

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

Office of the Schools Division Superintendent

October 10, 2022

Division Memorandum No. **0667**,s. 2022

Downloading of Funds intended for the Procurement of Materials, Supplies, and Labor for the Construction of DepEd Temporary Learning Spaces (TLS) in Schools Affected by Typhoon "ODETTE"

ASDS, Chief of CID & SGOD Concerned Public Schools District Supervisors/OIC PSDS Concerned Public Elementary and Secondary School Principals/Head District Finance Personnel All Other Concerned

- 1. Attached is Memorandum OUGFO No. 2022-04-029 entitled "Guidelines on the Utilization, Documentation and Reporting of Funds Downloaded for the Procurement of Materials, Supplies, and Labor for the Construction of DepEd Temporary Learning Spaces (TLS) in Schools Affected by Typhoon "ODETTE" for the information and guidance of all concerned.
- 2. Funds intended for the Procurement of Materials, Supplies, and Labor for the Construction of DepEd Temporary Learning Spaces (TLS) in Schools Affected by Typhoon "ODETTE" will be downloaded to all recipient schools. All recipient schools on this support fund are directed to follow the Implementing Guidelines, documentation and reporting set on the attached Memorandum. Refer to Annex A for the list of schools entitled to be downloaded for the said funds.
- 3. Judicious utilization of the fund is expected. Misuse and /or mismanagement of these funds for the purpose other than those authorized in the provided guidelines is strictly prohibited.
- 4. Immediate dissemination of this Memorandum is highly directed.

BIANITO A. DAGATAN EdD, CESO V Schools Division Superintendent



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY GOVERNANCE AND FIELD OPERATIONS

OUGFO No. 2022-04-029 MEMORANDUM

TO

Regional Directors

(Caraga, Regions IV-B, VI, VII, and VIII)

Schools Division Superintendents

(Dinagat Island, Siargao City, Surigao del Norte, Palawan, Guimaras, Kabankalan City, Negros Occidental, Sipalay City, Bohol, Cebu City, Cebu, Naga City, Negros Oriental, Talisay City, Toledo City, Maasin,

And Southern Leyte)

FROM

ATTY, REVSEE A. ESCOBEDO

Undersecretary for Governance and Field Operations

SUBJECT

Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Procurement of Materials, Supplies,

and Labor for the Construction of DepEd Temporary Learning Spaces (TLS) in Schools Affected by Typhoon Odette

DATE

18 August 2022

Typhoon Odette has brought massive impacts to the education sector. Based on the reports submitted to the Disaster Risk Reduction and Management Service (DRRMS), Regions IV-B, VI, VII, VIII and CARAGA incurred damages in their schools and DepEd offices.

To support the response operations of the affected regions and divisions, P74.88 million from the FY 2022 GAAAO – Minimum Health Standard of DepEd Central Office shall be downloaded for the immediate provision of necessary response interventions enumerated in the attachments of this memorandum.

Attached herewith is the Implementing Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Procurement of Materials, Supplies, and Labor for the Construction of DepEd Temporary Learning Spaces (TLS) in Schools Affected by Typhoon Odette.

For future correspondence on the above mentioned subject, please contact DRRMS via drrmo@deped.gov.ph or at telephone no. (02) 8637-4933.

For information and compliance.

Implementing Guidelines on the Utilization, Documentation, and Reporting of Funds Downloaded for the Procurement of Materials, Supplies, and Labor for the Construction of DepEd Temporary Learning Spaces (TLS) in Schools Affected by Typhoon Odette

