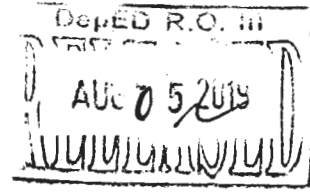




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



July 31, 2019


REGIONAL MEMORANDUM

No. 145, s. 2019

ENSURE ALL NEW CONSTRUCTION OF SCHOOL BUILDINGS IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS HAVE BUILDING AND OCCUPANCY PERMITS

To: Schools Division Superintendents
Chiefs, School Governance Operations Division
Division Engineers and DepEd Project Engineers
Principals, School Heads and Teachers-In-Charge

1. The Regional Office wants to ensure that all new construction of school buildings and laboratories in all public elementary and secondary schools have Building and Occupancy Permits.
2. In the attached Memorandum signed by Usec. Alain Del B. Pascua dated December 10, 2018 with a subject Reminders on the Implementation of school building projects. In paragraph No. 5 states that "As stipulated in the standard bidding documents, Instruction to Bidders and General Conditions of the Contract, construction-related permits are on the account of the Contractor. **The school should not pay for these permits.**"
3. All Schools Division Superintendents and Division Engineers are advised not to sign the Certificate of Completion (CoC) and Certificate of Acceptance (CoA) if the project has no Building and Occupancy Permits. Attached are the sample formats of the said Certificates.
4. All Principals, School Heads and Teacher-In-Charge are required to inform and coordinate with their Division Engineers or DepEd Project Engineers/Architect whatever construction works or improvements prior to implementation funded by PTA, School Alumni, LGU, NGO and other stakeholders.
5. For dissemination and strict compliance.


NICOLAS T. CAPULONG, Ph. D., CESO V
Director III
Officer-In-Charge
Office of the Regional Director



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph





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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OYA MEMD 01-1218-0047

MEMORANDUM

10 December 2018

For: **Regional Directors
Schools Division Superintendents
Principals, School Heads, and Teachers-in-Charge**

Subject: **REMINDERS ON THE IMPLEMENTATION OF SCHOOL
BUILDING PROJECTS**

The Office of the Undersecretary for Administration (OUA) hereby reminds all concerned of the following:

1. The Principal/School Head may coordinate with the DepEd Division Project Engineer to obtain a copy of the Program of Work (POW), timeline, and other project details of School Building Program (SBP) / Basic Education Facilities Fund (BEFF) projects to be implemented or being implemented in the school for reference and monitoring;
2. The DPWH District Engineering Offices are required to submit to the DepEd Central Office the following, which shall then be transmitted to the Schools, and the Regional and Division Offices
 - Date of Notice to Proceed (NTP) for the **Construction of Classrooms**
 - Date of Project Completion
 - Amount of Savings and variances, projects for reversions and their corresponding amounts, and projects that are not implementable, as soon as these are determined;
3. The DepEd Division Engineer is required to submit to the DepEd Central Office, in coordination with the Regional Office, the following:
 - Date of Notice to Proceed (NTP) for the **Repair of Classrooms**
 - Date of Project Completion
 - Amount of savings and variances as soon as these are determined
4. As stipulated in the standard bidding documents, Instruction to Bidders, and General Conditions of the contract, construction-related permits are

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/ School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



on the account of the contractor. **The School should not pay for these permits;**

5. Demolition cost is included in the POW, and as such it is on the account of the contractor. **Schools should not pay for demolition works;**
6. **All salvaged materials are considered School Property and shall be dealt with by the proper disposal committee.** Sale and Proceeds from salvaged materials are for the school, in accordance with COA Circular No. 89-296 dated January 27, 1989; and
7. Electricity and water tapped and used in the execution of the works are for the account of the contractor. As such, **the contractor is required to install sub-meters and must pay consumption costs directly to the Division Office based on the rate/amount in the utility bill.**

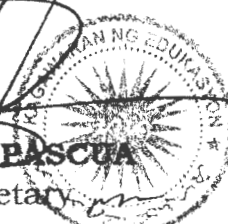
Inasmuch as the Principal or School Head represents DepEd Management as Project Owner at the School level, he/she is hereby advised and is expected to exercise due diligence in monitoring the project and ensuring that the project is implemented properly and on time. Moreover, he/she is encouraged to give recommendations to the Division Office on matters relating to the project.

