



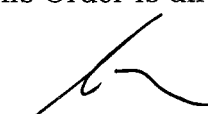
DepEd ORDER
No. **44**, s. 2011

JUN 0 1 2011

GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF SCHOOL-BASED REPAIR AND MAINTENANCE SCHEME (SBRMS) FUNDS UNDER FY 2011 BUDGET

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. To ensure the proper utilization and liquidation of School-Based Repair and Maintenance Scheme (SBRMS) Fund under FY 2011 Budget, the Department of Education (DepEd) through the Physical Facilities and Schools Engineering Division (PFSED) has formulated and shall issue the Guidelines for the Preventive Maintenance of Regional and Division Offices and School Facilities.
2. These program guidelines will cover the following:
 - Enclosure No. 1 - Guidelines on the Utilization and Liquidation of SBRMS for FY 2011;
 - Enclosure No. 2 - Allowable Scope of Works for SBRMS FY 2011 Fund;
 - Enclosure No. 3 - Implementation Agreement; and
 - Enclosure No. 4 - School Liquidation Report.
3. Any provisions of previous DepEd Orders inconsistent with these guidelines are superseded or rescinded.
4. Immediate dissemination of and compliance with this Order is directed.


ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encls.: As stated

References: DepEd Order: No. 45, s. 2010
DepEd Order: No. 42, s. 2009

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

FUNDS	REPAIR
POLICY	RULES & REGULATIONS
SCHOOL BUILDINGS	



(Enclosure No. 1 to DepEd Order No. 44, s. 2011)

GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF SCHOOL-BASED REPAIR AND MAINTENANCE FUND UNDER FY 2011 BUDGET

1. Purpose

The School-Based Repair and Maintenance Scheme (SBRMS) Fund shall be utilized for the preventive maintenance of the regional/division offices and school facilities.

The preventive maintenance program is a long or short term plan to prolong the useful life of building components thereby preserving government investments.

The Physical Facilities Coordinators and the AASP Coordinator of the Regional and Division Offices as well as School Managers should structure a framework for operating a preventive maintenance program, including checklists of preventive maintenance risks.

To have an effective preventive maintenance program the Physical Facilities Coordinators together with the School Manager shall do the following:

- a) Inventory of building components and assessment of their current conditions;
- b) Determine resources required for the conduct of repair and maintenance;
- c) Plans strategically for preventive maintenance in the long and short term;
- d) Structure a framework for operating a preventive maintenance program such as the Brigada Eskwela Program;
- e) Maximize available resources to implement the preventive maintenance program such as availing of the Local School Board Funds and Special Education Funds of the Local Government Units.

2. Allocation of Funds

- a) The SBRMS Funds for FY 2011 shall be utilized in the following manner:
 - (1) A maximum amount of 3% of the total regional allocation can be utilized for the repair and maintenance of the Regional Offices.
 - (2) A maximum amount of 7% of the total regional allocation can be utilized for the repair and maintenance of Division Offices. The share of a division shall be based on the number of schools per division.
 - (3) The remaining 90% of the total regional allocation shall be utilized for the preventive maintenance of school facilities.
- b) All public elementary and secondary schools (with or without financial staff) are entitled to avail of the amount of Ten Thousand Pesos (Php 10,000.00) but not to exceed One Hundred Thousand Pesos (Php 100,000.00) depending on the extent of the repair and maintenance works to be done based on the Preventive School Building Maintenance Program of the schools.

3. Processing and Releasing SBRMS Fund

- a) The DepED Division Offices shall submit to the Regional Office the report of releases and utilization of CY 2010 SBRMS funds together with the proposed list of recipient schools for this year's budget including secondary schools with financial staff, properly identified, and other requirements to support the request for the release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA).
- b) The Regional Office shall review and evaluate the requests for release of current year's SBRMS funds of the Division Offices concerned. The total request shall not exceed the total regional allocation including that of the Regional and Division Offices' share. The evaluated and consolidated requests shall be endorsed by the DepED Regional Office to the DBM Regional Office concerned for the release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA).
- c) Heads of the recipient schools must secure Treasury bond based on the proposed amount to be released for their respective schools. Only school heads that have not yet been bonded shall apply for fidelity bonding. The school heads may advance the payment of the Treasury bond and such may be reimbursed from the SBRMS funds allocated to the schools and/or from the regular School Maintenance and Other Operating Expenses (MOOE) Budget.