I. Pre-Procurement

- 1. Modification of DepEd TLS Design
 - a. Annex B shows the standard DepEd TLS design with the list of materials needed for construction. In the absence of standard materials, Divisions may proceed with procurement of alternative materials available in the locality, provided that (a) changes in materials, design and specifications are in accordance with standards of a safe learning temporary facility; and (b) the Disaster Risk Reduction and Management Service (DRRMS) and Education Facilities Division (EFD) are informed of the changes.
 - b. Any changes in materials, design and specifications should be prepared by the Division or Regional Engineer and approved by the Division Superintendent. Any modification should observe safety and functionality standards intended for DepEd TLS, which comprises, but are not limited to, the following:
 - i. DepEd TLS should last up to a period of at least six months.
 - The size of DepEd TLS should follow the standard 7.2 X 8.4 square-meter design as indicated in Annex B (Standard DepEd TLS Design).
 - iii. DepEd TLS should have proper ventilation and lighting to make learning conducive.
 - iv. There should be walls around every unit of DepEd TLS, ensuring protection and minimizing distraction from surroundings.
 - v. The location of DepEd TLS should be in a safe area within the school premises.
 - c. The labor cost of construction of DepEd TLS may be minimized by mobilizing the local government unit (LGU), Parents-Teachers Association (PTA), Armed Forces of the Philippines (AFP), Department of Social Welfare and Development (DSWD) (Cash for Work Program), and/or other available stakeholders and programs in the locality.
 - d. The total cost per unit of the modified DepEd TLS should not exceed P180,000.00.
 - e. All changes in DepEd TLS materials, design and specifications should be reported by Divisions immediately up until two weeks after the receipt of Sub-Allotment Release Order (SUB-ARO) to the Office of the

Undersecretary for Governance and Field Operations (OUGFO), with copies sent to the DRRMS and EFD. The following documents shall be submitted:

- i. Written narrative on the justification for such changes signed by the Superintendent;
- Modified DepEd TLS design with corresponding costs duly prepared by the Engineer, and approved by the Superintendent; and
- iii. Accomplished Implementation Plan (Section A) of the TLS Monitoring Template attached as **Annex C**.

Realignment requests

- a. In cases where there are changes in TLS needs and interventions, Divisions may request for realignment of funds for DepEd TLS, provided that:
 - The funds requested to be realigned shall be used for the purpose of procurement of supplies, materials and labor for the construction of DepEd TLS for another school/s;
 - ii. The identified new recipient school/s by the Division has/have not been allocated with DepEd TLS by the DRRMS and has/have a shortage of classrooms due to damages; and
 - iii. The original school/s with DepEd TLS allocation confirm/s that there is/are no need for DepEd TLS in their school/s;
- b. The request for realignment of DepEd TLS shall consist of the following:
 - Narrative stating the changes in TLS needs and interventions and necessitating realignment of DepEd TLS from one school to another, to be duly signed by the Superintendent;
 - ii. Attached document from original school/s with allocated DepEd TLS stating that the school/s no longer need DepEd TLS signed by the School Head/s; and
 - Vetted Rapid Assessment of Damage Report (RADaR) of the identified new school/s to receive DepEd TLS. The RADaR should include the number of damaged classrooms and total TLS needed;
- c. The required documents for realignment request shall be sent to DRRMS through OUGFO for review. The requested new list of schools, which meets the criteria set by the DRRMS, shall be endorsed to the Office of Undersecretary for Finance (OUF) for final approval.
- d. Realignment requests should be done within one (1) month after the sub-ARO has been downloaded to the Divisions concerned.

II. Procurement

- The funds can only be utilized for the procurement of materials, supplies and labor for the construction of DepEd TLS. The Divisions can proceed with procurement of materials, supplies and labor for DepEd TLS short of award while waiting for the issuance of sub-ARO.
- Procurement of supplies, materials and labor should be in accordance with existing procurement procedures. Various appropriate methods of procurement may be utilized to fast-track the completion.
- 3. All progress on procurement should be reported using the TLS Monitoring Template two (2) or four (4) weeks after the receipt of sub-ARO or earlier to the DRRMS.

III. Construction

- All actual DepEd TLS should follow the standard design or the modified design submitted by Divisions. In addition to the abovementioned standards for DepEd TLS, the Division should ensure the safety of the location within the school premises where DepEd TLS will be constructed.
- 2. All progress on construction should be reported to the DRRMS using the TLS Monitoring Template four (4) or six (6) weeks after the receipt of sub-ARO or earlier.

IV. Monitoring

- 1. For the purpose of documentation and monitoring, recipient Divisions are required to do the following:
 - a. Consolidate and/or take photos of schools before and after TLS construction;
 - b. Archive copies of procurement documents and liquidation reports;
 - Provide a brief summary on gaps and issues during and after the implementation of TLS; response to the mentioned gaps and issues; and best practices, if any;
 - d. Accomplish the TLS Monitoring Template attached as Annex C; and
 - e. Submit photos, brief summary reports and accomplished TLS Monitoring template to the DRRMS.

2. All division DRRM Coordinators should ensure submission of the TLS Monitoring Template in three batches.

The first, second and third update on TLS Monitoring should be submitted on the second, fourth and sixth week after receipt of approved TLS allocation.

