39	Libas NHS						
40	School Accountant of Libas NHS						
41	Tandoc ES						
42	Abanon Central ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
43	Tandoc NHS						
44	School Accountant of Tandoc NHS						
REGION II							
45	Regional PFC						
46	Regional Accountant						
47	Regional Finance Officer						
Cagayan							
48	Superintendent						
49	Division PFC						
50	Division Accountant						
	School Head of:						
51	Brgy. Maguirig						
52	Bagumbayan ES						
53	San Mariano ES						
54	Sta. Teresita NHS						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**

02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
55	School Accountant of Teresita NHS						
56	Mission ES						
57	Bulata ES						
58	Lal-Lo Central School						
59	Lalafugan ES						
60	San Lorenzo ES						
61	Dalaya ES						
62	Catayuan ES						
63	Lal-Lo NHS- Cabayabasan Annex						
64	School Accountant of Lal-Lo NHS-Cabayabasan Annex						
65	Sta. Clara ES						
66	San Vicente ES						
67	Palawig ES						
68	Marede ES						
69	Rapuli ES						
70	Casambalangan ES						
71	Dungeg ES						
72	Sta. Ana Central School						
73	Pasmakanan ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars (Name of Participant (please print))	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
74	Palaul ES						
75	Maxinggal ES						
76	Lal-Io NHS (Main)						
77	School Accountant of Lal-Io NHS (Main)						
78	Superintendent						
79	Division PFC						
80	Division Accountant						
	School Head of:						
81	Caoayan NHS						
82	School Accountant of Caoayan NHS						
83	San Mateo East Central School						
84	Dubinan ES						
85	Isabela NHS						
86	School Accountant of Isabel NHS						
87	Superintendent						
Quirino							

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**

02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
88	Division PFC						
89	Division Accountant						
	School Head of:						
90	Madella Comprehensive HS						
REGION III							
91	Regional PFC						
92	Regional Accountant						
93	Regional Finance Officer						
Division							
Bataan							
94	Superintendent						
95	Division PFC						
96	Division Accountant						
	School Head of:						
97	Tomás Pinpin Memorial ES						
98	Orani North ES						
99	Superintendent						
Bulacan							

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CLUSTER: LUZON A

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City**

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
100	Division PFC						
101	Division Accountant						
	School Head of:						
102	Talpitip ES						
103	Inaon ES						
104	Akle HS						
105	Superintendent						
106	Division PFC						
107	Division Accountant						
	School Head of:						
108	Mabalacat North Central ES						
109	New Arayat NHS						
	School Accountant of						
110	New Arayat NHS						
111	Camachile ES						
112	Mexico ES						
113	Sta. Maria ES						
114	Sasmuan Central School						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
115	Sta. Ana NHS						
116	School Accountant of Sta. Ana NHS						
117	Mapalad ES						
118	Lubao Vocational HS						
119	Sta. Monica Primary School						
120	San Pedro ES						
121	Remedios Primary School						
122	Talang ES						
123	Pulungmasle ES						
124	San Antonio ES						
125	Superintendent						
126	Division PFC						
127	Division Accountant						
	School Head of:						
128	East Central ES						
129	Malupa ES						
130	Castillo ES						
131	North Central ES						
132	San Agustin ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City**

CLUSTER: LUZON A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
133	San Jose ES						
134	San Miguel ES						
135	San Francisco ES						
136	Minane ES						
137	San Nicolas Balas ES						
138	San Juan ES						
139	Sto. Niño ES						
140	Jefmin ES						
141	Sta Cruz ES						
142	Ligaya ES						
143	Almendras ES						
144	Magao ES						
145	Doloras ES						
146	Talaga ES						
147	Calingcuan ES						
148	Manga ES						
149	Calangitan ES						
150	O' Donnell High School						
151	Sta. Lucia HS						
152	Maruglu Primary School						
153	Manlapig ES						

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**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002**

