



Republic of the Philippines  
**Department of Education**

01 DEC 2017

DepEd ORDER  
No. **61**, s. 2017

**AMENDMENTS TO CERTAIN PROVISIONS OF DEPED ORDER NO. 35, S. 2017**  
(Revised Guidelines on the Implementation of the Basic Educational Facilities Fund)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
ARMM Regional Secretary  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. Relative to DepEd Order No. 35, s. 2017 entitled Revised Guidelines on the Implementation of the Basic Educational Facilities Fund, the contents of the enclosures, particularly Enclosure No. 3 (Guidelines on the Implementation of the School Furniture Program) and Enclosure No. 4 (Guidelines on the Implementation of the Electrification of Schools On-Grid Program) are hereby amended for further details and emphases for the field offices and for the DepEd officials as well.
2. The **Amendments to Certain Provisions of DepEd Order No. 35, s. 2017** are enclosed.
3. All DepEd Orders and other related issuances, and provisions, which are inconsistent with this Order are hereby repealed, rescinded or modified accordingly.
4. Immediate dissemination of and compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 35, s. 2017)

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

AMENDMENT  
BASIC EDUCATION  
FUNDS  
POLICY  
PROGRAMS  
SCHOOLBUILDINGS

**Enclosure No. 3 of the Revised Guidelines for the Implementation of the Basic Educational Facilities Fund**

**4. Type of Materials**

The DepEd standard design of armchairs made of all wood, combination of wood and steel, engineered bamboo, and non-wood based materials shall be adopted. All these materials shall be allowed to be offered in any bidding, i.e., bidding should not be exclusive to any type of material, except for bamboo which has to comprise at least twenty percent (20%) of the annual school desks and armchairs requirement of all public elementary and secondary schools nationwide as mandated by EO No. 879.

**6. Procurement Method**

- b. All Regional Offices, select Regional Offices, and/or the DepEd Central Office shall procure school furniture from the following sources/allocation in accordance with the provisions of R.A. 9184 and through sub-AROs issued by the Central Office in the case of regional procurement/s:
  1. From cooperatives using the fifteen percent (15%) budget allocation for cooperatives;
  2. From cooperatives of Persons with Disability (PWD) using the ten percent (10%) budget allocation earmarked for cooperatives of PWD; and
  3. Ten Percent (10%) of the budget for the replacement of school furniture and for the procurement of science laboratory tables and stools, workshop table and stools.
  
- c. Upon receipt of the sub-ARO, the concerned Division/Regional Office shall obligate the funds within three (3) months from date of sub-ARO, subject to the existing budgeting, accounting and auditing rules and regulations. In the event that the funds are not obligated within the three-month period, the concerned Division/Regional Offices is obliged to report unobligated funds and to submit a Certificate of Availability of Funds immediately to the Budget Division of the Central Office. In this case, the Budget Division will issue a negative sub-ARO and Regional Office/Central Office shall take over the procurement and implementation of affected projects. The failure will be reflected in the performance, ranking and/or standing of the concerned office/s.

d. (as printed in the original Department Order is deleted).

## **7. Contract Implementation**

The Inspection of school furniture must be conducted in three different stages. School furniture must be inspected during Pre-delivery, Delivery, and Post-delivery. In each stage, the school furniture must be inspected following the hereunder inspection procedures.

- a. Pre-Delivery Inspection Stage - Pre-delivery inspection shall be conducted prior to the delivery of finished school furniture to recipient schools. Inspection may be conducted at random at the manufacturing site of the supplier. The number to be inspected should not be less than the number of recipient schools. The following are the Pre-delivery inspection activities:
  1. Conduct of Pre-Implementation Meeting - This meeting is conducted by the end-user, attended by the supplier, representatives from the Commission on Audit (COA), Accounting Division, Supply Division, and members of Inspectorate team. Provisions on contract implementation shall be discussed in this meeting.
  2. Production of the School Furniture - After issuance of Notice to Proceed (NTP) and conduct of pre-implementation meeting, the supplier may start production of the school furniture.
  3. Request for Pre-delivery inspection of finished school furniture by the Supplier - The supplier shall request for a Pre-delivery inspection from the end-user prior to delivery of finished school furniture.
  4. Conduct of Pre-delivery inspection by the implementing office Inspectorate Team. - The Implementing Office Inspectorate Team shall conduct a random inspection of finished school furniture. School furniture found to be in accordance with the technical specifications shall be marked by the inspectorate team. Marked school furniture must not be less than the number of target recipient schools.