The first submission should include complete information on Implementation Plan (Section A), while the second and third submission should include remaining necessary information in the template.

The last submission on the sixth week after receipt of approved TLS allocation should include other pertinent documents and photos indicated in this Memorandum.

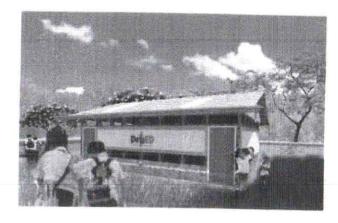
- 3. Likewise, the Division DRRM Coordinators are expected to coordinate with various offices such as the School Governance and Operations Division (SGOD), the Bids and Awards Committee (BAC) Secretariat and Division Finance Office to ensure timely submission and accuracy of the reports.
- 4. All Regional DRRM Coordinators are required to monitor the progress of TLS procurement and construction by ensuring that all Divisions submit the necessary documents on time, and that all submissions from Divisions are complete and accurate.
- 5. Reports should be submitted via email to drrmo@deped.gov.ph and the Regional Offices. Any issues and concerns regarding procurement and construction of TLS should be reported to DepEd DRRMS immediately. For further clarifications please contact DRRMS at drrmo@deped.gov.ph.



PROPOSED TEMPORARY LEARNING SPACE EXTERIOR PERSPECTIVE 1



PROPOSED TEMPORARY LEARNING SPACE INTERIOR PERSPECTIVE 2



PROPOSED TEMPORARY LEARNING SPACE EXTERIOR PERSPECTIVE 2



PROPOSED TEMPORARY LEARNING SPACE INTERIOR PERSPECTIVE 1







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PROPOSED TEMPORARY LEARNING SPACE

