



**DEPARTMENT OF BUDGET AND MANAGEMENT  
DEPARTMENT OF EDUCATION  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

**JOINT CIRCULAR NO. 2013-1  
February 18, 2013**

**FOR : Officials of the Department of Education, the Department of Budget and Management and Department of Public Works and Highways and All Others Concerned**

**SUBJECT : Guidelines on the Implementation of the Special Provision (SP) No. 4 on the Provision of Basic Educational Facilities under the FY 2013 Budget of the Department of Public Works and Highways**

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## **1.0 PURPOSE**

To prescribe the guidelines relative to the implementation of Special Provision No. 4 of the 2013 Budget on the amount appropriated under P/A/P B.I.j. of Department of Public Works and Highways (DPWH) for the Basic Educational Facilities of the Department of Education (DepEd), to wit:

*"4. Provision for Educational Facilities. The amount of Fourteen Billion One Hundred Ten Million Four Hundred Thousand Pesos (P14,110,400,000.00) under B.I.j. for DepEd Educational Facilities shall be used for the construction, replacement and completion of kindergarten, elementary and secondary school buildings in areas experiencing acute classroom shortage in support of the DepEd Educational Facilities projects. XXX*

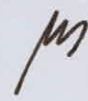
*Implementation of this provision shall be subject to guidelines to be jointly issued by DBM, DPWH and DepEd"*

## **2.0 COVERAGE**

This Joint Circular shall apply to all concerned Offices of the Department of Budget and Management (DBM), the DepEd and the DPWH in the implementation of the FY 2013 Basic Educational Facilities of P14,110,400,000 lodged under the budget of DPWH.

### 3.0 GENERAL GUIDELINES


- 3.1 The amount of ₱14,110,400,000 appropriated for Basic Educational Facilities shall be used for the construction, replacement and completion of kindergarten, elementary and secondary school buildings in areas experiencing acute classroom shortage.
  - 3.1.1 "Areas Experiencing Acute Classroom Shortage" shall refer to (i) areas where the number of students divided by the existing number of classrooms shall result in a student to classroom ratio of 50:1 or worse; (ii) those where classrooms are temporary in nature or are makeshift structure; (iii) those without any classrooms at all.
  - 3.1.2 All school buildings constructed shall be provided with the corresponding number of school furniture by the DepEd.
- 3.2 The release of funds shall be made to the respective DPWH District Engineering Office (DPWH-DEO), following the allocation per congressional district with the corresponding list of schools, target number of projects, and the types of buildings to be constructed, prepared by the DepEd and submitted to the DBM.
- 3.3 The DPWH shall only implement projects in the list of schools to be provided by DepEd. Any deviations or realignments shall be subject to the approval of the DepEd and concurrence of the DBM.
- 3.4 DPWH shall use the DepEd School Building design following its Minimum Performance Standards and Specifications (MPSS) and detailed costing in the implementation of the projects. Any deviation therefrom shall be subject to approval of the DepEd.
- 3.5 DPWH shall ensure the construction of "complete" school buildings. No partial construction projects shall be programmed. A "complete" school building shall have the following features:
  - 3.5.1 Concrete and smooth finish flooring;
  - 3.5.2 Smooth finish (plastered) interior and exterior walls;
  - 3.5.3 Painted walls and ceilings;
  - 3.5.4 Long-span pre-painted roofing;
  - 3.5.5 Full cathedral type ceiling for single storey construction;
  - 3.5.6 Complete set of Windows;
  - 3.5.7 Two (2) entrances with doors;
  - 3.5.8 Complete electrical wires and fixtures;
  - 3.5.9 Chalkboard;
  - 3.5.10 Ramps pursuant to BP No. 344; and
  - 3.5.11 Toilets depending on the building design
- 3.6 The allocation for the ARMM shall be released directly to the ARMM-ORG. Nevertheless, DepEd-ARMM and DPWH-ARMM shall follow the same process provided for in this guidelines.



- 3.7 The Engineering and Administrative Overhead expenses shall not be authorized for the construction, replacement and completion of kindergarten, elementary and secondary school buildings.

