



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



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DepED ORDER
No. **77**, s. 2003

SEP 17 2003

GUIDELINES FOR COORDINATION AND MONITORING
OF DPWH-CONSTRUCTED SCHOOLBUILDINGS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed is a copy of the Joint DepED-DPWH Memorandum dated July 10, 2003 entitled "Guidelines for Coordination and Monitoring of DPWH-Constructed Schoolbuildings".
2. Full cooperation is enjoined especially in the accomplishment and regular submission of reports, which will be vital inputs to subsequent schoolbuilding programs.
3. Wide dissemination of this Order to all concerned is desired.


EDILBERTO C. DE JESUS
Secretary

Maricar/re/-do-dpwh constructed schbldg.
09-15-03

Encl.:
As stated

Reference:
None

Allotment: 1- -(D.O. 50-97)

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

REPORTS
RULES & REGULATIONS
SCHOOLBUILDINGS



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Tanggapang Pangalawang Kalihim
Office of the Undersecretary

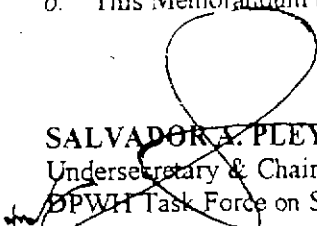
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July 10, 2003

Joint DepED-DPWH Memorandum

**GUIDELINES FOR COORDINATION AND MONITORING
OF DPWH-CONSTRUCTED SCHOOL BUILDINGS**

1. The Department of Public Works and Highways (DPWH) administers the construction of school buildings particularly 90% of the school buildings under the School Building Program (SBP), pursuant to R.A. 7880, the Fair and Equitable Access to Education Act. Also, the General Appropriations Act (GAA) requires the Department of Education (DepED) to submit annually the number and cost of school buildings constructed by the DPWH by School Division and funding source.
2. Average cost of classroom for a particular SBP Calendar Year shall be based on the agreed DepEd and DPWH average cost of classroom. Costs (*program of work*) may be adjusted upwards especially for multi-storey school buildings provided that the total/target number of school buildings are met within the approved GAA budget (P1.80 Billion or 90% of the SBP component).
3. The Department of Education (DepED) and the DPWH entered into a Memorandum of Agreement (MOA) which provides for, among others, the establishment of a monitoring and assessment system and the funding assistance thereof. For this purpose, a Joint DPWH-DepED Technical Working Group was organized to prepare the *Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings*.
4. The DepED and DPWH hereby jointly issue the enclosed *Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings* to cover all DPWH-constructed school buildings.
5. The cooperation and assistance of all DepED and DPWH officials and staff are enjoined.
6. This Memorandum takes effect immediately and wide dissemination is desired.


SALVADOR A. PLEYTO
Undersecretary & Chairman
DPWH Task Force on School Building


JUAN MIGUEL M. LUZ
Undersecretary for Finance & Administration
Department of Education (DepED)

* For SBP 2003, the DepED and DPWH have set an average cost of P 400,000.00 per classroom based on the required specifications. This is an average cost for budget purposes only. The DPWH shall not use this as a cost constraint to deliver unfinished classrooms.

DepEd-DPWH GUIDELINES FOR COORDINATION AND MONITORING OF DPWH-CONSTRUCTED SCHOOL BUILDINGS

1.0 Scope

The *Guidelines for Coordination and Monitoring of DPWH-Constructed School Buildings* hereinafter referred to as the *Guidelines*, cover the monitoring of school buildings/classrooms constructed by DPWH as funded under the annual General Appropriations Act (GAA).

2.0 Objectives

The *Guidelines* aim to enhance the efficiency and effectiveness of the delivery of school facilities provided under the School Building Program (SBP).

A. For On-going SBP Construction

- (1) Provide Principals with adequate information needed for acceptance of the school building;
- (2) Provide timely information on deficiencies which will affect acceptance;
- (3) Benchmark good practices in the procurement process; and
- (4) Provide factual and timely reports to DepED and DPWH management on the status, performance and problems on the SBP.

B. For Completed SBP Construction

- (1) Provide information on the conditions and utilization of the school buildings constructed under the SBP; and
- (2) Tender necessary action on feedback from the schools on the conditions of the school buildings constructed under the SBP.

