



NOV 29 2011

DepEd O R D E R
No. **94**, s. 2011

**GUIDELINES ON THE IMPLEMENTATION OF THE BASIC
EDUCATIONAL FACILITIES FUNDS (BEFF)**

To : Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The **Basic Educational Facilities Funds (BEFF)** of the Department of Education (DepEd) shall be utilized to address the classroom, water and sanitation facilities, and furniture shortages based on the Basic Education Information System (BEIS), the repair and rehabilitation of classrooms including heritage buildings as well as water and sanitation facilities.

2. The guidelines on the implementation of the different projects under the BEFF are detailed in the following enclosures:

Enclosure No. 1 - Guidelines on the Implementation of School Building Program for Areas Experiencing Classroom Shortages to be Funded Under the DepEd Basic Educational Facilities Fund (BEFF);

Enclosure No. 2 - Guidelines on the Implementation of Repair/ Rehabilitation of Classrooms Including Heritage Buildings, and Water and Sanitation Facilities to be Funded Under the DepEd Basic Educational Facilities Fund (BEFF); and

Enclosure No. 3 - Guidelines on the Implementation of the School Furniture Program to be Funded Under the DepEd Basic Educational Facilities Fund (BEFF).

3. The Division Office (DO) shall prepare the list of recipient schools based on the latest BEIS and budgetary ceiling of the legislative district/schools division. The schools division/city superintendent (SDS) shall be responsible in informing the concerned representatives and LGUs on the identified recipient schools to avoid duplication of funding and to ensure smooth implementation of the program.

4. In preparing the list of the recipient schools, the following shall be observed:
 - a. The final list shall be prepared in five (5) copies for distribution to the following offices:
 - a.1 *1st copy* to be submitted to DepEd Central Office through the Physical Facilities and Schools' Engineering Division (PFSED);
 - a.2 *2nd copy* to be submitted to the Regional Director of the DepEd Regional Office (RO) concerned;
 - a.3 *3rd copy* to be submitted to the Office of the Representative of the District concerned;
 - a.4 *4th copy* to be submitted to the Office of the Provincial/City Government Unit concerned;
 - a.5 *5th copy* to be retained at the DO concerned.
 - b. The 3rd and 4th copies shall be supported with the latest data of the BEIS for the information and guidance of the concerned District Representative and LGU and these shall be received by the above-stated offices not later than **December 15, 2011**.
 - c. The 1st copy shall be submitted with the acknowledgment receipts of the 2nd, 3rd and 4th copies (*sample form enclosed must be complied*). The deadline for submission of priority lists shall not be later than every first Friday of January of the following year. Failure to comply shall mean that PFSED, DepEd Central Office shall determine the recipient schools based on the latest BEIS.
 - d. The Division Physical Facilities Coordinator (DPFC) shall indicate his/her contact numbers (telephone number, fax number, mobile/cellular phone number) in the list for easy access, in case clarification on the contents is needed.
5. No realignment of projects shall be allowed except on the following situations:
 - a. There is a duplication of funding on the identified recipient school;
 - b. There are errors inadvertently committed by the DepEd Central Office, (*i.e. typographical error*);
 - c. If there are legal impediments related to the implementation of the project, but are subject to the review and recommendation of the PFSED; and

This shall be strictly implemented in order to comply with the timely completion of the projects. Thus, in preparing the list of recipient schools, the Division Offices shall conduct thorough site appraisal and consider all factors that may affect its implementation process.

6. In the assessment of the proposed recipient schools, proper site adaptation of the standard detailed engineering designs shall be considered. For the proposed multi-storey buildings (three-storey and above), the conduct of soil investigation shall be judiciously followed.

7. The *division-based canvass (recommended and reviewed by PFSED)* of materials shall be applied in coming up with a unit cost of a school building.

8. Likewise, the Procuring Entity headed by the SDS shall likewise inform the office of the concerned representatives and LGUs on the schedule of procurement prior to its implementation.