The funds shall be released in the following manner:

1. The SARO and cash allocation covering in full the amount allocated to the respective implementing units (IUs) will be released directly to the said IUs. However, if the allocation is more than Php50,000.00, only fifty percent (50%) of the allocation will be recommended to be covered by NCA upon completion and submission of the following documents to the DepED-RO thru the Division Offices:
 - Proposal for the repair and maintenance of school buildings
 - Plans and Program of Works
 - Implementation Agreement
2. The remaining fifty percent (50%) of the cash allocation shall be released upon liquidation of the initial amount released by the DBM. The liquidation procedures stated in Item 6 of this guideline shall be followed.
3. The DBM ROs concerned shall release the funds to the following:

For Elementary Schools and High Schools without Financial Staff:

The funds shall be released thru the Division Offices.

For High Schools with Financial Staff: The amount shall be released directly by DBM Regional Office concerned to the recipient schools. The former shall provide the Division Office with copies of the releases made for monitoring purposes.

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5.) Implementation and Procurement Procedures

- a) The implementing units, Region (for the 3% RO share), Division (for the 7% DO share) and the schools (for the 90% allocation), must have the copy of the proposal, plans and program of works that will be used as basis of procurement of labor and materials not to exceed the amount released in each respective implementing unit.
- b) The implementing unit shall follow the Revised Implementing Rules and Regulations of RA 9184 for the procurement of goods and/or infrastructure projects through competitive bidding or small value procurement.
- c) For repairs works that will be covered in the conduct of Brigada Eskwela 2011, construction materials may be procured through shopping and labor may be provided by the community volunteers through Brigada Eskwela.
- d) The Regional and Division Physical Facilities Coordinators together with DepED Project Engineers shall facilitate, monitor and extend technical assistance to the recipient School Heads to ensure smooth implementation of the project.

6.) Liquidation of the SBRMS Fund

- a) The School Head should prepare the School Liquidation Report (Enclosure 4) for the corresponding amount of SBRMS fund received following the government accounting rules and regulations **within five (5) days** after the completion of works and shall be supported by the following documents:
 - i. Copy of the procurement documents including Contracts and/or Purchase Orders
 - ii. Report of Disbursements
 - iii. Receipts of Sales Invoices
 - iv. Duly Accomplished Reimbursement Expense Receipt (RER) (in the absence of payees printed receipt to support claims for disbursement)
- b) All liquidation documents shall be submitted by the School Heads of the concerned schools (with or without financial staff) to the Office of the Division Superintendent **within five (5) days** upon completion of the requirements. These shall be retained at the Division Office for future reference during post audit.
- c) A separate Summary of Liquidated SBRMS shall be prepared by the Division Accountant **ten (10) days** after the receipt of liquidation documents/reports from the recipient schools for purposes of monitoring and control. This shall be submitted to the Regional Office and a copy shall be retained at the Division Office for future reference during post audit.

7. Monitoring and Assessment

- a) Regional/Division Physical Facilities Coordinator (PFC) shall monitor and assess completed and on-going repair and maintenance works funded under the SBRMS. The DO's shall submit SBRMS Status and Assessment Report on a quarterly basis, 15 days after the end quarter, copy of furnished DepED Regional Office (RO).

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- b) The DPEs shall conduct on-the-spot random inspection of works undertaken under SBRMS to: (1) assess system implementation; (2) recommend improvements; and (3) report on best practices, lessons learned, issues and concerns requiring management action.
- c) The DepED through the PFSED and the AASP National Secretariat reserves the right to conduct a program audit of any or all recipient schools covered by a particular SBRMS FY 2011.
- d) Improper or unauthorized use of the SBRMS funds shall be dealt with accordingly. Failure to comply with these guidelines will be subjected to investigation and refund of the SBRMS funds if necessary.
- e) Personnel responsible in violating the Implementing Guidelines for the School Based Repair and Maintenance Scheme shall be administratively sanctioned in accordance with the existing pertinent government laws, rules and regulations.