02-05 September 2003, Legend International Hotel, Subic Freeport Zone, Olongapo City

CLUSTER: LUZONA A

No.	Position	Particulars Name of Participant (please print)	Nickname	Sex	Office Address	Office Tel. No./ Cellphone No.	E-mail
154	Lawy ES						
155	East Central ES						
156	San Nicolas ES						
157	Caluluan HS						
158	Sitio Maruglo, Crow Valley						
159	Sitio Tarucan, Crow Valley						
160	Superintendent						
161	Division PFC						
162	Division Accountant						
	School Head of:						
163	Locloc Elem. School						
CAR							
164	Regional PFC						
165	Regional Accountant						
166	Regional Finance Officer						
Mt. Province							
167	Superintendent						
168	Division PFC						
169	Division Accountant						
	School Head of:						
170	Ututan ES						
171	Mainit ES						

IMPORTANT: This form should be submitted on or before August 18, 2003, via telefax nos. (02) 638-4108 or (02) 637-6464 or e-mail: an_pcer7@hotmail.com

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
9-12 September, 2003 Hotel Barcelo Asturias, Palawan**

CLUSTER: LUZON B

NCR	No.	Position	Particulars					Office Telephone/ Cellphone	E-mail
			Name of Participant (Please print)	Nickname	Sex	Office Address			
	1	Regional PFC							
	2	Regional Accountant							
	3	Regional Finance Officer							
	4	Superintendent							
	5	Division PFC							
	6	Division Accountant							
		School Head of:							
	7	Legarda Elementary School							
	8	Moises Salvador ES							
	9	Superintendent							
	10	Division PFC							
	11	Division Accountant							
		School Head of:							
	12	Damong Malit ES							
	13	Paltok ES							
	14	J. P. Laurel, Sr. HS							
	15	School Accountant of J. P. Laurel Sr. HS							
	16	Culiat HS							
	17	School Accountant of Culiat HS							
Las Piñas City	18	Superintendent							
	19	Division PFC							
	20	Division Accountant							

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
9-12 September, 2003 Hotel Barcelo Asturias, Palawan**

CLUSTER: LUZON B

No.	Position	Particulars Name of Participant (Please print)	Nickname	Sex	Office Address	Office Telephone/ Cellphone	E-mail
	School Head of:						
21	Las Piñas ES						
22	Almanza ES						
23	Superintendent						
24	Division PFC						
25	Division Accountant						
	School Head of:						
26	Kalayaan ES						
27	Camarin D ES						
28	Caloocan City ES, Unit II						
29	Deparo ES						
30	Superintendent						
31	Division PFC						
32	Division Accountant						
	School Head of:						
33	Tanong ES (Main)						
34	Dagat-dagatan ES						
35	Superintendent						
36	Division PFC						
37	Division Accountant						
	School Head of:						
38	Tunasan ES Annex (Rigdgeview)						
39	Alabang ES						

**2003 ORIENTATION SEMINAR WORKSHOPS FOR IMPLEMENTORS OF
PRINCIPAL-LED SCHOOL BUILDING PROGRAM, SEMP SBP 2002
9-12 September, 2003 Hotel Barcelo Asturias, Palawan**

CLUSTER: LUZON B

No.	Position	Particulars			Sex	Office Address	Office Telephone/ Cellphone	E-mail
		Name of Participant (Please print)	Nickname					
58	Kaila ES							
59	Superintendent							
60	Division PFC							
61	Division Accountant							
	School Head of:							
62	Calaca Central School							
63	Superintendent							
64	Division PFC							
65	Division Accountant							
	School Head of:							
66	Paiisa Elem. School							
67	Recto Memorial NHS							
	School Accountant of							
68	Recto Memorial NHS							
69	Lutacan Sariaya NHS							
	School Accountant of							
70	Lutacan NHS							
71	Superintendent							
72	Division PFC							
73	Division Accountant							
	School Head of:							
74	Barreto High School							