9. The priority lists of schools shall be submitted to the:

Physical Facilities and Schools Engineering Division (PFSED)

4th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

Telefax Numbers (02)-633-7263/(02) 638-7110/02 638-4108

E-mail Address: pfsed_010305@yahoo.com.

10. The mode of implementation of the projects is by contract and strictly following the Revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184. The following implementing units shall undertake the contract implementation based on the respective contract threshold:

- a. Schools with fiscal management and existing Bids and Awards Committee (BAC) – up to PhP5 Million worth of project per contract;
- b. Division Offices – up to PhP15 Million worth of projects per contract whether single or clustered;
- c. Regional Offices – more than PhP15 Million up to PhP20 Million worth of projects per contract whether single or clustered;
- d. Central Office – more than PhP20 Million worth of projects per contract whether single or clustered.

11. Projects identified in remote areas or in schools with issue of peace and order may be implemented by the National Development Support Command (NADESCOM) of the Armed Forces of the Philippines (AFP), through a local Memorandum of Agreement (MOA) between the Implementing Units (IUs) and the local NADESCOM. Funds for the purpose shall also be downloaded to the concerned IUs who shall request directly the Notice of Cash Allotment (NCA) to the DBM and later transfer the funds to the local NADESCOM.

12. The construction/rehabilitation/repair of school buildings as well as the water and sanitation facilities including school furniture in the Autonomous Region of Muslim Mindanao (ARMM) shall be implemented based on the provisions of the MOA to be executed by and among DepEd, DBM and ARMM Office of the Regional Governor (ORG).

13. Prior to issuance of Notice of Award, procurement activities shall commence immediately even without the release of Special Allotment Release Order (SARO) by the DBM. An Approved Budget Matrix (ABM) shall be the basis of the bidding process.

14. The implementation of the Constructor's Performance Evaluation System (CPES) as stipulated in DepEd Order No. 114 s. 2010 shall be exercised in the implementation of projects under the BEFF Funds.

15. In line with social accountability and transparency, the involvement of the Civil Society Groups (CSGs) shall be encouraged in the monitoring of procurement and implementation processes.

16. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference:

N o n e

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

FUNDS
POLICY
PROGRAMS
PROJECT
SCHOOLBUILDING
SCHOOLS

Madel: DO BEFF Guidelines
November 29, 2011

**GUIDELINES FOR THE IMPLEMENTATION OF SCHOOLBUILDINGS FOR
AREAS EXPERIENCING CLASSROOM SHORTAGES TO BE FUNDED UNDER
THE
BASIC EDUCATIONAL FACILITIES FUND (BEFF)**

1. MANNER OF ALLOCATION

The yearly lump sum appropriation for the Basic Educational Facilities Fund (BEFF) shall be allotted for the schools with classroom shortages, as indicated in the updated Basic Education Information System (BEIS).

2. IDENTIFICATION OF RECIPIENT SCHOOLS

- a. In identifying recipient schools for this Program, priority shall be given to schools without issues on site ownership and buildable space in the following order of priority:
 - a.1. Schools classified under the BLACK code of the BEIS;
 - a.2. Schools classified under the RED code of the BEIS;
 - a.3. Schools under the Multi-Grade category
 - a.4. Schools declared to be located in hazard prone areas and for immediate relocation;
 - a.5 Replacement of school buildings razed by fire, old and dilapidated structures which have been condemned and with demolition approval from the Schools Division Superintendent; and
 - a.6 Schools with incomplete/partial constructions and still fall under the Red Code of the BEIS.

- b. The identified recipient schools shall have sufficient buildable space in the school site for the construction of additional classrooms. These school sites must have any of the following ownership documents:
 - b.1. Transfer Certificate Title (TCT);
 - b.2. Deed of Donation (preferably with approved Lot Plan);

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- b.3.** Deed of Sale in the name of DepEd/ School;
- b.4.** Presidential Proclamation; and
- b.5.** Usufruct Agreement.
- b.6** Tax Declaration in the name of DepED or the Local Government Unit (LGU) will be considered by the Department as an acceptable site ownership, provided, however, that there is certification from the Assessor's Office that the lot has no adverse claimant.

