

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

October 7, 1991

DECS O R D E R
No. 115, s. 1991

IMPLEMENTING GUIDELINES FOR THE CY 1991 SUPPLEMENTAL
ELEMENTARY SCHOOL BUILDING PROGRAM

To: Regional Directors
Schools Superintendents

1. This refers to the CY 1991 Supplemental Elementary School Building Program (SESBP), the sub-advices of allotment of which were furnished the regions for implementation.
2. The SESBP, as an integral part of the CY 1991 School Building Program, lists the number of elementary school recipients and the corresponding units of classrooms to be constructed and completed on or before January 15, 1992.
3. A budget of ₱600 million has been appropriated for the nationwide implementation of the SESBP consisting of 2,280 classroom units located in 1,355 elementary school sites.
4. To ensure completion on schools of the program within budget cost and in accordance with the approved plans and specifications, those concerned are hereby enjoined to comply with the following guidelines/instructions:
 - a. The decentralized scheme of implementation, like in the first stage of CY 1991 SBP, shall be adopted. The regional directors shall be held responsible and fully accountable in their respective areas of responsibilities.
 - b. Copies of the detailed implementing guidelines used in the CY 1991 Regular School Building Program shall be made available to all concerned in the implementation of the SESBP for their guidance and compliance.
 - c. The regional or division office shall secure and provide site/location plans/sketches for all projects listed in the SESBP.
 - d. All projects except the two (2) storey school buildings may be undertaken by administration or by negotiated contract as authorized by the Office of the President per their letter Ref. No. 9109-1080 dated September 27, 1991, copy attached. Two (2) storey projects shall be undertaken thru public bidding.

- e. The AAE shall be prepared in the regional offices. The CORAL Engineers will prepare the direct costs, while the regional directors will indicate the markup which shall range between 15%-22% depending on site conditions and other factors affecting the indirect cost of the project.
- f. The AAE shall serve as the ceiling price for all projects whether bid, negotiated or by administration. In no case shall any project cost higher than the AAE.
- g. As soon as the Advice of Allotment (AA) is received, the regional office shall immediately implement the projects, whether bid, negotiated or by administration.
- h. The project timetable is as follows:

- (1) For projects by Administration or Negotiated Contracts:

<u>ACTIVITY</u>	<u>COMPLETION</u>
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- | | |
|--|------------------|
| (a) Preparation by DECSRO of the list of prequalified contractors from CY 1991 SBP as well as copies of Plans, Specifications, and Bill of Quantities. | |
| (b) Preparation and submission of Site/Location Plans (Sketches) for all projects | |
| (c) Negotiation with selected contractor | October 14, 1991 |
| (d) Award Contract/Issue Notice to Proceed/Notice to Award | October 17, 1991 |
| (e) Start of Construction | October 21, 1991 |
| (f) Construction completion, on or before | March 27, 1991 |

- (2) For bid projects:

- (a) Preparation by DECSRO of list of prequalified contractors from CY 1991 SBP as well as copies of Plans, Specifications, and Bill of Quantities.

- (b) Preparation and submission of Site/Location Plans (Sketches) for all projects
- (c) Invitation to Bid
October 7, 1991
- (d) Preparation/Issuance of Bid Documents. Prospective bidders shall secure Bid Documents direct from the office of E.L. Mariano & Associates, Inc., located at SOL Building, Amorsolo Street, Legaspi Village, Makati, Metro Manila. Bid Documents shall cost ₱3,000.00 per set. The Regional Director shall issue letters of authorization to prequalified contractors to allow them to secure Bid Documents from ELMA.
October 8, 1991
- (e) Pre-bid Conference
Oct. 14, 1991
- (f) Bidding
Oct. 17, 1991
- (g) Evaluation of Bids/Resolution to Award/Notice of Award
Oct. 21, 1991
- (h) Award Contract/Issuance of Notice to Proceed
Oct. 24, 1991
- (i) Start of Construction
Oct. 27, 1991
- (j) Construction Completion, on or before
Mar. 27, 1992

i. To be able to fast-track the implementation of the SESBP from its inception to its completion, an executive committee at the Central Office and an ad hoc regional committee in every DECSRO shall be created.