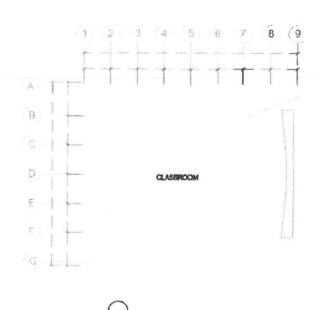
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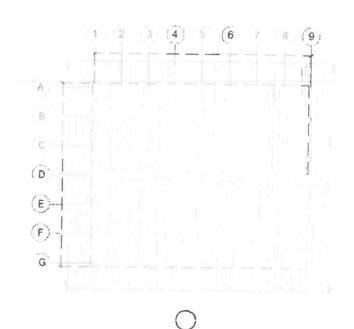
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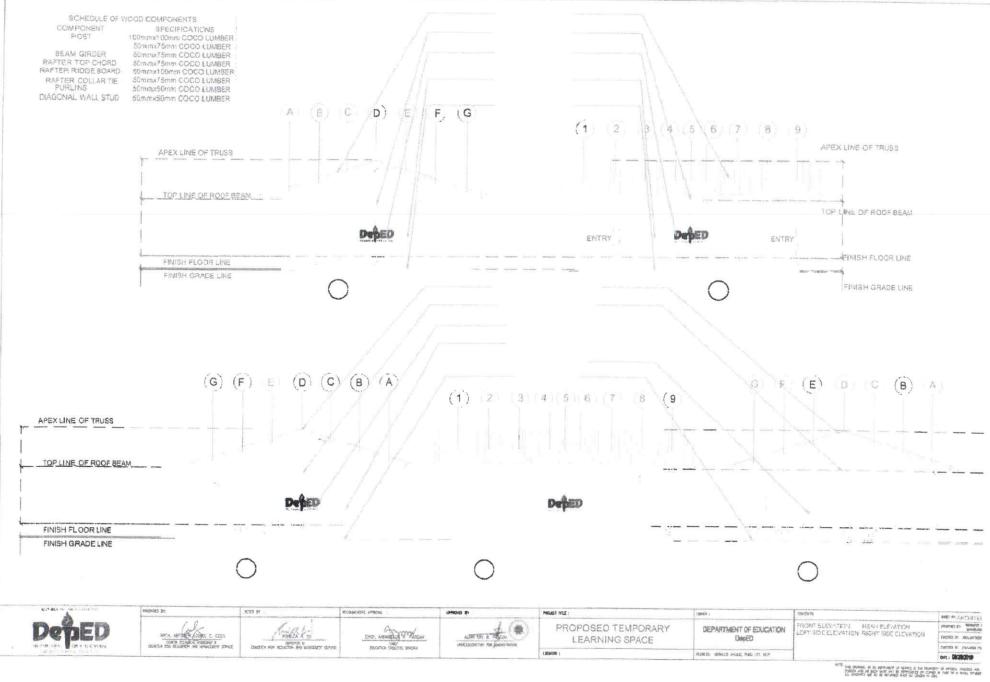
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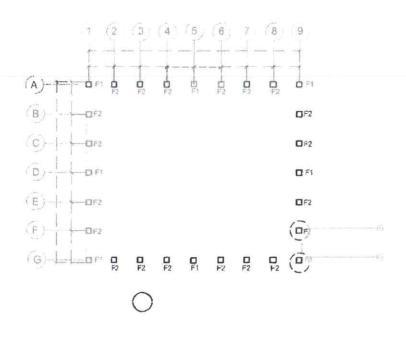
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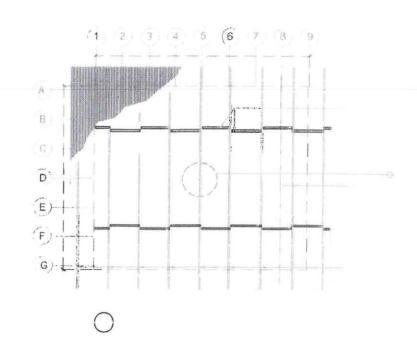
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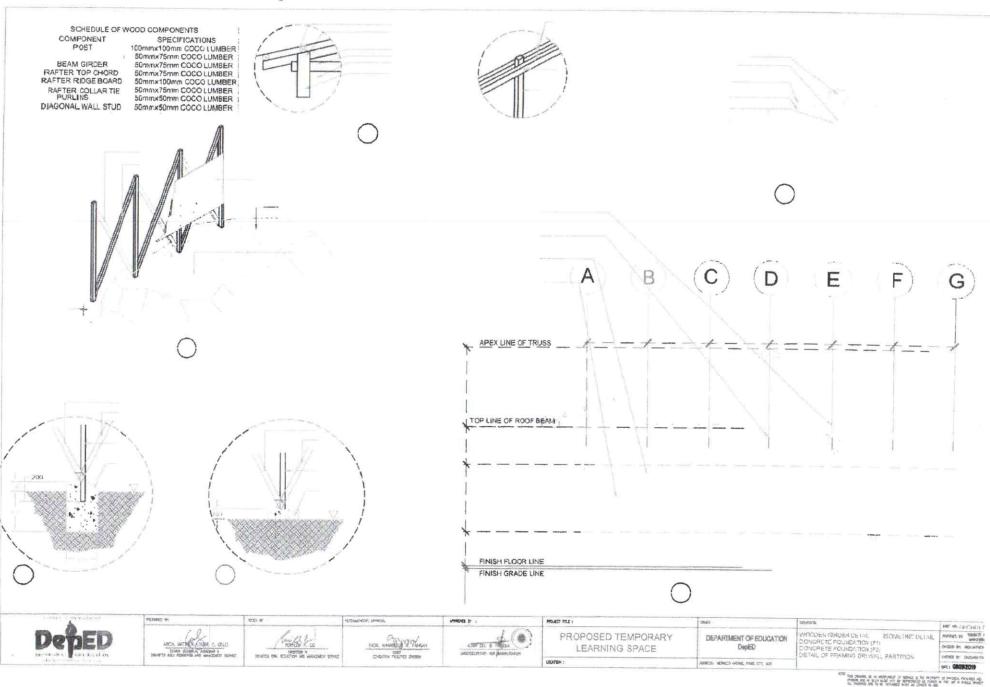
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ANNEX C. TEMPORARY LEARNING SPACES (TLS) MONITORING TEMPLATE

Instructions: The local approved TLS units is fixed and should be equivalent to total TLS units implemented by the division. If here are cells not applicable, kindly indicate "N/A." The first, second, and third update on TLS Monitoring should be submitted on the second, fourth, and sixth week after receipt of approved TLS allocation, respectively. The first submission should include complete information on "(A) implementation on "(A

School Information		I KA				(B) Status	Status of pre-proc and proc of TLS (C) Status of construction of TL						TLS (D) Financial status of TLS						
Region	Division	School JD	School Name	Totally damaged classrooms	Partialy damaged classrooms (major)	Total approved TLS units	Total approved TLS (PHP)	Target completion data of procurement (MM-DC)	Terget completion date of construction (MM-DD)	Actual completion date of pre- procurement (MM-DD)	Actual completion date of procurement (MM-DD)	Total actual TLS units procured	Total ectual TLS units orgoing mobilization	Total actual TLS units ongoing construction		Actual completion date of construction [MM-DD]	Actual obligation (PHP)	Actual disbursement (PHP)	(E) Remarks
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(A) Implementation plan - The implementation plan involves the planning and setting of timelines for procurement and construction of temporary learning spaces (TLS).