3. STANDARD CLASSROOM DESIGN

- a. The Conventional Design (7mx9m) shall be adopted for all public elementary and secondary schools, regardless of its location and class size.

Conduct of soil investigation is required for at least a three-storey school building, or as may be necessary, before the procurement of the project. Subsequent funds for this will be downloaded to the implementing office through a Funding Check to be issued by the Central Office.

- b. Special Design of school buildings shall be used for; the following Buildings.
 - a. typhoon prone areas
 - b. indigenous community
- c. The Medium-rise School Building shall be adopted for schools in the National Capital Region (NCR) and in urban areas or where the school is with limited space/ site. At least a 2-storey structure shall be planned to be erected.

4. STANDARD COST OF SCHOOL BUILDING

The costs of school buildings are based on normal condition and prevailing costs of construction materials in a particular province. Hauling cost for the project shall be considered and no partial construction shall be programmed for single storey structures.

(Enclosure No. 2 to DepEd Order No. 94, s. 2011)

ANNEX "B"

**GUIDELINES ON THE IMPLEMENTATION OF THE CONSTRUCTION,
REPAIR/ REHABILITATION OF CLASSROOMS INCLUDING WATER AND
SANITATION FACILITIES TO BE FUNDED UNDER THE DEPED BASIC
EDUCATIONAL FACILITIES FUNDS**

1. MANNER OF ALLOCATION

The yearly lumpsum allocation for the construction, repair/rehabilitation of classrooms including water and sanitation facilities shall be equitably distributed to all legislative districts on the basis of the following:

- a. Data on the reported schools with structural defects;
- b. Data on shortage of toilet and water facilities from the latest BEIS;
- c. Unfunded requirements for schools damaged by typhoon and other calamities;
- d. Data base on the reported cost of restoration of Gabaldon and other types of heritage buildings; and
- e. Other priority schools reported needing immediate repair/rehabilitation.

2. IDENTIFICATION OF RECIPIENT SCHOOLS

Prioritization of recipient schools for repair/ rehabilitation of classrooms and construction of water and sanitation facilities shall be in the following order of priority:

A. Repair/Rehabilitation

- a. Repair/Rehabilitation/Retrofitting of school buildings with structural defects;
- b. Rehabilitation of school buildings damaged by typhoon, covered by mudslides and flash floods;
- c. Schools needing classroom repairs based on the latest BEIS; and
- d. Restoration of Heritage Structures



B. Water and Sanitation Facilities

- a. Schools with high shortage of toilet facilities based on the latest BEIS;
- b. Schools that need repair and rehabilitation of existing water and sanitary facilities; and
- c. Schools without existing source of water or adopt special design of school building with rainwater collector.

3. PARAMETERS FOR REPAIR/ REHABILITATION OF CLASSROOMS

- a. **Minor Repair** is the replacement of school building components which are not subjected to critical structural loads and stresses and which are estimated to cost less than 10% of the cost of the standard unit, such as repair of windows, doors, partitions and the like. Minor repair keeps a building in fit condition for use without increasing its capacity or otherwise adding to its normal value as an asset.
- b. **Major Repair** is the replacement of school building components which are subjected to critical structural loads and stresses and are estimated to cost 10% or more of the cost of a standard building unit such as repair of roof, frames, posts, exterior walls, etc. Major repair materially increases the value or extend the useful life of the building.
- c. **Rehabilitation** is intended to put back the school building to its original or previous condition and involves a general overhauling or a comprehensive repair of the whole building or a major section of it. A school building which has been blown down by a typhoon or destroyed by an earthquake or a flood may be rehabilitated if the estimated cost is considered economically practical by the Appraisal Team.
- d. **Renovation/ Restoration** involves any physical change made on a building to ensure its value, utility and/or to improve its aesthetic quality. Renovation is applied to old buildings which have weathered the years and remained sturdy, but need some face lifting to restore their original conditions.

Old Spanish school buildings/ Gabaldon buildings and other heritage school buildings may be restored for their historical value. Old posts, floor, etc. may be replaced keeping them close to their

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original architectural designs, with the health and safety of the pupils/ students and teachers in mind.