#### **4.0 ROLES AND RESPONSIBILITIES**

- 4.1 The Department of Education shall:

- 4.1.1 Provide DPWH Central Office with detailed list of priority projects for the construction of new classrooms, including the name of the school, address, classroom building type, toilet type, project costs and other pertinent information.
- 4.1.2 Submit joint DepEd-DPWH special budget request to DBM for the release of SARO/NCA.
- 4.1.3 Conduct (Physical Facilities and Schools Engineering Division [PFSED] and Division Physical Facilities Unit) joint validation activity with DPWH-DEO if there are clarifications from the final list provided by DepEd, the
- 4.1.4 Concur (DepEd Schools Division Superintendent [SDS]) the Program of Works (POW) prepared by DPWH-DEO .
- 4.1.5 Observe (PFSED Representative/ Division Physical Facilities Coordinator [DPFC]) the conduct of the procurement activities by the DPWH-DEO.
- 4.1.6 Monitor (PFSED Representative/ DPFC) the implementation of projects, particularly in the critical stages of construction to ensure that these processes are in compliance with DepEd standard designs, specifications and approved program of works.
- 4.1.7 Conduct (PFSED Representative/ DPFC and DPWH-DEO Representative) joint punch listing inspection upon substantial completion (at least 95% physical accomplishment) of the project for the purpose of determining the items of works that need to be rectified by the contractor prior to final inspection.
- 4.1.8 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint inspection upon 100% physical accomplishment and rectification of punch listed item of works for the purposes of issuance of Certificate of Completion and final payment. The Schools Division Superintendent (SDS) and DPWH District Engineer shall approve the Certificate of Completion.
- 4.1.9 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint Post-Technical Inspection activities within the defects and liability period of one year after the issuance of the Certificate of Completion and prior to the issuance/approval
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of the Certificate of Acceptance by the School Head or SDS and DPWH-DEO.

4.1.10 Record in its book of accounts the accepted and completed school building projects from DPWH.

4.2 The Department of Public Works and Highways shall:

4.2.1 Prepare the program of works and detailed estimates based on DepEd's standard designs and specifications.

4.2.2 Submit joint DepEd-DPWH special budget request to DBM for the release of SARO/NCA.

4.2.3 Ensure that all the projects contained in the list prepared by the DepEd would be completed. No funds allocated for a project may be used to augment another project unless the original project is completed.

4.2.4 Invite PFSED Representative and Division Physical Facilities Coordinator for a conduct of joint validation in the event the DPWH needs assistance/ clarification on the list provided by DepEd.

4.2.5 Undertake the procurement and implementation of construction works in accordance with the provisions of Republic Act 9184 (otherwise known as the Government Procurement Reform Act) and its implementing rules and regulations, and applicable issuances of the Government Procurement Policy Board.

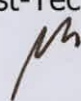
4.2.6 Invite PFSED Representative/DPFC to act as observer in the procurement activities.

4.2.7 Seek clearance from DepEd of any variation order (change order or extra work order) that may occur during the implementation period.

4.2.8 Conduct (PFSED Representative/ DPFC and DPWH-DEO Representative) joint punch listing inspection upon substantial completion (at least 95% physical accomplishment) of the project for the purpose of determining the items of works that need to be rectified by the contractor prior to final inspection.

4.2.9 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint inspection upon 100% physical accomplishment and rectification of punch listed item of works for the purposes of issuance of Certificate of Completion and final payment. The Schools Division Superintendent (SDS) and DPWH District Engineer shall approve the Certificate of Completion.

4.2.10 Conduct (PFSED Representative/DPFC, School Head and DPWH-DEO Representative/s) joint Post-Technical Inspection activities



within the defects and liability period of one year after the issuance of the Certificate of Completion and prior to the issuance/approval of the Certificate of Acceptance by the School Head or SDS and DPWH-DEO.

4.2.11 Take-up the allotment/obligation/disbursement in its book of accounts.

4.2.12 Turn-over completed school building projects to DepEd for recording and booking purposes.

4.3 The Department of Budget and Management shall:

4.3.1 Approve the special budget request submitted by DepEd and DPWH and facilitate the release SARO/NCA corresponding to the Construction of School Buildings in Areas Experiencing Acute Classroom Shortage under the Basic Educational Facilities Funds.

4.3.2 Require DepEd and DPWH to submit budget execution documents and budget accountability reports.

## 5.0 GOVERNING CLAUSE

5.1 All releases, transfer of funds, payment, reimbursements and preparation of books of accounts made pursuant to the Circular shall be subject to pertinent laws, rules, and government budgeting, accounting and auditing procedures.

5.2 Issues arising from the implementation of this Joint Circular shall be resolved jointly by DepEd, DPWH and DBM.


## 6.0 EFFECTIVITY

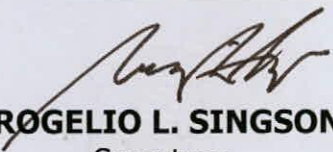
This Joint Circular shall take effect immediately.


Department of Public Works and Highways  
Office of the Secretary



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**BR. ARMIN A. LUISTRO, FSC**  
Secretary  
Department of Education

  
**ROGELIO L. SINGSON**  
Secretary  
Department of Public Works and Highways

  
**FLORENCIO B. ABAD**  
Secretary  
Department of Budget and Management