Target completion data procurement - The target date of completion of procurement is the desired date when divisions are able to procure materials and labor for construction of TLS.

Target completion date of construction - The target date of completion of TLS construction is the desired date when divisions are able to complete the construction of TLS for temporary use of learners of a recipient school.

(B) Status of pre-procurement and procurement of TLS - Pre-procurement and procurement activities include the following:

Actual completion data of pre-procurement. The <u>school completion date</u> of pre-procurement activities. Pre-procurement activities may be one of the following: request for release of NCA from the DBM, preparation of bid documents, canvassing of materials, transmittal of memorandum to recipient schools, among others, depending on the mode of procurement to be used by the division.

Actual completion date of procurement —The <u>actual contribution</u> date of procurement activities. Procurement usually follow after pre-procurement has been completed. The start of procurement may be triggered by one of the following: direct negotiation of contract with supplier, posting of advertisement, among others, depending on the mode of procurement to be used by the division.

Total actual TLS units procured - The number of TLS units which are procured and obligated for construction.

(C) Status of construction of TLS - Construction of temporary learning spaces (TLS) includes mobilization and actual TLS construction activities leading to completion of TLS.

Total actual TLS units angoing mobilization. The number of TLS units which are angoing mobilization. Mobilization activities include delivery of materials and altalyround preparation leading to TLS construction.

Total actual TLS units ongoing construction - The number of TLS units which are ongoing construction. Construction activities include recting and carpentry works, emerged their

Total actual TLS units completed - The actual <u>number of TLS units</u> completed for temporary use of learners of a recipient school.

Actual completion date of construction - The actual conscietion date of TLS construction for temporary use of teamers of a recipient echool.

(D) Financial status of TLS - Financial status of TLS - Financial status of TLS includes total financial obligations and disbursements related to TLS construction. The financial status is usually prepared by the corresponding budget/accounting offices of the division. Schools may be disserted, depending on the contractor and mode of procurement used by the division.

(E) Remarks - Challenges and issues, reasons for delays, and other concerns not captured in the temptate should be indicated in the remarks column.



Republic of the Philippines DEPARTMENT OF EDUCATION EDUCATION FACILITIES DIVISION DepEd Complex, Meralco Avenue, Pasig City