5. The Implementing Office Inspectorate Team fills up the Inspection Report Form and prepares the Pre-delivery Inspection Report.
- b. On-Site Delivery Inspection Stage - The on-site Delivery inspection is conducted during the delivery of the school furniture to the recipient school. All school furniture delivered by the supplier shall be inspected as to quantity and quality. Below are the on-site Delivery activities:
1. Supplier delivers the school furniture to recipient schools.
  2. School Inspectorate Team shall inspect all the delivered furniture if in accordance with the approved specifications and required quantity. Furniture not in accordance with the approved specifications shall be rejected.
  3. Members of the School Inspectorate Team shall sign in the Inspection and Acceptance Report (IAR) form indicating the number of furniture accepted and rejected.
  4. The supplier shall replace the defective furniture reported by the school inspectors.
  5. The School Property Custodian signs in the acceptance box of the Inspection and Acceptance Report (IAR) and Delivery Receipt (DR).
  6. Supplier takes pictures of the delivered school furniture with the name of the school.
  7. The supplier shall submit the signed IAR, DR, and pictures to the implementing office.
- c. Post-Delivery Inspection Stage - After the delivery to recipient schools, a Post-delivery inspection shall be conducted within the warranty period which is one (1) year from the date of the Certificate of Completion.
1. After the issuance of the Certificate of Completion, the Implementing Office Inspectorate Team shall

conduct a random inspection of the school furniture delivered in the schools.

2. The school furniture shall be inspected if there are defects. All defects found to be due to the supplier's fault shall be subject to rectification/replacement.
3. The Implementing Office Inspectorate Team shall prepare a Post-delivery inspection report. All findings on defective furniture shall be forwarded to the supplier for rectification/replacement.
4. The supplier shall submit to the Implementing Office a certification from the school head that rectification/replacement had been completed.
5. After one (1) year from the issuance of the Certificate of Completion, the Certificate of Contract Compliance shall be issued to the supplier.
6. The Retention money shall be released after the issuance of the Certificate of Contract Compliance.

**Enclosure No. 4 of the Revised Guidelines for the Implementation of the Basic Educational Facilities Fund**

**3. Implementation**

- e. The DepEd Central Office shall process sub-Allotment Release Order (sub-ARO) and release to the respective implementing office immediately. Upon receipt of the sub-ARO, the Division Offices are ordered to obligate the funds within three (3) months from the date of sub-ARO in consonance with existing budgeting, accounting and auditing rules and regulations. Failing to obligate within the given period, the Implementing Unit shall report the unobligated funds to Budget Division of the Central Office.

In this case, the DepEd will issue a negative sub-ARO and Regional Office shall take over the procurement and implementation of the said projects. The failure will affect the performance, ranking and/or standing of the implementing unit.

**4. Monitoring and Inspection**

- a. The Regional/Division Engineer (RE/DE) shall function as Project Engineer and shall be mainly in charge of regular monitoring and

inspection of the electrification works. As Project Engineer, the RE/DE shall have the following tasks:

1. Conduct regular site inspections to ensure that the approved program of works are being executed by the selected contractor/s accordingly;
  2. Review and validate work accomplishments of the contractor/s and claims for payments of completed works;
  3. Assist in resolving issues and concerns during project implementation.
- b. The Central Office through the EFD shall serve as oversight during project implementation and shall have the following functions:
1. While the project is on-going or at any time during project start until Substantial completion, the EFD may conduct site inspection. Any and all findings shall be effected in writing through Site Instructions and or Inspection Report;
  2. Resolve issues that may arise during project implementation through the conduct of construction meetings;
  3. The EFD shall before the issuance of the Certificate of Completion, conduct Final Inspection of projects and ensure compliance with the Program of Works, Plans, and Specifications.