(1) The Executive Committee shall be responsible for expeditiously acting on all matters concerning SESBP referred to the Central Office. All communications on these matters shall be coursed thru the said Committee. It shall be composed of the following:

Chairman : Special Assistant to the
Secretary

Members : Representative, Finance
and Administrative
Service

Representative, Central
PBAC

Representative, CORAL
Head Office

- (2) The ad hoc regional committee shall be tasked to address the problems arising from the implementation of SESEP through corrective and/or preventive measures and shall act promptly on matters within the DECSRO sphere of authority. It shall be composed of the following:

Chairman : The Assistant Regional
Director

Members : Physical Facilities Coordi-
nator

Budget or Administrative
Officer

Representative, CORAL
Regional Office

- j. All papers/documents must be acted upon accordingly by all concerned parties at the central and/or regional levels in the most expeditious manner.
- k. The regional and division office are advised to confer and closely coordinate with COA representatives whenever possible. COA auditing rules and regulations shall be complied with.
- l. In order to expedite payments to contractors, suppliers and "pakyaw" contractors, the regional directors may transfer funds from the regional office to the division level under the custody of the division superintendent.
- m. Regional Directors/Schools Superintendents concerned shall prepare and submit to the office of USEC Baltazar the Summary of Expenditures (SOE) for all completed projects under the regular CY 1991 SBP so that the full amount of the Supplemental Budget allocated for the region may be released.
- n. Variation Orders are not allowed. Plans and Specifications must be carefully studied in order to identify inconsistencies, conflicts, etc. All

variations including those attributable to site conditions must be identified before the bidding and must be included in the bidder's price.

- o. There shall be no price escalation. These projects are of short duration only.
- p. Project delays shall not be tolerated. The DECSRO shall unilaterally take over the construction works and "CALL" the contractor's performance bond once slippage exceeds negative 10%.
- q. In the accomplishment report, all defective works that have not been corrected shall not be included and must not be paid. Uninstalled materials shall not be credited as part of the progress accomplishment. The owner's cost breakdown (not that of the contractor's) shall be used as basis of accomplishment report. Progress photo shall be included in the submittals. The SOPIC concerned shall certify to the correctness of the accomplishment report.
- r. Partial release of retention money shall not be allowed. Total retention money shall be paid only after the Certificate of Inspection and Acceptance has been signed by the SOPIC, CORAL representative and approved by the Regional Manager.
- s. In addition to the required documents as listed, the contractor shall submit request for final payment together with the as-built plans and pictures of the complete building with the SOPIC concerned posing in front thereof. Expenses for the said plans and pictures shall be for the account of the contractor.
- t. Upon receipt of these guidelines, the regional directors shall meet immediately with the RPBAC, the Physical Facilities Coordinator, the CORAL Regional Manager and other involved personnel in their respective regions to orient them of the contents of this directive and discuss the priority activities that require immediate action.

5. This Order shall take effect immediately. Strict compliance is hereby enjoined.

(SGD.) EDNA F. FORMILLEZA
Undersecretary
Officer-in-Charge

References:

DECS Orders: Nos. 22, s. 1990, and
27 and 28, s. 1991

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

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

AUTHORITY
BUILDINGS
LISTS
OFFICIALS

POLICY
PROGRAM, SCHOOLS
RULES & REGULATIONS
SITES

(Inclosure to DECS Order No. 115, s. 1991)

Office of the President
of the Philippines
Malacañang

Ref. No. 9109-1080

September 27, 1991

Honorable Isidro D. Cariño
Secretary of Education, Culture
and Sports
University of Life Complex
Pasig, Metro Manila

S i r :

Referring to your 16 September 1991 request for authority to implement the construction of school building by administration, please be informed that pursuant to Section 1 of Executive Order No. 380, series of 1990, the Department Secretary is vested with the authority to approve negotiated contracts/contracts by administration up to an amount not to exceed P50 million. Inasmuch as the project costs of the school buildings are well within our approving authority, we are returning the same to you for your appropriate action.

Very truly yours,

(SGD.) FRANKLIN M. DRILON
Executive Secretary

A true copy

**IMPLEMENTING GUIDELINES FOR
THE 1991 SUPPLEMENTAL ELEMENTARY
SCHOOLBUILDING PROGRAM (SESBP)**

INTRODUCTION

The 1991 Supplemental Elementary Schoolbuilding Program (SESBP) is an integral part of the 1991 CY Schoolbuilding Program (SBP).