PROGRAM OF WORKS DETAILED COST ESTIMATES

PROJECT: PROPOSED ONE (1) CLASSROOM TEMPORARY LEARNING SPACE

Item No.	Description	UNIT	QTY.	1	UNIT COST		TOTAL COST	1	GRAND TOTAL
		MATE	RIALS						
A	Earthworks					7		T -	
	Crushed Gravel 3/4	cu.m.	5.00	p	700.00		3,500.00	-	
	Sub-total					P	3,500.00	9	3,500.0
В	Concreting Works							T	3,500.0
	Portland Cement	bags	50.00	P	252.00	P	12,600.00		
	Sand	cu.m.	4.00	P	980.00	P	3,920.00		
	Crushed Gravel 3/4	cu.m.	6.00	p	1,405.00	-	8,430.00	1	
	Sub-total Sub-total					P	24,950.00	P	24,950.0
С	Rebar Works								
	D10mm x 6.00 mts RSB	pc	25.00	P	171.12	P	4.278.00	***************************************	***************************************
~~~~	G.I. Wire #16	kg	6.00	P	71.40	P	428.40		
	Sub-total Sub-total					P	4,706.40	P	4,706.4
D	Roofing Works								
	Pre-painted Corrugated G.I. Sheet Ga.26 36"x8'	pc	44.00	P	1,450.00	₽	63,800.00		
	Pre-painted Ridge Roll Ga.26 24"x8"	pc	4.00	₽	303.33	₽	1,213.33		
	Umbrella Nails	kg	7.00	₽	79.00	-	553.00		
	Roof Sealant	L	1.00	*	470.00	P	470.00		
-	Roof Insulator 10mm x 1m	I.m.	80.00	P	90.00	P	7,200.00		SIL A STANDARD STANDARD
	Sub-total Sub-total					P	73,236.33	P	73,236.3
E	Carpentry Works							1	
	Front, Rear, Right & Left Elevations							1	
	2"x3" Coco Lumber, Wood Beam	bd.ft.	180.00	P	35.00	P	6,300.00		
	4"x4" Coco Lumber, Main Post	bd.ft.	150.00	P	35.00	P	5,250.00	-	
	2"x3" Coco Lumber, Secondary Post	bd.ft.	140.00	P	35.00	P	4,900.00	1	
	2"x3" Coco Lumber, Diagonal Wall Stud	bd.ft.	215.00	P	35.00	P	7,525.00		
	Plywood Marine 1/4"x4'x8'	pcs	18.00	₽	378.00		6,804.00		
	Common Wire Nails	kg	15.00	p	80.00	P	1,200.00		
	Machine Bolts with Std. Nuts and Washers, 1/2"x7"	pcs	90.00	P	15.00	₽	1,350.00	****	
	Blackboard and walls						1,550.00	-	
	Rough Lumber, Sun-Dried, Tanguile	bd.ft.	40.00	P	43.00	P	1,720.00		
	Lawanit 1/4" thk	pcs	2.00	P	280.00	₽	560.00	-	
	Finishing Nails	kg	1.00	P	80.00	₽	80.00	-	
	Common Wire Nails	kg	1.00	9	80.00	P	80.00	-	
	Sub-total			Ť	00.00	p	35,769.00		35 750 00
F	Painting Works						33,703.00	-	35,769.00
	Enamel, Flatwall	gal	5.00	P	595.00	P	2,975.00		
	Enamel, Semi-Gloss	gal	3.00	9	620.00	ę	1,860.00	-	
	Paint Thinner	gal	1.00	P	286.00	P	286.00		
	Paint Brush, 2"	pcs	3.00	P	180.00	P	540.00	-	
	Roller Brush, 4"	pcs	2.00	p	115.00	P	230.00	-	
	Sub-total			-		P	5.891.00	9	5,891.00
						_	Sub-total =	-	148,052,73
	- And Indexes to Continue of the Continue of t						oub total -		148,032.73
tem No.	Description	UNIT	QTV.		UNIT COST		TOTAL COST	-	GRAND TOTAL
		LABO	R						
Α	Earthworks								
	Clearing and Grubbing	sq.m.	60.48	P	20.00	P	1,209.60	-	
	Structural Excavation	cu.m.	2.00		249.50	_	499.00	-	
	Backfilling and Compaction	cu.m.		p		P	455.00		
	Gravel Bedding	cu.m.	5.00	₽	283.15	P	1,415.74	-	
	Sub-total	-		-	200.10	P		P	2 454 5
В	Concreting Works					-	3,124.34	-	3,124.34
	Concreting of floor slab and pedestal			-		-			
	Portland Cement	bags	50.00		75.00	B	2 70 4 4-		
	Sand	ags acu.m.			75.89		3,794.42		
	Crushed Gravel 3/4	7 7 7	4.00	-	348.06 613.29	P	1,392.25		
	Crostled Glaver 3/4	cu.m.				P	3,679.75		

C	Rebar Works	1		1		Ţ		Ţ	
	Installation of reinforcing bars for floor slab	kg	342.59	-		-		<del> </del>	
	D10mm x 6.00 mts RSB	pc	25.00	9	55.59	P	1 200 05		
	G.I. Wire #16	kg	6.00				1,389.85	+	
1000	Sub-total Sub-total	NB	6.00	P	23.22	P	139.32	_	
