



Republic of the Philippines
Department of Education

21 SEP 2018

DepEd ORDER
No. **041**, s. 2018

**GUIDELINES ON THE UTILIZATION OF THE PRELIMINARY AND DETAILED
ENGINEERING FUNDS UNDER THE 2018 BASIC EDUCATION FACILITIES FUNDS**

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

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Utilization of the Preliminary and Detailed Engineering (PDE) Funds under the Basic Education Facilities Funds (BEFF)** in the 2018 General Appropriations Act to ensure proper, effective and efficient utilization of the said funds.
2. The Preliminary Detailed Engineering (PDE) and Detailed Engineering Design (DED) activities are crucial in the effective and efficient implementation of the School Building Program. These include actual site validation, conduct of geotechnical studies, and finalization of the detailed engineering designs to suit the requirements of the site. These activities ensure that school buildings constructed are structurally sound and conform with the specific requirements of the school sites. These aspects are important for the provision of conducive, safe and secured learning environment for the schoolchildren.
3. Provisions in the guidelines on the allowed expenses and authority to use the funds shall be strictly implemented.
4. The utilization of the BEFF shall be subject to the existing procurement guidelines under Republic Act No. 9184 (Government Procurement Reform Act) and standard government accounting and auditing rules and regulations.
5. For more information, contact the **Administrative Service-Education Facilities Division (AS-EFD)**, Department of Education (DepEd), 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, at telephone nos. (02) 633-7263 or (02) 638-7110, or email at as.efd@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

References:

N o n e

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

BASIC EDUCATION
EXPENSES
FUNDS
POLICY
SCHOOL BUILDING
SITES

DJP Guidelines on the Utilization of PDE Funds under 2018 BEFF
0591 July 20/23, 2018

**GUIDELINES ON THE UTILIZATION OF THE PRELIMINARY DETAILED
ENGINEERING (PDE) FUNDS UNDER THE 2018 BASIC EDUCATION
FACILITIES FUNDS (BEFF)**

I. Rationale

Under the 2018 General Appropriations Act, a Preliminary Detailed Engineering Fund (PDE Fund) under the Basic Education Facilities Funds (BEFF) was provided in compliance with the requirements of the Government Procurement Reform Act (GPRA) or otherwise known as RA9184 and its Implementing Rules and Regulations specifically its Annex A (Detailed Engineering for the Procurement of Government Infrastructure Projects).

The PDE funds under the BEF funds shall ensure that school buildings constructed are structurally sound and conforms with the specific requirements of the sites where the building will be constructed.

II. Scope and Objectives

This guideline provides the allowable activities and expenses and the responsible offices for the utilization and disbursement for the efficient and effective utilization of the PDE Funds provided under the 2018 General Appropriations Act.

III. Principles and Policy Statement

It has been the policy of DepEd that in the implementation of the School Building Program (SBP), structures such as school buildings constructed are responsive to the specific requirements of the sites where the structures are to be erected thus are declared as safe for the occupancy of our learners, in an atmosphere of conducive teaching-learning environment.

In support of said policy, the Preliminary Detailed Engineering (PDE) and Detailed Engineering Design (DED) activities which include actual site validation, conduct of geotechnical studies, and finalization of the detailed engineering designs to suit the requirements of the site, are crucial in the effective and efficient implementation of the School Building Program.

The **Pre Detailed Engineering study** establishes the technical viability of the project in terms of:

- a. Location of the project;
- b. Actual site conditions such as need for soil erosion protection, demolition of existing structures and elevation due to frequent flooding;
- c. Determination of soil conditions through the conduct of appropriate geotechnical studies.

The findings in this study shall provide the specific recommendations for any changes which should be supported by detailed justifications, soil test results, including their effects on the cost.

The **Detailed Engineering Design (DED) activities** shall include the preparation of the following documents:

- a. Final Design Plans;
- b. Technical Specifications;
- c. Quantity and Cost Estimates;
- d. Program of Works;
- e. Proposed Construction Schedule

IV. Allowable Expenses

Relative to the conduct of the PDE and DED activities, the following are the allowable expenses that maybe charged against the PDE Funds.

- a. Transportation, communication, per diem related to the conduct of actual site validation activities;
- b. Payment of services for the conduct of subsurface or geotechnical studies;
- c. Payment of services for the preparation of the revised school building design due to the result of the geotechnical studies (e.g. commissioned Structural Engineer to do the redesigning of foundations and signing and sealing of the plans; commissioned Electrical or Mechanical Engineers to redesign and sign and seal the plans);
- d. Purchase of necessary materials, services and equipment for the printing and reproduction of the plans and other related documents such as the Final Program of Works and Bid Documents (e.g. mylar and blue print copies of the complete DED; bondpapers, printers, laptop, camera).

6. Procedure for Downloading of Funds and Monitoring and Evaluation

The Education Facilities Division (EFD) will determine the necessity to download funds to the Regional and Division Offices based on the need to conduct validation activities and geotechnical studies on the proposed priority schools for implementation. The amount to be downloaded will be based on the number of sites for validation from the Five Year Comprehensive School Facilities Development Plan prepared by the Division Engineers and the number of sites needing geotechnical studies as a result of the initial validations made by the engineers.

The Matrix of Responsible Offices for the issuance, disbursement and monitoring of utilization of PDE Funds is shown below.

Activity	Responsible Offices		
	CO	RO	DO
Preparation of Subsaros to the Regional and Division Offices	EFD and Budget Division Central Office		
Issuance of subSARO	Office of the Undersecretary for Budget and Performance Monitoring		
Receiving and Recording of issued subSARO		Budget Officer/ Accountant	Budget Officer/ Accountant
Approval of the proposed utilization of funds		Regional Director	Division Superintendent
Monitoring of Disbursement and Utilization of Funds	EFD, EPDU, Budget Division	Budget Officer/ Accountant	Budget Officer/ Accountant

For the effective monitoring of the utilization of the released amount, the implementing unit (**RO/DO**) should send the Budget Utilization Report, on a monthly basis, to the Central Office thru the Accounting Division, copy furnished EFD, Office of the Undersecretary for Administration, and Office of the Undersecretary for Finance - Budget and Performance Monitoring.

7. The utilization of the said funds shall be subject to the existing procurement guidelines under RA9184 and standard government accounting and auditing rules and regulations.
8. The EFD of the Central Office in close coordination with the Education Support Services Division (ESSD) of the Regional Offices thru Regional Engineers and School Governance and Operations Division (SGOD) thru Division Engineers will monitor and evaluate the implementation of this policy. They shall continuously gather feedback on the implementation of this policy from the concerned internal and external stakeholders.