SESBP covers the construction of 2,280 units of new classrooms that are to be distributed to 1,355 elementary school sites. All projects under this program must be completed within the established deadline.

OBJECTIVES

This implementing guidelines is formulated with the following objectives.

- a. To bring about maximum efficiency in program implementation and minimize cost in the prosecution of the projects.
- b. To ensure good quality of construction works of the new classrooms to be put up.
- c. To ensure on-schedule completion of the program within budget cost and in accordance with approved plans and specifications.

**DEPARTMENT OF EDUCATION,
CULTURE AND SPORTS (DECS)**

The DECS is the main implementor of this program through its Regional Directors and School Superintendents and their staff in the different regions all over the country.

**CORONEL, ALILING AND ASSOCIATES,
INC. (CORAL)**

CORAL is a private firm contracted by DECS as their Project Management Consultant. As such, it shall provide consultancy services and technical advice and assistance to DECS management staff to ensure the systematic and efficient prosecution of all the projects under this program.

MODE OF IMPLEMENTATION

All projects except the two (2) storey school buildings maybe undertaken by administration or by negotiated contract as authorized by the Office of the President per their letter Ref. No. 9109-1080 dated September 27, 1991. Two (2) storey projects shall be undertaken thru public bidding.

THE IMPLEMENTING GUIDELINES

This set of Guidelines primarily covers the implementation systems and procedures in the prosecution of the projects under SESBP. It sequentially defines the respective roles and specific responsibilities of the parties concerned within the operational scope of the program.

A. BY BIDDED CONTRACTS

As a general rule, all government infrastructure projects shall be implemented through contracts awarded after an open bidding in accordance with Presidential Decree No. 1594 (As Amended). A contract may be awarded to the lowest prequalified bidder whose bid as evaluated complies with all the most advantageous term to the government.

The DECS Secretary may enter into infrastructure contracts awarded through public bidding regardless of the amount involved.

NEW CONSTRUCTION

A. BIDDED CONTRACTS

DECS CENTRAL OFFICE

CORAL HEAD OFFICE

REGIONAL DIRECTOR

CORAL REG'L MANAGER

DECS RPBAC

CORAL CLUSTER ENGR.

SOPIC

CONTRACTOR

COA REPRESENTATIVE

1. PRE CONSTRUCTION PHASE

1. PROVIDE LIST OF SCHOOLS
2. PROVIDE STANDARD PLANS AND SPECIFICATIONS
3. ASSIGN REGIONAL MANAGERS
4. PREPARE GROUP/CLUSTER OF SCHOOLS
5. ISSUE STANDARD PLANS, SPECIFICATIONS AND BID FORMS
6. PROVIDE SITE SKETCHES/ LOCATION PLANS
7. PREPARE COST ESTIMATES
8. APPROVE COST ESTIMATES
9. REPRODUCE STANDARD PLAN SPECIFICATIONS AND BID FORMS
10. CONSTITUTE THE REGIONAL RPBAC
11. ADVERTISE INVITATION TO PREQUALIFY AND BID
12. SUBMIT DOCUMENT TO RPBAC
13. CHECK BID PACKAGES, DRAWINGS AND SPECIFICATIONS
14. PREQUALIFY CONTRACTORS
15. ISSUE LETTERS OF AUTHORIZATION
16. CONDUCT PRE-BID CONFERENCE
17. PREPARE MINUTES OF PRE-BID CONFERENCE AND ISSUE BID BULLETIN
18. PREPARE AAE
19. CONDUCT BIDDING
20. ANALYZE AND EVALUATE BIDS
21. PREPARE AND ISSUE RESOLUTION TO AWARD
22. APPROVE RESOLUTION TO AWARD
23. ISSUE NOTICE OF AWARD
24. PREPARE CONTRACT FOR SIGNATURE
25. PREPARE AND ISSUE NOTICE TO PROCEED
26. SECURE BUILDING PERMIT
27. DESIGNATE SOPIC

LEGEND:

0 - RESPONSIBLE PARTY

+ - PROVIDES CONSULTANCY SERVICES AND/OR ASSIST IN ACTIVITY

NEW CONSTRUCTION

A. BIDDED CONTRACTS

- DECS CENTRAL OFFICE
- CORAL HEAD OFFICE
- REGIONAL DIRECTOR
- CORAL REG'L MANAGER
- DECS RPBC
- CORAL CLUSTER ENGR.
- SOPIC
- CONTRACTOR
- COA REPRESENTATIVE