3.0 Definition of Terms

For purposes of the *Guidelines*, the following definitions shall apply:

- a) **DPWH-Constructed School Buildings** – refers to the school buildings/classrooms, constructed by DPWH under the School Building Program of the General Appropriations Act.
- b) **Program of Works** – refers to scope/description of works based on the construction requirements of the project whether new construction or repair and rehabilitation of school buildings.
- c) **Construction Schedule** – the schedule of construction activities from mobilization to demobilization stage.
- d) **Pre-Construction Stage** – activities from identification of project sites to the issuance of the "Notice to Proceed".
- e) **Construction Stage** – activities during actual construction from mobilization and layout to the completion of the project.
- f) **Post-Construction Stage** – activities after the issuance of Certificate of Completion to the issuance of the Certificate of Acceptance, including warranty period.

- g) **Post Occupancy Evaluation** – activity for purpose of obtaining the impact of the project that will provide information about the experiences and satisfaction levels of the stakeholders.
- h) **DepED Inspectorate** - Monitors/Inspectors authorized by the DepED Central, Regional and Division Offices.
- i) **Physical Facilities Coordinator (PFC)** – the DepED staff in the Regional and Division Offices responsible for physical facilities-related work including the overall supervision of the monitoring and assessment of DPWH-constructed school buildings in their respective areas of responsibility.
- j) **School Building Program Technical Committee (SBPTC)** – a local committee at the School Division level composed of representatives from DPWH, DepED and civic groups mainly to resolve conflicts during the implementation of the program.

4.0 Coordination and Monitoring Procedures

The coordination and monitoring process starts even prior to construction up to the occupancy stage. The focus shall be at the construction sites by school authorities representing the “owners”. The school division, DPWH District offices and DepED Regional and Central Office serve as oversight and management units.

Figure 1: Flow Chart for Monitoring of DPWH-Constructed School Buildings summarizes the flow of activities which consists of:

A. Identification Stage

1. DepED shall identify schools and the corresponding construction project in preparation of the allocation list pursuant to RA 7880 (Roxas Law).

B. Pre-Construction Stage

1. The DepED Division Office through the Superintendent and the DPWH District Office through the District Engineer shall jointly create a School Building Program Technical Committee (SBPTC) composed of the following:
 - a. Authorized representative from the DPWH District Office;
 - b. PFC from DepED Division Office; and
 - c. Authorized representative from a local civic group with technical knowledge on construction of school buildings, but not a contractor for school buildings.

The SBPTC shall deliberate and assist in resolving conflicts and problems that may arise during the implementation of the program. Problems which cannot be resolved at the Committee level shall be elevated to the Superintendent and District Engineer.

2. The DPWH District Office shall provide the DepED Division Office and the Heads of the recipient schools copies of the plans, specifications, program of works and schedules of the construction project under their areas of jurisdiction for review and comments prior to construction. All comments should be sent to the DPWH District Office within seven days from receipt of the documents. The plans and program of works shall be for complete school buildings only, defined as classrooms with:
 - a. cemented floor
 - b. smooth finished walls
 - c. painted walls, ceiling and roofing
 - d. full cathedral-type ceiling (for single storey construction) or drop ceiling (for multi-storey buildings)
 - e. complete set of windows (2 facing walls)
 - f. two entrances with doors
 - g. complete electrical wires and fixtures
 - h. roofing or weather protection
 - i. blackboard
3. The DPWH District Office shall invite a representative from the DepED Division Office to sit as observer during bid opening. A written notice addressed to the DepED Division Superintendent shall be given at least seven (7) days before the bid opening date.
4. The DepED Division office shall conduct an orientation program on SBP monitoring for Principals and disseminate pertinent materials and guides.

C. Construction Stage (For On-going SBP)

1. The Principal/School Head shall observe the following critical stages of construction:
 - Layout
 - Concrete pouring of foundation posts
 - Concrete pouring of floor slab
 - installation of rafter system
 - Final Inspection / Punch listing

Within 24 hours after the activity, the Principal/School Head shall submit a report on any observations/recommendations that require action from the DPWH management to the DepED Division Office and the DPWH District Engineer's Office.