D	Roofing Works					,	1,529.17	P	1,529.1
	Installation of roofing sheets			-		-		-	
	Pre-painted Corrugated G.I. Sheet Ga.26 36"x8'	pc	44.00	P	159.30	P	7,000,00	-	
	Pre-painted Ridge Roll Ga.26 24"x8'	рс	4.00	P		+	7,009.20	ļ	
	Umbrella Nails	kg	7.00	P	45.50 11.94	P	182.00	-	
	Roof Sealant		1.00	P	65.87	p	83.59		
	Roof Insulator 10mm x 1m	I.m.	80.00	P	The second second	P	65.87	-	
	Sub-total	1.1111.	80.00	-	5.00	,	400.00		
E	Carpentry Works					P	7,740.66	P	7,740.6
_	4								
	Front, Rear, Right & Left Elevations Installation of posts and frames							-	
	2"x3" Coco Lumber, Wood Beam	bd.ft.	100.53				y vestal or	-	
	4"x4" Coco Lumber, Wood Beam 4"x4" Coco Lumber, Main Post		180.00	P	6.45	P	1,161.14		
		bd.ft.	150.00	P	6.45	P	967.62		
	2"x3" Coco Lumber, Secondary Post	bd.ft.	140.00	P	6.45	P	903.11		
	2"x3" Coco Lumber, Diagonal Wall Stud	bd.ft.	215.00	P	6.45	0.50	1,386.92		
	Plywood Marine 1/4"x4'x8'	pcs	18.00	P	149.57	P	2,692.32		
	Common Wire Nails	kg	15.00	P	15.71	P	235.64		
	Machine Bolts with Std. Nuts and Washers, 1/2"x7"	pcs	90.00	P	4.80	P	432.00		
	Blackboard and walls								
	Fabrication and Installation of blackboard and walls	sq.m.							
	Rough Lumber, Sun-Dried, Tanguile	bd.ft.	40.00	P	17.34	P	693.74		
	Lawanit 1/4" thk	pcs	2.00	P	84.62	p	169.25		
	Finishing Nails	kg	1.00	P	23.48	P	23.48		
	Common Wire Nails	kg	1.00	P	15.71	p	15.71		Minute of the management
	Sub-total					p	8,680.93	P	8,680.9
F	Painting Works								0,000.5
	Painting of posts, walls, and blackboard								
	Enamel, Flatwall	gal	5.00	p	156.32	p	781.59		
	Enamel, Semi-Gloss	gal	3.00	P	150.55	P	451.66		
	Paint Thinner	gal	1.00		72.53	p	72.53	-	
	Paint Brush, 2"	pcs	3.00	P	100.00	P	300.00		
	Roller Brush, 4"	pcs	2.00	p	200.00	p	400.00		
	Sub-total	pes	2.00	r	200.00	P	2,005.78		7.005.7
						7	2,005.78	P	2,005.73 31,947.3
	DIRECT COST								
	I. Materials Cost						-		140.052.2
	II. Labor Services Cost							-	148,052.7 31,947.3
	TOTAL CONSTRUCTION COST							Þ	
	TOTAL PROJECT COST	i						P	180,000.0
								-	

Prepared by:

Glamus ENGR. REINA LEIGH C. CRUCILLO, CE

Senior Technical Assistant II

Recommending Approval:

RONILDA R. CO
Director IV, DRRMS

ENGR. WNASPYEY. PANGAN Chies Education Facilities Division

ATTY, MICHEL KRISTIAN R. ABIAN, CESO I
Underscretary for Administration and Procurement

**Annex A.** List of recipient schools to receive the support fund for the Construction of TLS in Schools Affected by Typhoon ODETTE"

#	SCHOOL ID	SCHOOL	DISTRICT	# of TLS
1	118063	Bato ES	Buenavista 2	1
2	118081	Nueva Montaña ES	Buenavista 2	2
3	312312	Panghagban HS	Buenavista 2	3
4	118239	Danao CES	Danao	1
5	118249	Sta. Ana ES	Danao	2
6	312326	Cuaming HS	Inabanga North	3
7	302882	Pangangan NHS	Calape	3
8	103611	Cantumogcad ES	Buenavista 2	1
9	186513	Lapu-lapu ES	Carmen 1	2
10	118721	Magsaysay ES	Talibon 1	2
11	118735	Calituban ES	Talibon 2	3
12	300519	Mahanay HS	Talibon 2	3
13	118774	Bilang-bilangan ES	Tubigon East	1
14	118773	Batasan ES	Tubigon East	2
15	118809	Cagting ES	Ubay 2	3
16	500214	Tapal IS	Ubay 1	3
17	118843	Ubay CES	Ubay 1	3
18	312351	Cagting HS	Ubay 2	3
19	118839	Tipolo ES	Ubay 2	3
20	118832	San Pascual ES	Ubay 3	3
21	302899	San Pascual National Agr'l HS	Ubay 3	3

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