

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

January 31, 1996

DECS O R D E R
No. 11, s. 1996

ORGANIZATION OF THE DIFFERENT IMPLEMENTATION GROUPS
FOR THE 1996 DESKS/ARMCHAIRS PROJECT

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Chiefs of Services/Centers and Heads of Units
Others Concerned

1. Pursuant to the provisions of DECS Order No. 7, s. 1996, the following implementation groups for the 1996 Desks/Armchairs Project are hereby organized:

1.1 PREQUALIFICATION, BIDS AND AWARDS COMMITTEE (PBAC)

1.1.1 COMPOSITION

Chairman	USEC Antonio E.B. Nachura
Executive Officer	ASEC Reno A. Capinpin
Legal Officers	Atty. Nellie Tansioco
	Atty. Deusdedit Quijano
Members:	Atty. Domingo A. Salita - Private Sector Representative
	Representative of the Regional Directors Association
	Representative of the Philippine Association of Schools Superintendents

1.1.2 DUTIES AND RESPONSIBILITIES

- 1.1.2.1 Invite prospective bidders through advertisement in newspapers of national circulation.
- 1.1.2.2 Issue prequalification/statements forms.
- 1.1.2.3 Prequalify prospective bidders.
- 1.1.2.4 Issue bid documents, plans and specifications.
- 1.1.2.5 Conduct pre-bid conference.
- 1.1.2.6 Receive and open bids/tenders.

- 1.1.2.7 Prepare abstract of bids/tenders.
- 1.1.2.8 Evaluate bids/tenders.
- 1.1.2.9 Prepare/Issue Resolutions to Award.
- 1.1.2.10 Perform any attendant action necessary.

1.2 ACCREDITATION GROUP

1.2.1 COMPOSITION

Group Leader - Dr. Dominador C. Capinpin
 Asst. Group Leader - Mr. Dalmacio F. Casison, Jr.
 Members: Engr. Luis Purisima, Jr.
 Mrs. Maritess Ablay
 Mr. Deogracias B. Genito Jr.

1.2.2 DUTIES AND RESPONSIBILITIES

- 1.2.2.1 Review company profile of each prospective bidder to determine completeness of documents required for accreditation.
- 1.2.2.2 Compile company profile of all prospective bidders.
- 1.2.2.3 Conduct plant visits to ensure adequacy of machineries, manpower, source of materials, and working space
- 1.2.2.4 Assess financial and manufacturing capabilities of each prospective bidder and determine their appropriate classification or category.
- 1.2.2.5 Recommend to the DECS-PBAC Chairman accreditation of qualified prospective bidders.
- 1.2.2.6 Issue Certificates of Accreditation to prospective bidders approved by the DECS-PBAC Chairman for accreditation.
- 1.2.2.7 Perform any attendant action necessary.

1.3 PHYSICAL FACILITIES GROUP

1.3.1 COMPOSITION

Group Leader - Ms. Merlinda Belicario
 Asst. Group Leader - Engr. Nelson Bellosillo
 Members: Engr. Luis Purisima, Jr.
 Ms. Gracelyn A. Crisostomo

1.3.2 DUTIES AND RESPONSIBILITIES

- 1.3.2.1 Prepare working drawings for each type of desk/armchair by grade level for the elementary based on isometric measurements.
- 1.3.2.2 Prepare working drawings for each type of desk/armchair for secondary based on isometric measurements.
- 1.3.2.3 Prepare agency estimates for each type of desk/armchair (elementary and secondary).
- 1.3.2.4 Evaluate prototype desks/armchairs submitted.
- 1.3.2.5 Conduct necessary tests to ensure that materials used are of good and acceptable quality.
- 1.3.2.6 Certify as to the durability of prototype desks and/or armchairs submitted, suitability and quality of materials used and conformance with plans and specifications.