2. The DPWH Project Engineer shall furnish the Principal with a copy of each of the following reports:
 - Results of the material testing
 - Monthly project status report

3. The Principals/School Heads shall invite a community and professional organization representative (e.g. civil engineering and architectural schools and professional practitioners who are not contractors), preferably a member of its PTCA, to provide quality assurance during inspection and critical stages of construction.

D. Post-construction Stage

1. A joint inspection by the DPWH representative, the DepED Division PFC, the school head, a professional community representative and the contractor shall be conducted to ensure all the items listed in the punch list have been rectified. The Principal shall sign *Form 1: Certificate of Acceptance* based on the Certificate of Completion and the result of the Joint Project Inspection. The president or representative of the PTCA shall sign as observer.
2. The Principal/School Head shall submit the completion report to the Division Office using *Form 2: Completion Report on DPWH-Constructed School Buildings* within 7 days after issuing the *Certificate of Acceptance*.
3. The Division Office shall consolidate all reports received from the schools and submit the Quarterly Division Report to the Regional Office using *Form 3: Division Monitoring Report on DPWH-Constructed School Buildings* on or before the end of each quarter (March 31; June 30; September 30 and December 30).
4. The Regional Office shall consolidate all reports received from the Division Offices and submit the Quarterly Regional Report to the Physical Facilities and Schools Engineering Division (PFSED)* in the DepED Central Office using *Form 4: Regional Monitoring Report on DPWH-Constructed School Buildings* on or before the 10th day after the end of each quarter (April 10; July 10; October 10 and January 10).
5. The PFSED of the Central Office shall conduct random site inspection and validation of reports prepared by the Regional and Division offices and shall submit the Quarterly National Report to the Office of the Secretary, DepED and the DPWH SBP Review Committee using *Form 5: National Monitoring Report on DPWH-Constructed School Buildings* on or before the end of the succeeding month of the quarter under review (April 30; July 30; October 30; and January 30). In the DepED, the National Monitoring Report shall become an integral part of the Department's Materials Resource Information System (MRIS) under the Office of Planning Service.
6. The DepED and DPWH Central offices shall create a DepED-DPWH SBP Review Committee to discuss SBP status and actions taken on the

* In 2003, the Physical Facilities Division and TTEAM will be merged into a new Physical Facilities and Schools Engineering Division (PFSED). Until such time, TTEAM shall be tasked with the specific PFSED responsibilities.

Monitoring and Assessment Reports. The Committee shall submit additional observations and comments on the program.