2. CONSTRUCTION PHASE

1. ASSIGN CLUSTER ENGINEER
2. PREPARE/MAINTAIN CONST. LOGBOOK
3. CONDUCT SITE VISIT
4. COORDINATE AND SCHEDULE WORK
5. REVIEW SCHEDULE AND ORGANIZATIONAL CHART
6. IDENTIFY AND ADVISE OF DELAYS
7. PREPARE MONTHLY REPORTS
8. COORDINATE THE CASH FLOW REQUIREMENTS OF PROJECT
9. EVALUATE/PROCESS/RECOMMEND FOR PAYMENT PROGRESS BILLING
10. APPROVE AND PAY PROGRESS BILLINGS
11. CONDUCT COORDINATION MEETINGS
12. ADVISE ON POSSIBLE COST OVERRUNS
13. APPLY VALUE ANALYSIS/ENGINEERING
14. REVIEW/EXPEDITE CONTRACTOR'S SUBMITTALS

3. POST CONSTRUCTION PHASE

1. CONDUCT FINAL INSPECTION
2. PREPARE FINAL INSPECTION/ACCEPTANCE CERTIFICATE
3. SECURE OCCUPANCY PERMIT
4. TURN OVER COMPLETED PROJECT
5. EVALUATE/PROCESS/RECOMMEND FOR PAYMENT PROGRESS BILLING
6. APPROVED AND PAY FINAL BILLING AND RELEASE RETENTION MONEY
7. PREPARE AND SUBMIT FINAL PROJECT REPORT
8. SUBMISSION OF NECESSARY DOCUMENTS/REQUEST AUDIT
9. POST AUDIT OF COMPLETED PROJECTS

LEGEND:

- 0 - RESPONSIBLE PARTY
- + - PROVIDES CONSULTANCY SERVICES AND/OR ASSIST IN ACTIVITY

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
1. PRE-CONSTRUCTION PHASE		
Issue to CORAL Head Office the list of schools where the class rooms are to be constructed.	DECS Central Office	
Issue to CORAL Head Office a set of approved plans and specifications to be used for estimating purposes.	DECS Central Office	
Assign a Regional Manager at each DECSRO where he will be based during the entire period of his assignment. As per agreement, the Regional Manager shall be provided a maximum of three (3) tables for his office use.		CORAL Head Office
Group School sites where classrooms are to be constructed into clusters. Each cluster shall consist of five (5) separate sites or locations. CORAL shall assign Cluster Engineer in every region as the need arises.	DECSRO	CORAL Regional Manager
Issue to each DECSRO a complete set of the original plans and specifications, and a copy of DECS standard Bid Forms.	DECS Central Office	
Provide DECS Central Office copies of the site sketches indicating the proposed location where the classroom(s) is/are to be located.	DECSRO	CORAL Regional Manager
Prepare cost estimates based on approved standard plans and specifications issued by DECS Central Office.	DECSRO	CORAL Regional Manager
Issue letters of authorization to pre-qualified contractors to allow them to secure Bid Documents from E.L. Mariano & Asso., Inc.	DECSRO	
Advertise Invitation to Pre-qualify and Bid for the various projects.	RFBAC	

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
Provide prospective bidders with Notice to Prequalification and other relevant information regarding the proposed works.	RPBAC	
Submit to RPBAC all documents necessary for prequalification.	Contractors	
Check/evaluate contractors' documents and prequalify accordingly. Schedule pre-bid conference.	RPBAC	CORAL Regional Manager
Conduct pre-bid conference among prequalified contractors and representatives of project recipients to ensure that all prospective bidders understand the components of the bid documents and construction/owner's requirements.	RPBAC	CORAL Regional Manager
Prepare minutes of pre-bid conference. Issue Instruction to Bidders/Bid Bulletin/Bid Documents. Set/dates, time and place of bidding.	RPBAC	CORAL Regional Manager
Prepare AAE based on approved plans and specifications.	Regional Director	CORAL RM
Conduct bidding as scheduled.	RPBAC	CORAL RM
Check/analyze/evaluate bidders Bids/Tenders; prepare Abstract of Bids.	RPBAC	CORAL RM
Prepare Resolution to Award/ Notice of Award for approval of the Regional Director.	RPBAC	
Approve Resolution to Award and Notice of Award; Issue to winning contractor the Notice of Award.	Regional Director	
Prepare for signature of contracting parties the Contract of Work with all the required supporting documents and the Notice to Proceed.	RPBAC	
Issue Notice to Proceed to winning contractor.	RPBAC	
Secure Building Permit	Contractor	