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(Enclosure No. 2 to DepEd Order No. 44, s. 2011)

Allowable Scope of Work for SBRMS FY 2011

1. Replacement of Dilapidated Roofing Sheets.
2. Painting/Repainting of Roofing Sheets
3. Repair/Replacement of Plumbing/Sanitary Fixtures
4. Repair/Replacement of Electrical Wiring and Fixtures
5. Painting/Repainting of Ceiling, Interior and Exterior Walls of School Buildings
6. Repair/Replacement of Dilapidated Ceiling Boards and Joists
7. Repair/ Replacement of Broken Windows and Doors
8. Improvement of Existing Toilets and Hand Washing Facilities
9. Installation of Interior and Exterior Ceiling
10. Application of Wood Preservatives to Wooden Parts of the School Building
11. Repair of Security Fence

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(Enclosure No. 3 to DepEd Order No. 44, s. 2011)

Date: _____

IMPLEMENTATION AGREEMENT

The Schools Division Superintendent:
Division of _____

Dear Sir/Madam:

An amount of _____ Php (_____) was released to our school as part of the School Based Repair and Maintenance Scheme (SBRMS) of the DepED. The funds shall be used for the repair and maintenance of the school facilities subject to the following conditions:

- a. The undersigned shall use the SBRMS fund only for works allowed in the DepED Order on SBRMS.
- b. The undersigned shall execute the works according to the procedures set forth in DepED Order on SBRMS.
- c. The Undersigned shall disburse and liquidate SBRMS Fund in accordance with the Guidelines for the Liquidation of SBRMS Fund.
- d. The undersigned shall submit to the Division Office the accomplished School Liquidation Form (Form 1) within five (5) days from the completion of the repair and maintenance work.

This letter will serve as the implementation agreement for the SBRMS Fund.

Very truly yours,

School Head
(Name of School)

Concurred by:

Schools Division Superintendent

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(Enclosure NO. 4 to DepEd Order No. 44, s. 2011)

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 SCHOOL BASED REPAIR AND MAINTENANCE SCHEME

SCHOOL LIQUIDATION FORM

SCHOOL: _____
 ADDRESS: _____
 REGION: _____
 DIVISION: _____
 DISTRICT: _____

DATE: _____
 SBRMF CASH ADVANCE _____
 CHECK NO. _____
 DATE OF CHECK _____

ITEM NO.	SCOPE OF WORK	ESTIMATED COST	ACTUAL SCHEDULE				ACTUAL COST (PESOS)				REMARKS	SUPPORTING DOCUMENTS ATTACHED
			DATE STARTED	DATE COMPLETED	NO OF DAYS (4 3=5)	MATERIALS	CONTRACT	LABOR	TOTAL (6+7+8=9)			
1	Change of G.I. Roof Sheet	3,000.00	10-Aug	12-Aug	2	2,000.00		1,000.00	3,000.00	"bakyaw"	Receipt 1-3	
2	Repair of leaking faucet	300.00	15-Aug	17-Aug	2	150.00			150.00	c/o Janitor	Receipt 4-5	
3	Replacement of door knob	700.00	18-Aug	19-Aug	1	700.00			700.00	c/o Janitor	Receipt 6-7	
4	Repair of security fence	6,000.00	30-Aug	10-Sep	10	8,150.00			8,150.00	c/o community	Receipt 8 - 10	
5	Repair of Ceiling	40,000.00	28-Aug	5-Sep	7		38,000.00		38,000.00	By Contract	Enclosed	
	Total					11,000.00	38,000.00	1,000.00	50,000.00			

REPAIRED BY: _____ CERTIFIED TRUE AND CORRECT: _____

NAME AND POSITION _____

School Head _____

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