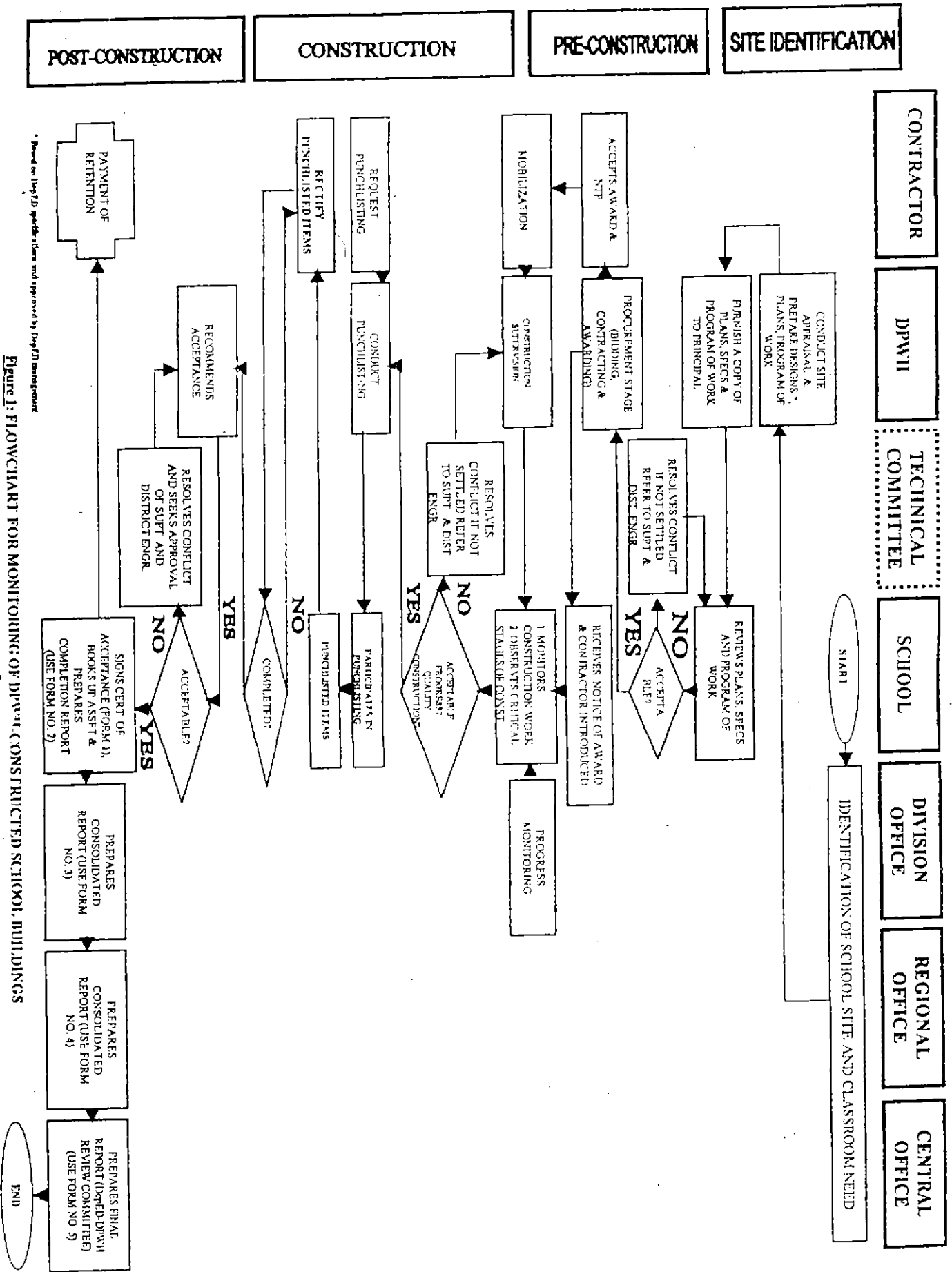
E. Post Occupancy Evaluation

For purposes of determining the impact of the project, *Form No. 6: Post Occupancy Evaluation Questionnaire* is provided. It will be filled out by the teachers and students randomly picked by the school principal. This survey tool will provide information about the experiences and satisfaction levels of the stakeholders one year after the acceptance and usage of the classroom.

The questionnaire shall be randomly filled out by at least 20 students and 4 teachers and shall be submitted to the PFSED Office, Department of Education, DepED Complex, Pasig City.

F. Protection Clause

1. The Office of the Secretary (OSEC), DepED reserves the right to conduct a program audit of any or all school sites covered by a particular SBP Calendar Year.
2. Personnel responsible for the construction and acceptance of a certain unfinished school building shall be administratively sanctioned in accordance with the existing pertinent government laws, rules and regulations.



* Based on Dept 2D specifications and approved by Dept 2D Management

Figure 1: FLOWCHART FOR MONITORING OF DPWII CONSTRUCTED SCHOOL BUILDINGS

CERTIFICATE OF ACCEPTANCE/NON-ACCEPTANCE

School: _____
 Location: _____
 Contractor: _____
 Address: _____

On behalf of the Department of Education, I, as school head, ACCEPT the turnover of the above-described project as being fully completed in strict compliance with the plans, specification, scope of works and other related contract documents relative thereto. I certify that based on my monitoring, each classroom is complete with:

- Cemented floor
- Smooth finished walls
- Painted walls, ceiling and roofing
- Full cathedral-type ceiling (for single storey construction) or drop ceiling (for multi-storey buildings)
- Complete set of windows (2 facing walls)
- Two entrances with doors
- Complete electrical wires and fixtures
- Roofing or weather protection
- Blackboard

Each Comfort Room is complete with:

- Tiled wall and floor
- Lavatory
- Water Closet
- Water Faucet
- Lighting Fixtures
- Plumbing and water source

On behalf of the Department of Education, I, as school head, DO NOT ACCEPT the turnover of the above-described project on the grounds that:

I was not furnished a true and complete copy of the plans, specifications, scope of works and other related documents relative thereto, before the commencement of the work thereon;

The above-described project does not constitute a complete classroom/school building as defined.