Reports may also be submitted to OUA via emails uap@deped.gov.ph, depedtavo@deped.gov.ph or through Facebook at [facebook.com/depedtayo](https://www.facebook.com/depedtayo) .

For reference and strict compliance.

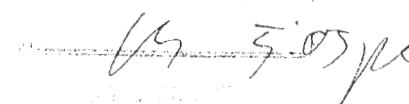
Thank you.


ALAIN DEL B. PASCUA
Undersecretary



DEPARTMENT OF EDUCATION
DIVISION OFFICE

DEC 17 2018





Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

DPWH RMD: MPA
DATE: 5-29-19
FILE NO: 043
General

May 29, 2019

Undersecretary **ALAIN DEL B. PASCUA**
Department of Education
DepEd Complex, Meralco Avenue
Pasig City

SUBJECT: Standard Format for the Certificates of Completion and Acceptance for School Buildings and Tech-Voc Workshops under the Department of Education's Basic Educational Facilities Fund (BEFF)

Dear Undersecretary Pascua,

In reference to the discussions made at the Inter-Agency Convergence Meeting held last March 20, 2019 and coordination of my staff with Engineer Annabelle R. Pangan yesterday, we enclose herewith the standard format for the issuance of the above subject certificates, for your information and reference.

We would likewise inform that per coordination with our District Engineering Offices, previous exclusion of your Schools Division Superintendent from these certificates were unintentional, i.e. to facilitate the billing preparations of the contractors, in as much as delays were then encountered by our staff in getting the signatures of your authorized representatives. These certificates are necessary attachments to the billings of the contractor, which we likewise cannot delay.

Hence, the School Division Superintendent should facilitate the signing of said certificates so as not to delay the processing of payments to contractors.

Thank you and best regards.

Very truly yours,

ANTONIO V. MOLANO, JR., CESO III
Assistant Secretary for Operations in Visayas, the NCR & Region IV-B
Chairperson, DPWH-TWG on Implementation of BEFF Projects

Encl: As stated

Cc : Secretary Mark A. Villar
Senior Undersecretary Rafael C. Yabut
Undersecretary Dimas S. Soguilon
Undersecretary Roberto R. Bernardo
Assistant Secretary Eugenio R. Pipo, Jr.
Assistant Secretary Maximo L. Carvajal
This Department

3.4 NMR/AVM

DEPARTMENT OF EDUCATION
UNDER SECRETARY FOR ADMINISTRATION
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ATTACHMENT NO.1

Date of Issuance

CERTIFICATE OF COMPLETION

Contract ID No. : _____
Project Name and Location : _____
Contractor : _____
Implementing Office : _____

This is to certify that the above stated project has been satisfactorily completed on _____ in accordance with the plans and specifications of the Contract based on the joint DPWH-DepEd inspection dated _____.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defects/deficiencies that may occur in any section of the project during the one-year Defects Liability Period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

DPWH Project Engineer

Approved:

DPWH-District Engineer

DepEd Physical Facilities Engineer

Concurred:

DepEd-School Division Superintendent

ATTACHMENT NO. 2

Date of Issuance

CERTIFICATE OF ACCEPTANCE

Contract ID No. : _____
Project Name and Location : _____
Contractor : _____
Implementing Office : _____

Based on the Final Inspection Report of the joint DPWH-DepEd Engineers on _____, after the one-year Defects Liability Period, the project is free from defects/liabilities which are due to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract.

In view thereof, we hereby certify that the above stated project is accepted on _____.

DPWH Project Engineer

DepEd Physical Facilities Engineer

Approved:

DPWH-District Engineer

Concurred:

DepEd-School Division Superintendent