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
Assign/designate a SOPIC for every project site from among qualified school officials in the area.	Regional Director	
2. CONSTRUCTION PHASE		
Assign Cluster Engineers as the need arises under the following conditions:	CORAL Regional Manager	
-Upon the written advice of the contractor that he has mobilized needed manpower and materials to start construction works.		
-For places located in highlands or those isolated from modern means of transportation and communications, only after the contractor has fully mobilized and deployed his men, materials and equipment.		
Regularly visit project sites to monitor the contractor's accomplishment, manpower, equipment & materials and act accordingly.	Cluster Engineer	
Prepare/maintain Construction Logbook.	Contractor	
Manage the general monitoring coordination and scheduling of works at project site.	SOPIC	Cluster Engineer
Review and suggest if necessary, revisions on the construction Schedule/Organizational Chart which are part of his initial submittals.	Cluster Engineer	SOPIC
Identify potential problems and advise the DECSRO of likely causes of delay and recommend preventive/corrective/contingent actions.	Cluster Engineer	
Prepare and submit Semi-Monthly Progress and Accomplishment Reports. Uncorrected defective works and uninstalled materials should not be included in the	SOPIC	Cluster Engineer

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
accomplishment report. Attach pictures (before, on-going and after)		
Coordinate with DECS Central Office regarding the project Cash Flow requirement to facilitate timely payment of all approved contractor's progress billing.	Regional Director	
Evaluate/process and recommend the contractor's application for progress payments. (The evaluation of accomplishment shall be based on a predetermined percentage for each item of works).	SOPIC	Cluster Engineer
Approved and pay the contractor's progress billing (no partial release of retention money is allowed).	Regional Director	
Conduct periodic coordination meetings with the contractor and other project participants to immediately resolve problems met and to address actual or potential delays; repair and distribute minutes of the meeting to all concerned, and copy furnish the Regional Director.	Cluster Engineer	SOPIC
Advise DECS Regional Director whenever costs are likely to be exceeded to prevent overruns.	Cluster Engineer	SOPIC
In cases where budget overruns may occur, the DECS shall cancel a programmed project that is not yet started rather than allow a portion of an on-going project to remain incomplete.	Regional Director	
Continue applying the principle of value analysis/value engineering.	Cluster Engineer	
Transmit in writing to all concern any contract interpretations where possible disputes may arise.	Cluster Engineer	

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
3. POST-CONSTRUCTION PHASE		
Conduct the Final Inspection upon the advise of the contractor that he has substantially completed his contract.	SOPIC	Cluster Engineer
Secure Occupancy Permit	Contractor	
Prepare Provisional or Final Inspection and Acceptance Certificate for the approval of the Regional Director.	SOPIC	Cluster Engineer
Evaluate, process and recommend for payment the contractor's application for final payment and release of retention money.	SOPIC	Cluster Engineer
Approve and pay the contractor of his final payment and retention money.	Regional Director	
Prepare and submit to the Regional Director a FINAL PROJECT REPORT.	Cluster Engineer	
Submit the required documents to COA representative and request for immediate post-audit of completed projects.	SOPIC	
Conduct post-audit of completed project.	COA Auditor	

B. BY NEGOTIATED CONTRACTS

Negotiated contract may be entered into only where any of the following conditions exists and the implementing office/agency is not capable of undertaking the project by administration:

- a. In times of emergencies arising from natural calamities where immediate action is necessary to prevent imminent loss of life and/or property.
- b. Failure to award the contract after competitive public bidding for valid cause or causes.
- c. Where the subject project is adjacent or contiguous to an ongoing project and it could be economically prosecuted by the same contractor, in which case direct negotiation may be undertaken with the said contractor at the same unit prices and contract conditions, less mobilization cost, provided that he has no negative slippage and has demonstrated a satisfactory performance.
- d. For contract terminated for cause or causes and the office/agency concerned takes over contract work.

The DECS Secretary may enter into negotiated infrastructure contracts involving not more than ₱50 million. Where the negotiation is validly resorted to, the award of the contract is made to the lowest complying offeror (not bidder) who have complied with all the requirements relating to performance bond and other requirements stipulated for bid contracts.