4. STANDARD DESIGN AVAILABLE FOR TOILETS AND HAND WASHING FACILITIES

- a. For toilet, the available designs are as follows:
 1. One-seater (detached)
 2. Two-seater (detached)
 3. Three-seater (detached) – Type 1, 2 and 3
 4. Four seater

- b. For Hand Washing Facilities, the available designs are as follows
 1. Type 1- Hand Washing Counter Detached (10 units of faucet)
 2. Type 2- Hand Washing Counter Detached (5 units of faucet)
 3. Type 3- Hand Washing Counter Detached (Manual)

5. CONSIDERATIONS IN CONSTRUCTING WATER FACILITIES

- a. Whenever available, potable water requirements for schools shall be supplied from existing municipal or city waterworks system.

- b. The quality of drinking water from meteoric surface, or underground sources shall conform to the National Standards for Drinking Water.

- c. The design, construction and operation of deep wells for the abstraction of ground water shall be subject to the provisions of The Water Code of the Philippines (PD 1067).

- d. Water Piping Installation for water supply, and distribution to each fixture (including waste water drainage) inside school buildings, shall conform to the provision of the Revised National Plumbing Code of the Philippines.

6. ON SEWAGE DISPOSAL OF SCHOOLS

- a. Sanitary sewage from school buildings shall be discharged following the criteria set in the Code on Sanitation of the Philippines and by the Department of Environment and Natural Resources (DENR).

- b. For schools located in areas where there is no available sanitary sewerage system, they shall dispose their sewage to septic tank and subsurface fill or to a suitable disposal system (per the Code of Sanitation of the Philippines and the Revised National Plumbing Code of the Philippines.)

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**GUIDELINES FOR THE IMPLEMENTATION OF THE
SCHOOL FURNITURE PROGRAM**

The Schools Furniture Program under the Basic Educational Facilities Funds (BEFF) shall be equitably distributed to all legislative districts in accordance with the actual need determined from the recent BEIS data on school furniture analysis. The budget shall be used for the procurement of school furniture, following the hereunder implementation guidelines.

a. Implementation Distribution

The appropriation shall be distributed in the following manner:

1. The ninety percent (90%) of the nationwide allocation shall be distributed as follows:
 - 1.1 Seventy five percent (75%) shall be allocated to the Division Offices for the procurement of school furniture from manufacturers/suppliers and/or from cooperatives;
 - 1.2 Fifteen percent (15%) shall be allocated to the Regional Office for the procurement of school furniture from cooperatives; and
 - 1.3 Ten percent (10%) shall be retained at the Central Office for the procurement of school furniture from cooperatives of persons with disability.
2. The remaining ten percent (10%) of the nationwide allocation shall be utilized by the Central Office for the procurement of school furniture from manufacturers/suppliers and/or cooperatives..
3. In cases where the Division Office fails to implement the previous budget (i.e. budget lapsed, D.O.s with outstanding procurement legal issues/cases), the 75% budget allocation for its current school furniture procurement program shall be released to the regional office. The regional office shall then implement the procurement of the school furniture requirement of the division.

4. In the same manner, if the regional office fails to implement the previous budget, the 15% budget allocation for its current school furniture procurement program shall not be released. The Central Office shall then implement the 15% budget allocation of the concerned region intended for cooperatives.

b. Identification of Recipient Schools

1. Priority shall be accorded to schools with high shortage of classroom seats. The result of the furniture analysis in the latest Basic Information System (BEIS) shall be used. Preference shall be given to schools belonging to black, red, orange and gold zones.
2. Schools recipient of newly constructed classrooms should be recipient of school furniture, provided the recipient school have no excess school furniture.
3. The list of recipient school for the 90% nationwide allocation shall be prepared by the Division Physical Facilities Coordinator in coordination with the Division Planning Officer to be approved by the Schools Division Superintendent. The list of recipient school shall be submitted to the Physical Facilities and Schools Engineering Division (PFSED) copy furnished the Regional Office.
4. The priority list for the 10% implemented by the Central Office, shall be allocated to schools needing immediate assistance such as burned school furniture, those damaged by typhoons and other calamities, and other priorities of the Office of the Secretary.

