



Republic of the Philippines  
Department of Education



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**Office of the Secretary**

DepED Memorandum

No. 213 s. 2007

MAY 22 2007

**GUIDELINES IN THE IMPLEMENTATION OF THE CALAMITY ASSISTANCE  
AND REHABILITATION EFFORTS (CARE) IN TYPHOON STRICKEN AREAS**

To: Regional Directors  
Schools Division/City Superintendents  
Regional/Division Physical Facilities Coordinators  
School Heads/Principals of Recipient Schols  
Regional/Division Accountants

The Calamity Assistance and Rehabilitation Efforts (CARE) project was approved by President Gloria Macapagal-Arroyo to address the urgent need to repair, rehabilitate school properties damaged by the series of typhoons late last year. The President, in her efforts to restore the normal situation in typhoon stricken areas of the country, approved the CARE project based on the rehabilitation plans submitted by the member agencies of the National Disaster Coordinating Council (NDCC).

Implementation of the CARE project is urgent in nature and therefore needs preferential and speedy action so that schools are safe and ready for use by the schoolchildren before classes start in June. In view of this, following implementation guidelines shall be observed.

1. As stated in the Special Provisions of the General Appropriations Act FY 2007, the amount appropriated for Calamity Assistance and Rehabilitation Effort (CARE) shall be used for rehabilitation, repair and reconstruction works and activities in areas devastated by typhoons Milenyo, Paeng, Reming and Seniang.
2. An Agency Technical Working Group lead by Undersecretary Ramon C. Bacani has been created and submitted to the NDCC for purposes of monitoring the implementation of rehabilitation programs/projects. Composition of the Agency Technical Working Group is in Annex A.
3. A detailed engineering assessment of the listed recipients shall be undertaken by the DepED Project Engineers to validate and see the accuracy of damages sustained by each schools. Water and sanitation facilities shall be given due considerations, especially schools used as evacuation centers during calamities. Schools with assistance from other sources like NGOs and private individuals shall not be included as a recipient of the CARE project.
4. Orientation Seminar-Workshops on the implementation of the CARE project were undertaken by the Physical Facilities and Schools Engineering Division (PFSED), Office of Planning Service (OPS) from April 23 to May 10, 2007, to orient stakeholders

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on the implementation scheme, finalization of the program of works, procurement procedures, schedules and contract monitoring, strategic and detailed implementation planning, and acceptance and maintenance of completed projects. The orientation seminar-workshops were undertaken in thirty three (33) venues for the four thousand seven hundred fifty eight (4,758) recipient schools covering seventy two (72) divisions. A total of four thousand eight hundred sixty three (4,863) participants attended the activity together with the Regional/Division Accountants, Regional/Division Facilities Coordinators, and DepED Project Engineers.

Specific guidelines for the release of sub-allotments, procurement method, roles of implementing units, and disbursement of monitoring funds:

A. Release of Sub-Allotments

1. The Sub-SARO for the corresponding rehabilitation projects shall be released directly to the Division Office which is the implementing office.
2. The Sub-SARO of each division for this project shall contain the fund allocation for the Total Project Cost (TPC) and the fund allocation equivalent to 0.75% for the monitoring of the Division Physical Facilities Coordinator on the implementation of the CARE project.
3. A separate Sub-SARO shall be issued to the Regional Offices equivalent to 0.25% of the total allocation of the region, for the purpose of monitoring the implementation of the CARE project in their respective divisions.

B. Procurement Method

1. For single or clustered contracts with allocation of less than or equal to One Hundred Thousand Dollars (\$100,000.00) or Five Million Pesos (Php5.0Million), the Principal-Led Scheme shall be adopted.
2. For schools with allocation of more than One Hundred Thousand (\$100,000.00) or Five Million Pesos (Php5.0Million), the project shall be bidded at the Division Offices using the procedures for National Competitive Bidding under the RA 9184. This shall still be reimbursed under the Basic Education Support Reform Agenda (BESRA), hence bid documents prescribed by the World Bank for the procurement of works shall be used.

C. Roles of Implementing Units

1. Central Office Through the Physical Facilities and Schools Engineering Division (PFSED), Office of Planning Service (OPS)
  - a. Consolidates the final list of schools to be included in the implementation of the CARE project. This document shall also

be submitted by PFSED to the Department of Budget and Management (DBM) and the National Disaster Coordinating Council (NDCC).