NEW CONSTRUCTION

B. NEGOTIATED CONTRACTS

DECS CENTRAL OFFICE
CORAL HEAD OFFICE
REGIONAL DIRECTOR
CORAL REG'L MANAGER
DECS RPAC
CORAL CLUSTER ENGR.
SOPIC
CONTRACTOR
COA REPRESENTATIVE

	DECS CENTRAL OFFICE	CORAL HEAD OFFICE	REGIONAL DIRECTOR	CORAL REG'L MANAGER	DECS RPAC	CORAL CLUSTER ENGR.	SOPIC	CONTRACTOR	COA REPRESENTATIVE
1. PRE-CONSTRUCTION PHASE									
1. PREPARE/SUBMIT REPORT OF FAILURE TO AWARD	0								
2. ISSUE INVITATION TO NEGOTIATE	0								
3. NEGOTIATE WITH CONTRACTOR	0	+							
4. PREPARE AND ISSUE NOTICE OF AWARD	0								
5. PREPARE FOR SIGNATURE THE CONTRACT OF WORKS	0								
6. PREPARE AND ISSUE NOTICE TO PROCEED	0								
7. SECURE BUILDING PERMIT								0	
2. CONSTRUCTION PHASE									
1. ASSIGN CLUSTER ENGINEER	0								
2. PREPARE/MAINTAIN CONST. LOGBOOK								0	
3. CONDUCT SITE VISIT						0			
4. COORDINATE AND SCHEDULE WORK						+	0		
5. REVIEW SCHEDULE AND ORGANIZATIONAL CHART						0	+		
6. IDENTIFY AND ADVISE OF DELAYS						0			
7. PREPARE MONTHLY REPORTS						+	0		
8. COORDINATE THE CASH FLOW REQUIREMENTS OF PROJECT	0								
9. EVALUATE/PROCESS/RECOMMEND FOR PAYMENT PROGRESS BILLING						+	0		
10. APPROVE AND PAY PROGRESS BILLINGS	0								
11. CONDUCT COORDINATION MEETINGS						0	+		
12. ADVISE ON POSSIBLE COST OVERRUNS						0	+		
13. APPLY VALUE ANALYSIS/ENGINEERING						0			
14. REVIEW/EXPEDITE CONTRACTOR'S SUBMITTALS						0	+		

LEGEND:
 0 - RESPONSIBLE PARTY
 + - PROVIDES CONSULTANCY SERVICES AND/OR ASSIST IN ACTIVITY

NEW CONSTRUCTION

DECS CENTRAL OFFICE
CORAL HEAD OFFICE
REGIONAL DIRECTOR
CORAL REG'L MANAGER
DECS RPBC
CORAL CLUSTER ENGR.
SOPIC
CONTRACTOR
COA REPRESENTATIVE

B. NEGOTIATED CONTRACTS

3. POST CONSTRUCTION PHASE										
1. CONDUCT FINAL INSPECTION										
2. PREPARE FINAL INSPECTION/ ACCEPTANCE CERTIFICATE										
3. SECURE OCCUPANCY PERMIT										
4. TURN OVER COMPLETED PROJECT										
5. EVALUATE/PROCESS/RECOMMEND FOR PAYMENT PROGRESS BILLING										
6. APPROVED AND PAY FINAL BILLING AND RELEASE RETENTION MONEY										
7. PREPARE AND SUBMIT FINAL PROJECT REPORT										
8. SUBMISSION OF NECESSARY DOCUMENTS/ REQUEST AUDIT										
9. POST AUDIT OF COMPLETED PROJECTS										

