



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

August 1, 2022

DIVISION MEMORANDUM
No. **0503**, s. 2022

**ROLES AND RESPONSIBILITIES OF VARIOUS DEPED OFFICES IN THE
IMPLEMENTATION OF THE CY 2021 LAST MILE SCHOOLS PROGRAM**

**TO: ASST. SCHOOLS DIVISION SUPERINTENDENTS
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
DIVISION ENGINEER
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

1. Attached are Regional Memorandum No. 0611, s. 2022 dated July 14, 2022 and OUA Memorandum No. 00-0522-0036 issued by Usec. Alain Del B. Pasua dated May 17, 2022, both titled Roles and Responsibilities of Various DepEd Offices in the Implementation of the CY 2021 Last Mile Schools, contents of which are self-explanatory, for the information, guidance and compliance of all concerned.

2. Immediate and wide dissemination of this memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JUL 14 2022

REGIONAL MEMORANDUM
No. **0611**, s. 2022

**ROLES AND RESPONSIBILITIES OF VARIOUS DEPED OFFICES IN THE
IMPLEMENTATION OF THE CY 2021 LAST MILE SCHOOLS PROGRAM**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chief, Education Support Services Division
Chief, School Governance and Operations Division
Regional/Division Engineers/DepEd Project Engineers
All Others Concerned

1. For the information and guidance of all concerned, attached is the OUA Memorandum No. 00-0522-0036 issued by Undersecretary, Alain Del B. Pascua, dated May 17, 2022 on the Roles and Responsibilities of Various DepEd Offices in the Implementation of the CY 2021 Last Mile Schools Program.
2. For the purpose of precision and clarity among the stakeholders, the roles and responsibilities of the School Heads/School Principals, DepEd Engineer/Architect, Regional Engineer and the Education Facilities Division (EFD) are hereby enumerated.
3. For more details, refer to the attached Memorandum.
4. Immediate dissemination and strict compliance with this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ESSD/TTP/ncg



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0522-0036

MEMORANDUM

17 May 2022

For: **Regional Directors
Schools Division Superintendent
DepEd Engineers and Architects
School Heads
Education Facilities Division**

Subject: **ROLES AND RESPONSIBILITIES OF VARIOUS DEPED OFFICES
IN THE IMPLEMENTATION OF THE CY 2021 LAST MILE
SCHOOLS PROGRAM**

This is in reference to the implementation of the Department of Education (DepEd) Central Office on the CY 2021 Last Mile Schools Program. For the purpose of precision and clarity among the stakeholders, the roles and responsibilities of the various Deped Offices are hereby enumerated as follows:

1. School Heads / School Principals

- Identify the actual location site of the school building project with the DepEd Engineer;
- Provide necessary school site ownership documents to the contractor for the application of the building permit;
- Affix signature in the Building Permit and Occupancy Permit form as owner;
- Attend the pre-construction meeting;
- Issue School Rules and Regulations to be followed by the contractor.
- Affix signature in the Certificate of Turnover.



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*Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRMS), Bureau of Learner Support
Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)*

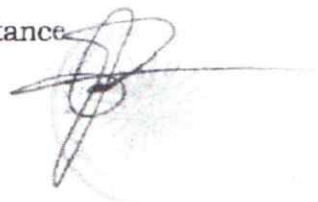
Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg, Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

2. DepEd Engineer/Architect

- Provide assistance to the School Head on the site ownership documents;
- Confirm actual location site of the school building based on the conduct of site assessment;
- Attend Pre-construction and coordination meetings;
- Determine the Sub-Contractor assigned in the project site and determine the amount and extent of the sub-contractor's work, if any;
- Monitor and evaluate the progress of construction project to include:
 - Conduct inspection of the project;
 - Issue necessary Pouring Permit;
 - Issue site instruction to the contractor;
 - Witness the conduct of material testing;
 - Conduct punch listing at 95% completion;
 - Conduct inspection at 100% completion;
 - Conduct post technical inspection;
- Prepare and submit Statement of Work Accomplishment (SWA) to the Regional/Central Office;
- Evaluate and recommend request for Variation Order of the contractor, if any;
- Evaluate and recommend for suspension and resumption of works;
- Affix signature in the Certificate of Completion;
- Affix signature in the Certificate of Turnover;
- Affix signature in the Certificate of Final Acceptance.

3. Regional Engineer

- Conduct monthly coordination meeting on the status of implementation or as needed;
- Assist in the resolution of issues and concerns;
- Conduct Inspection at 100% Completion and Final Acceptance

A handwritten signature in black ink, consisting of a stylized, cursive 'R' followed by a horizontal line extending to the right.

4. Education Facilities Division

- Evaluate Design Development Drawings for approval;
- Evaluate Detailed Design Drawings for approval;
- Issue Notice to Commence Work per school site;
- Monitor the progress of the construction projects;
- Conduct regular coordination meeting to review accomplishments and resolve emerging issues regarding the implementation of the project and provide recommendations to the management;
- Evaluate requests for Variation Order and provide proper recommendations for approval of the management;
- Issue necessary work suspension and resumption orders;
- Issue appropriate notices to the contractor in case of non-compliance with the contract;
- Issue general rules and regulations and guidelines for contractors in schools for reference of principal/school head.
- Facilitate the request for billing and review attached documents including the Statement of Work Accomplishment;
- Affix signature in the Certificate of 100% Completion;
- Affix signature in the Certificate of Turnover;
- Affix signature in the Certificate of Final Acceptance.

For guidance and strict compliance of all concerned.

ALAIN DEL B. PASCUA
Undersecretary



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