c. Release of Funds

The funds allotted for the regional and division offices shall be released through the issuance of Sub-Allotment Release Order (Sub-ARO). The Sub-ARO for the concerned regional and division office shall be released upon submission of the complete list of recipient schools to the Physical Facilities Schools Engineering Division (PFSED).

d. Quantity and Type of School Furniture

1. The Division Office shall determine the quantity and type of school furniture to be procured/ implemented in their respective Divisions, which can be any of the following:
 - i. Elementary Table and Chairs
 - ii. Elementary and Secondary Armchairs
 - iii. Teacher's Table and Chair
 - iv. Science Laboratory Table and Stools



- v. Workbenches (for Industrial Arts)
- vi. Library Table and Chairs

2. In harmony with Executive Order No. 879, s. 2010, the Central/Regional Division Office may procure school furniture made of engineered bamboo.

e. Design and Specifications

The procurement of school furniture shall be in accordance with the DepEd standard designs and specifications, to include the design of engineered bamboo.

f. Standard Cost of School Furniture

The regionalized costing shall be the basis of the Division Offices in computing for the total number of school furniture to be procured given the budget allocation.

g. Procurement Method

Procurement shall be in accordance with Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations. The Central/ Regional/ Division Offices shall ensure transparency in all procurement processes. Advertisement in the national newspaper and posting in the PhilGEPS shall be strictly observed.

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Hon.
Representative
_____ District, _____
House of Representatives
Quezon City, Metro Manila

Dear Representative _____,

We are pleased to furnish you the list of priority recipient schools in the _____ District of _____ under the CY 2012 Basic Educational Facilities Funds.

The list was drawn from the updated Basic Education Information System (BEIS).

The schools are as follows:

Schools	Classroom Construction No. of Classrooms	Toilets Nc/Repairs
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please let us know if you have comments or clarifications regarding this matter. We Look forward to continuing to work with you in providing for the education needs of the children in your district.

Very truly yours

Schools Division Superintendent

Received:
Name: _____
Office: _____
Date/Time: _____
Signature: _____

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Hon.
Governor/City Mayor
Province/City

Dear Representative _____,

We are pleased to furnish you the list of priority recipient schools in the _____ Province/City of _____ under the CY _____ Basic Educational Facilities Funds.

The list was drawn from the updated Basic Education Information System (BEIS) as herein attached.

The schools are as follows:

Schools	Classroom Construction No. of Classrooms	Toilets Nc/Repairs
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please let us know if you have comments or clarifications regarding this matter. We Look forward to continuing to work with you in providing for the education needs of the children in your district.

Very truly yours

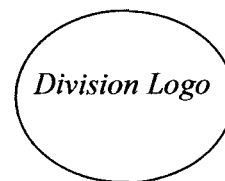
Schools Division Superintendent

Received:
Name: _____
Office: _____
Date/Time: _____
Signature: _____

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Republic of the Philippines
Department of Education
 Division of _____
 Region _____



Date

The Secretary
 Department of Education
 DepED Complex, Meralco Avenue,
 Pasig City 1600

Dear Mr. Secretary:

This is to inform you that the undersigned informed the offices listed below on the proposed list of schools for CY _____ BEFF Project Implementation.

<p>Received Copy 1: DepED Central Office (PFSED)</p> <p>Name: _____ Office: _____ Contact Number: _____ Date/Time: _____</p>	<p>Received Copy 2: DepED Regional Office (Office of the DepED Regional Director)</p> <p>Name: _____ Office: _____ Contact Number: _____ Date/Time: _____</p>
<p>Received Copy 3: Concerned Representative/Legislative District Office</p> <p>Name: _____ Office: _____ Contact Number: _____ Date/Time: _____</p>	<p>Received Copy 4: Concerned Provincial/ City Government Office</p> <p>Name: _____ Office: _____ Contact Number: _____ Date/Time: _____</p>

For your information and guidance.

Very truly yours,

Name of Superintendent

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