LEGEND:
 O - RESPONSIBLE PARTY
 + - PROVIDES CONSULTANCY SERVICES AND/OR ASSIST IN ACTIVITY

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
<u>1. PRE CONSTRUCTION PHASE</u>		
(After the public bidding conducted for the purpose)		
Prepare and submit Report/ Certification to the Regional Director to the effect that there was a failure to award.	RFBAC	
Issue Invitation to Negotiate to previously prequalified contractors.	RFBAC	
Furnish to duly prequalified contractors who wish to participate, copies of the Instructions to Offerors, Plans, Specifications, Proposed Book Form, and other Tender Documents for their use.	RFBAC	
Negotiate with complying Offerors in ascending order starting from the lowest complying offerors.	RFBAC	CORAL Cluster Engineer
Prepare and issue Notice to Award to complying offeror (not bidder) who complied with all other requirements.	RFBAC	
Prepare for signature of contracting parties the Contract of Works and Notice to Proceed.	RFBAC	
Secure Building Permit	Contractor	
<u>2. CONSTRUCTION PHASE</u>		
Assign Cluster Engineer as the need arises on the conditions previously stated.	CORAL Regional manager	
Prepare/maintain Construction Logbook	Contractor	
Regularly visit project sites to monitor the contractor's accomplishment, manpower, equipment and materials and act accordingly on any problems obtaining thereto.	Cluster Engineer	

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
Manage the monitoring, coordination and scheduling of works at project sites.	SOPIC	Cluster Engineer
Review and suggest revisions, if any, on the contractor's construction schedule/organizational chart which are part of his initial submittals.	Cluster Engineer	SOPIC
Identify potential problems and advise DECERO of likely causes of delay and recommend preventive and contingent actions.	Cluster Engineer	
Prepare and submit Monthly Progress and Accomplishment Reports. Uncorrected defective works and uninstalled materials shall not be included in the Accomplishment Report. Attach pictures (before, on-going and after)	SOPIC	Cluster engineer
Coordinate with DECS Central Office regarding the project Cash flow requirement to facilitate timely payment of all approved contractor's progress billings.	Regional Director	
Evaluate/process and recommend the contractor's application for progress payments. (The evaluation of accomplishment shall be based on a predetermined percentage for each item of works).	SOPIC	Cluster Engineer
Approved and pay the contractor's progress billing (no partial release of retention money is allowed).	Regional Director	
Conduct periodic coordination meetings with the contractor and other project participants to immediately resolve problems met and to address actual or potential delays; prepare and distribute minutes of the meeting to all concerned, and copy furnish the Regional Director.	Cluster Engineer	SOPIC
Advise DECS Regional Director whenever costs are likely to be exceeded to prevent overruns.	Cluster Engineer	SOPIC

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
In cases where budget overruns may occur, the DECS shall cancel a programmed project that is not yet started rather than allow a portion of an on-going project to remain incomplete.	Regional Director	
Continue applying the principle of value-analysis/value-engineering.	Cluster Engineer	
Transmit in writing to all concerned any contract interpretations where possible disputes may arise.	Cluster Engineer	SOPIC
3. POST-CONSTRUCTION PHASE		
Conduct the Final inspection upon the advice of the contractor that he has substantially completed his contract.	SOPIC	Cluster Engineer
Secure Occupancy Permit	Contractor	
Prepare Provisional or Final Inspection and Acceptance Certificate for the approval of the Regional Director.	SOPIC	Cluster Engineer
Evaluate, process and recommend for payment the contractor's application for final payment and release of retention money.	SOPIC	Cluster Engineer
Approve and pay the contractor of his final payment and retention money.	Regional Director	
Prepare and submit to the Regional Director a FINAL PROJECT REPORT.	Cluster Engineer	
Submit the required documents to COA representative and request for immediate post-audit of completed projects.	SOPIC	
Conduct post-audit of completed project.	COA Auditor	

B. BY ADMINISTRATION

Where there is lack of prequalified bidders in a public bidding conducted for the purpose or where no contractors would likely undertake works of small quantity, construction in remote and high-risk areas or where mobilization is too costly, the option to DECS is to undertake construction of project By Administration.

For construction by administration, the Regional Director shall designate a Project Administrator (SOPIC) in the area from among the qualified faculty and staff to administer the works in accordance with the approved plans and specifications within the allotted budget and timeframe. He should be bonded as required under COA rules and regulations.

He may be provided with the necessary cash advances to hire the needed manpower and purchase the required construction materials in accordance with COA procedures.

The SOPIC may avail himself of "PAKYAW" contract/agreement whereby labor and materials are furnished, and the work is done or the services are furnished, and the work is done or the services are performed as an incident to the prosecution of the entire project by administration.