Accepted by: Rejected by: Attested by:

Principal/School Head

Division Physical Facilities Coordinator

Date: _____

Noted by:

Observed by:

Project Engineer

President or Representative, PTCA

Note: Certificate of Acceptance/Non-Acceptance should be submitted to the Division Office within seven (7) days from Final Inspection

Principal's Completion Report on DPWH-Constructed School Buildings

Period Covered: From _____ to _____

A. Project Information:

Name of School: _____

Location: _____

Division: _____

School District: _____

Legislative District: _____

Name of School Head: _____

Name of Project: _____

Name of Contractor: _____

Type of Project: _____

Cost of Project: _____

Date Started: _____

Completion Date: _____

Acceptance Date: _____

Name of School		
Address	Municipality	Province
Division		
School District		
Legislative District		
Surname	First Name	Mr.
Name of Project		
Name of Contractor		
Type of Project		
Cost of Project		
Month	Day	Year
Month	Day	Year
Month	Day	Year

B. Construction Monitoring Report:

(Rate the quality of construction work and procedure followed by checking the appropriate box)

A. PROCESS	Yes	No	Comments and Suggestions
Principal consulted on the Plans & Program of Works			
Program of Works given prior to construction			
Construction Schedule given prior to construction			
Construction completed on Schedule			
Conducted joint Final Inspection			
Defective works rectified within 15 days			
Construction completed according to Specifications			

B. COMPLETED STRUCTURE (see attached drawing and definition of terms)	According to Plans & Spec.		Comments and Suggestions
	Yes	No	

Classrooms	Cemented floor			
	Smooth finished wall			
	Painted walls, ceiling and roofing			
	Full cathedral-type ceiling (for single storey)			
	Drop ceiling (for multi-storey building)			
	Complete set of windows (2 facing walls)			
	Two entrances with doors			
	Complete electrical wires and fixtures			
	Roofing or weather protection			
	Blackboard			
Comfort rooms	Tiled wall and floor			
	Lavatory			
	Water closet			
	Water faucet			
	Lighting fixtures			
	Plumbing and water source			
Jalousie Windows				

No. of Classrooms completed on schedule

Problems Encountered:

Prior to Construction: _____

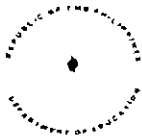
During Construction: _____

Prepared by: _____

Reviewed by _____

Principal / School Head

Division Physical Facilities Coordinator



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 Physical Facilities & Schools Engineering Division
 DepED Complex, Pasig City

(Form No. 6)

POST- OCCUPANCY EVALUATION
Questionnaire for School Teachers and Students*

Name of Project: _____
 Division/District: _____

Respondent: _____
 Designation: _____

How would you rate your degree of satisfaction on the quality of the School Building units and toilets according to the following factors?

SCHOOL BUILDING

PHYSICAL ATTRIBUTES

- Amount of space for both teachers and students
- Lighting quality in classrooms
- Natural lighting through windows
- Control of internal and external noise level
- Temperature
- Adaptability of classrooms to changing uses
- Ventilation and air flow
- Color
- Visual appearance
- Accessibility for people with disabilities
- Hallways as passageways
- Completion of school building

Exc	Good	Fair	Poor

For POOR answer(s), please explain why: _____

Suggestions/Recommendations: _____

** To be answered by at least 20 students and 4 teachers who regularly use the newly-constructed classroom.*

TOILET

PHYSICAL ATTRIBUTES

- Water supply
- Ventilation and air flow
- Adequacy of space
- Visual appearance
- Adaptability for people with disabilities
- Lighting
- Utilities and accessories
- Functionality (easy to clean, lay-out)
- Drainage
- Location

	Exc.	Good	Fair	Poor

For POOR answer(s), please explain why:

Suggestions/Recommendations:

Important: This form should be submitted to the Physical Facilities and Schools Engineering Division (PFSED), Department of Education, DepED Complex, Pasig City, one (1) year after usage of classroom.