1.4 CONTRACT MANAGEMENT AND MONITORING GROUP

1.4.1 COMPOSITION

Group Leader - Mr. Leovigildo P. Arellano
Asst. Group Leaders - Dr. Dominador C. Capinpin
Mr. Dalmacio F. Casison, Jr.
Members: Management and Audit Division Staff

1.4.2 DUTIES AND RESPONSIBILITIES

- 1.4.2.1 Acts as Secretariat of the DECS-PBAC.
 - Receive, review, process, prepare and compile all program/project documents, i.e., bid documents, resolutions to award, notice of award, notice to proceed, contracts, disbursement vouchers and the like.
 - Process and submit evaluation of bids to the DECS-PBAC Chairman for deliberation.
- 1.4.2.2 - Monitor and assess/audit the implementation of the program/project at all levels.

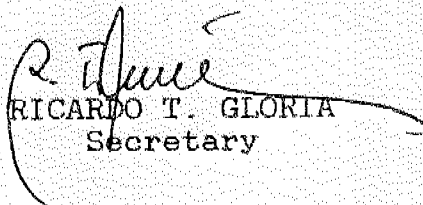
- Prepare and submit report on the status of program/project implementation on a regular basis (quarterly) for purposes of policy formulation and decision-making.
- Conduct plant/site inspection during mass production period and after delivery to recipient schools, observance of specifications, plans and timetable.
- Bring to the attention of the Secretary/Chairman of the DECS-PBAC irregularities, significant deviations from plans and specifications, unsatisfactory performance of manufacturers, defective, poor quality and/or delayed delivery of desks/armchairs.

1.4.2.3 Monitor and assess/audit the implementation of the 1995 desks/armchairs project.

1.4.2.4 Perform any attendant action necessary.

2. All concerned are enjoined to extend full support and cooperation.

3. This Order takes effect immediately.


 RICARDO T. GLORIA
 Secretary

Reference:
 DECS Order: (No. 7, s. 1996)

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

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

- ✓ COMMITTEES
- ✓ PROCUREMENT
- ✓ PROJECTS
- ✓ SCHOOLS

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

February 20, 1996

DECS O R D E R
No. 11-A, s. 1996

REVISED COMPOSITION OF THE DIFFERENT IMPLEMENTATION GROUPS
FOR THE 1996 DESKS/ARMCHAIRS PROJECT

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Directors of Services/Centers and Heads of Units
Others Concerned

1. The composition of the different implementation groups for the 1996 Desks/Armchairs Project as announced in DECS Order No. 11, s. 1996 is hereby modified by way of substitution of some of its Group Leaders/Members in the different implementation groups as herein reflected.

1.1 PREQUALIFICATION, BIDS AND AWARDS COMMITTEE (PBAC)

1.1.1 COMPOSITION

Chairman	USEC Antonio E.B. Nachura
Executive Officer	ASEC Ramon C. Bacani
Legal Officers	Atty. Nellie Tansioco Atty. Deusdedit Quijano
Members:	Atty. Domingo A. Salita Private Sector Representative Dir. Pedro B. Trinidad Representative of the Regional Directors Association Dr. Rosario J. de Guzman Representative of the Philippine Association of Schools Superintendents

1.2 ACCREDITATION GROUP

1.2.1 COMPOSITION

Group Leader	-	Engr. Luis Purisima, Jr.
Asst. Group Leader	-	Mr. Deogracias B. Genito, Jr.
Members:	-	Ms. Marites Ablay Mr. Albert C. Alano Mr. Ricky P. Borja

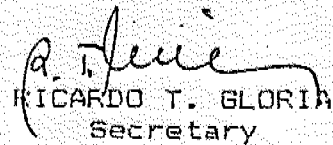
1.4 CONTRACT MANAGEMENT AND MONITORING GROUP

1.4.1 COMPOSITION

Group Leader - Dir. Maximo C. Aljibe
Asst. Group Leaders - Dr. Blanquita D. Bautista
Mr. Bienvenido C. Villagrancia
Members: - Atty. Domingo M. Blanquisco
Mr. Ernesto T. Salita
Mr. Albert C. Alano

2. All other committees/implementation groups and its membership not otherwise affected with this modification/revision shall remain to be valid and effective.

3. Please be guided accordingly.


RICARDO T. GLORIA
Secretary

Reference:

DECS Order: (No. 11, s. 1996)

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

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

- ✓ CHANGE
- ✓ COMMITTEES
- ✓ PROCUREMENT
- ✓ PROJECTS
- ✓ SCHOOLS