NEW CONSTRUCTION

C - BY ADMINISTRATION

DECS CENTRAL OFFICE
CORAL HEAD OFFICE
REGIONAL DIRECTOR
CORAL REG'T. MANAGER
DECS BRAC
CORAL CONSTR ENGR.
SOPIC
CON REPRESENTATIVE

LEGEND:

0 - RESPONSIBLE

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0 - RESPONSIBLE

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1. PRE-CONSTRUCTION PHASE

1. IDENTIFY SITES

2. PREPARE COST ESTIMATES

3. IDENTIFY PROJECT SITES WITH NO INTERFERED BIDDERS

4. DESIGNATE PROJECT ADMINISTRATION

5. SECURE BUILDING PERMIT

6. TIME UP PROSPECTIVE WORKERS AND SUPPLIERS

2. CONSTRUCTION PHASE

1. ASSIGN CLUSTER ENGINEER

2. PREPARE/MAINTAIN CORAL LOGBOOK

3. CONDUCT SITE VISIT

4. COORDINATE AND SCHEDULE WORK

5. IDENTIFY AND ADVISE DELAYS

6. PREPARE MONTHLY REPORTS

7. ADVISE ON POSSIBLE COST VARIATIONS

8. EFFECT PAYMENT OF WORK ACCOMPLISHED

9. APPLY VALUE ANALYSIS/ENGINEERING

3. POST-CONSTRUCTION PHASE

1. DETERMINE COMPLETION OF WORKS

3. SECURE OCCUPANCE PERMIT

4. PREPARE OCCUPANCE CERTIFICATES

5. PREPARE AND SUBMIT FINAL PROJECT REPORT

6. SUBMIT NECESSARY DOCUMENTS/REQUEST

7. POST AUDIT OF COMPLETED PROJECTS

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
<u>1. PRE CONSTRUCTION PHASE</u>		
Identify the sites where new classrooms are to be constructed, inform CURAL Regional Manager accordingly.	SOPIC	
Prepare cost estimates based on approved plans and specifications.	Cluster Engineer	SOPIC
Identify project sites where there are no interested bidders.	RFBAC	
Designate and bond SOPIC as Project Administrator.	Regional Director	
Secure Building Permit	SOPIC	Cluster Engineer
Line up prospective construction workers and suppliers.	SOPIC	Cluster Engineer
If "PAKYAW" is to be availed of, scout for prospective qualified party for the construction works.	SOPIC	
Enter into contract agreement with "PAKYAW" party by phase or scope of works in accordance with approved plans, specifications and cost.	SOPIC	Cluster Engineer
<u>2. CONSTRUCTION PHASE</u>		
Assign Cluster Engineers under the following conditions:	CURAL Regional Manager	
-Upon the written advise of the Project Administrator that he has mobilized needed manpower and materials to start construction works.		
-For places located in highlands or those isolated from modern means of transportation and communications, only after the Project Administrator has fully mobilized and deployed his men, materials and equipment.		

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
Regularly visit project sites to monitor the accomplishment, manpower, equipment and materials at site depending upon the size, location and similar constraints.	Cluster Engineer	
Prepare/maintain Construction Logbook	SOPIC	Cluster Engineer
Manages the general coordination and scheduling of works.	Cluster Engineer	SOPIC
Identify potential problems of likely causes of delay and recommend preventive and contingent measures.	Cluster Engineer	
Prepare and submit Semi-Monthly Progress and Accomplishment Reports. Uncorrected defective works and uninstalled materials should not be included in the accomplishment report. Attach pictures (before, on-going and after)	SOPIC	Cluster Engineer
Review, evaluate and recommend payment of works accomplished.	SOPIC	Cluster Engineer
Advise DECS Regional Director whenever costs are likely to be exceeded to prevent overruns.	Cluster Engineer	SOPIC
In cases where budget overruns may occur, the DECS shall cancel a programmed project that is not yet started rather than allow a portion of an on-going project to remain incomplete.	Regional Director	
Effect payment of work accomplished as recommended.	Regional Manager	
Continue applying the principle of value analysis/value engineering	Cluster Engineer	
3. POST-CONSTRUCTION PHASE		
Inspect and determine the completion of works.	Cluster Engineer	SOPIC
Secure Occupancy Permit	SOPIC	Cluster Engineer

ACTIVITIES	RESPONSIBLE PARTY	ASSISTING PARTY
Regional Manager.		
Prepare and submit to the Regional Director a FINAL PROJECT REPORT	Cluster Engineer	
Submit to COA Representative the needed documents for Audit.	SOPIC	
Conduct post-audit of the completed projects.	COA auditor	