- b. Provides technical assistance in the validation and/or appraisal of the rehabilitation works to be done in a particular school.
- c. PFSED DepED Project Engineers (DPEs) shall conduct assessment and validation of the list and prepares the Program of Work (POW).
- d. All Program of Works (POW) shall be subject to the final approval of the PFSED-OPS.
- e. PFSED-OPS shall also provide technical assistance to the regional and division offices on the resolution of any problem that may occur during project implementation.
- f. DPEs shall monitor the actual repair/rehabilitation works under the project.

## 2. Regional Office

- a. Consolidates the final lists of schools to be included in the CARE Project submitted by the Division Offices;
- b. Provides assistance to the Division offices in the validation and/or appraisal of the rehabilitation works to be done in a particular school;
- c. Provides technical assistance to the division offices on the resolution of any issues and concerns that may arise during project implementation, as well as monitoring procedures.
- d. Consolidates, prepares and submits reports on status/progress of rehabilitation/repair works.

## 3. Division Office

- a. Consolidates the final list of schools to be included in the CARE project.
- b. Conducts validation and/or appraisal of rehabilitation works to be done in a particular school within the Division;
- c. The concurrence of the Schools Division Superintendents shall be sought in the approval of the Program of Works;
- d. Provides technical assistance to schools on the resolution of any problem that may arise during project implementation.
- e. Division PFC shall assist the DPEs in the monitoring of actual repair/rehabilitation works;
- f. Prepares necessary reports relative to the implementation of the project;
- g. Augment existing work force of the Monitoring Team by hiring additional engineers to be assigned in the project.

## D. Disbursement of Monitoring Funds

PFSED-OPS shall monitor the utilization of monitoring funds downloaded to the Regional and Division Offices. The monitoring funds shall be utilized for the following activities on specific levels.

### 1. Regional Offices

- a. Conduct of coordination meetings with the Division Physical Facilities Coordinators in order to come up with a well-planned monitoring activity;
- b. Conduct of random inspection, monitor and assist in resolving issues and concerns relative to project implementation in a particular division;
- c. Provision of technical assistance to the division offices on monitoring procedures and related activities;
- d. Preparation and submission of reports on status/progress of rehabilitation works.

### 2. Division Office

- a. Monitoring funds shall be used for hiring additional manpower compliments on a project basis, to augment manpower of PFSED DepED Project Engineers in doing rehabilitation/repair works;
- b. Conduct of inspection/monitoring for at least two (2) visits in each project site from the start of the construction up to the completion of the repair/rehabilitation works;
- c. Monitoring funds for the Regular School Building Program is different from the CARE monitoring funds, therefore, separate guidelines shall be issued on the matter.

Immediate and wide dissemination of this Memorandum is desired.

  
JESLI A. LAPUS  
Secretary

Encl.: As stated.

Reference: None

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

To be indicated in the Perpetual Index

Under the following subjects:

CALAMITY

POLICY

PROJECTS

DepED Memorandum on Care  
April 24, 2007

**ANNEX "A" OF CARE GUIDELINES**

**AGENCY TASK FORCE ON THE CALAMITY ASSISTANCE AND REHABILITATION EFFORTS (CARE)**

- Chairman** : **HON. RAMON C. BACANI**  
**Undersecretary**  
**Regional Operations**
- Vice Chairman** : **OLIVER R. HERNANDEZ**  
**Chief, PFSED-OPS**
- Consultants** : **Major General Glenn J. Rabonza**  
**Administrator, Office of Civil Defense and**  
**Executive Officer, National Disaster** **Coordinating**  
**Council (NDCC)**
- Members** : **All DepED Regional Directors of the affected**  
**Areas (Regions I, II, III, IV-A, IV-B, V, VI,**  
**VII, VIII, NCR and CAR)**
- All Regional Directors of the affected areas**  
**Regional Disaster Coordinating Council**
- Annabelle R Ramos**  
**Assistant Chief**  
**PFSED-OPS**
- Candelaria F. de Juan**  
**DepED Focal Person on Disaster/Risk**  
**Management and**  
**Administrative Unit Head, PFSED-OPS**
- Antonia A. Alhambra**  
**Unit Head**  
**Civil Works and Schools Engineering Unit**  
**PFSED-OPS**
- Technical Working Group:**
- All PFSED Supervising Engineers/Architects**  
**All Regional/Division Physical Facilities Coordinators**  
**of the affected areas**
- Administrative Support:**
- Ms. Maureen Ava R. Perez**  
**Mr. Edwin Rubio**
- Mr. Dennis V. Manay**  
**Mr. Salvador Gumabon**

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