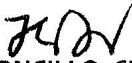




MEMORANDUM

TO: Public Schools District Supervisor
Elementary and Secondary School Heads

FROM: 
JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

SUBJECT: PHYSICAL FACILITIES ISSUES & CONCERN

DATE: October 15, 2014

DOCT
9:45 AM
A

Please be informed of the following physical facilities issues and concerns:

1. Minor and Major Repair of School Buildings

- a. **Minor Repair** - is the replacement of the school building components which are not subjected to critical structural loads and stresses and which are estimated to cost less than 10% of the cost of the standard unit, such as repair of windows, doors, partitions and the like. Minor repair keeps a building in fit condition for use without increasing its capacity or otherwise adding to its normal value as an asset. **The school head shall undertake the minor repair of the school buildings using available funds based on program of work prepared and approved by the Schools Division Superintendent.**
- b. **Major Repair** - is the replacement of school buildings components which are subjected to critical structural loads and stresses and are estimated to cost 10% of more of the cost of a standard building unit such as repair of roof, frames, posts, exterior walls, etc.

NOTE: If the school building was already dilapidated and not suitable for the above parameters for major repair, the school heads shall request for an ocular inspection.

2. **Condemnation and Demolition of School Buildings:** (pls. see attached DepEd Order No. 107, s. 2010 re: Revised Guidelines on the Condemnation and demolition of School Buildings)

In order to clarify procedures on the condemnation and demolition of school buildings which are supposed to be hazardous, DepEd Order 107, s. 2010 was issued to contain supplemental guidelines.

NOTE: School head shall list all the salvaged materials of the demolished buildings and shall submit a Waste Material Report to the Schools Division Office (SDO).

3. Guidelines on Disposal

General Procedures

- a. Once supplies/property become unserviceable from any cause or are no longer needed, the accountable officer immediately therefore shall return the same to the Property Officer/equivalent position concerned.
- b. The Property Officer/equivalent position shall file an application for disposal with appropriate documents to the COA Auditor.
- c. The COA Auditor shall inspect the items and determine whether the items are with or without value and Forward his/her recommendation to the Head of the Agency.
- d. The Head of the Agency shall forward the documents to the Disposal Committee.
- e. The Disposal Committee shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.

- f. If found to be valuable, the unserviceable property may be sold at public auction to the highest bidder under the supervision of the proper Committee on Award or similar body.

Submission of Documents Pertinent to the Disposal of Unserviceable Property

Accountable officials in possession of unserviceable property shall submit to the Disposal Committee through their respective heads of offices, the following accomplished forms, as appropriate:

- a. Inventory and Inspection Report of Unserviceable Property for semi-expendable materials and equipment and non-expendable supplies, accompanied by any of the following, whichever is appropriate:
 - b. Individual survey report, duly certified by the Supply Officer and Head of Agency.
 - c. List of missing spare parts duly certified by the Supply Officer and Head of Agency.
 - d. Stencils of chassis and engine numbers of motor vehicles, and
 - e. Current photographs (in two positions) of items recommended for disposal
 - f. Waste Materials Report for expendable materials, supplies and consumables including spare parts, empty containers, and remnants from destroyed or damaged fixed assets.
4. **Color Scheme Adopted by DepEd in Its School Building** – (*pls. see attached unnumbered Regional Memorandum dated July 29, 2013*)
 5. For your query about the abovementioned pls. see the Division Physical Facilities Coordinator, Engr. Rodger A. Matienzo – CP # 09219633256
 6. For information and compliance.

Reference: Educational Facilities Manual of the Philippines 2010



OCT 20 2010

DepEd ORDER
 No. 107 s. 2010

**REVISED GUIDELINES ON THE CONDEMNATION
 AND DEMOLITION OF SCHOOL BUILDINGS**

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services, Centers and Heads of Units
 Regional Directors
 Schools Division/City Superintendents
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. The revised guidelines on the condemnation and demolition of school buildings shall contain or constitute the following:

- a. The school head shall request for an ocular inspection and assessment of the school building perceived to be hazardous from the building official, (Chief of the Municipal/City Engineer's Office or the head of District Engineer's Office, whoever is available);
- b. As a matter of policy, a school building perceived to be hazardous should be immediately cordoned to keep off students, teachers from using it until such time that the school building is completely demolished or otherwise declared as safe for occupancy. Such cordon should be placed at a minimum distance of four (4) meters from the building line. In addition, large precautionary signs should be posted or nailed to boards as warning to students;
- c. Pending the result of ocular inspection from the building official, the school head shall secure the following documents as prerequisite to the approval of requests for demolition:
 - (1) photographs of the building to be demolished, properly labeled, showing the front, rear, sides and damaged sections;
 - (2) certification by the school head that, if the building is demolished, classes will not be disrupted due to lack of classrooms;
 - (3) indication of probable funding for replacement; and
 - (4) Parents Teachers Association (PTA) or Alumni Association's clearance in case of school buildings with historical value like the Gabaldon School Building.



- d. When and if the subject building is declared by the building official to be unfit for occupancy, the school head shall submit the request for demolition to the schools division/city superintendent (SDS);
 - e. For school buildings or structures without historical value, the SDS shall approve request for demolition based on the Inspection Report of the Building Official, and upon completion of enumerated requirements mentioned earlier;
 - f. In the case of Gabaldon School Buildings, structures marked as cultural property, and structures dating at least fifty (50) years old, the SDS, through the regional director, shall forward the request for demolition, together with the supporting documents to Department of Education-Physical Facilities and Schools Engineering Division (DepEd-PFSED), for further evaluation; and clearance by the National Commission for Culture and the Arts (NCCA) or its affiliated cultural agency. After the issuance of clearance by the NCCA, the DepEd-PFSED shall recommend approval of demolition to the SDS who shall approve the request for demolition;
 - g. The school head shall apply for a demolition permit from the Municipal/City Building Official;
 - h. The Division Bids and Awards Committee (BAC) or the school BAC (in the case of a National High School with fiscal autonomy), shall conduct bidding for the demolition;
 - i. In case the demolition is to be done by the administration, the school head shall list all the salvaged materials and shall submit a Waste Material Report to the respective Division Office (DO); and
 - j. The school head shall inform the Commission on Audit (COA)/Resident Auditor and shall request for relief of accountability in writing.
2. A school building declared by the building official to be unfit for occupancy shall be demolished within a period not to exceed ninety (90) calendar days from the date of its condemnation.
 3. All documents pertaining to the demolished building should be kept on file in the folder marked "Condemned/Demolished School Properties" as part of the records/documents on physical facilities of the school.
 4. All relevant provisions of existing DepEd Orders, Memoranda, and other administrative issuances inconsistent with this Order are hereby superseded.
 5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
 Secretary

Reference: DECS Order: No. 48, s. 2000
 To be indicated in the Perpetual Index
 under the following subjects:

POLICY

SCHOOLS

SCHOOL BUILDINGS

R: SGC/condemnation and demolition of school bldgs.
 October 6, 2010



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region V (Bicol)
 Rawis, Legaspi City



Regional Physical Facilities Unit
 Tel.no./Fax no. : (052) 482-0164

MEMORANDUM

TO: SCHOOLS DIVISION SUPERINTENDENTS
ATTENTION: DIVISION PHYSICAL FACILITIES COORDINATORS

FROM: ORFELIO C. JUY, CESO III
 Regional Director

007256

DATE: July 29, 2013

SUBJECT: COLOR SCHEME ADOPTED BY DEPED IN ITS SCHOOL BUILDINGS

1. It was noted that there are still newly painted buildings where the source of funds came from Basic Educational Facilities Fund (BEFF) and School Building Repair and Maintenance Scheme (SBRMS) but did not follow the DepED color scheme for school buildings.

2. It is reiterated that the color scheme adopted by DepED in its school buildings be followed for uniformity.

Hereunder are the parts of the school building with the corresponding color.

Part of School Building	Color
• Roofing and accessories (Window Jambs, Door Jambs, Window Grills, Door Grills, Railings, etc...)	• DepED Green
• Doors	• DepED QDE Palmyra Green
• Columns	• DepED Latex S/G Dark Beige • DepED S/G Enamel Dark Beige
• Exterior Wall	• DepED Latex S/G Beige • DepED S/G Enamel Beige
• Interior Wall	• DepED Latex S/G Beige • DepED S/G Enamel Beige
• Baseboard (6 inches high)	• DepED Latex S/G Dark Beige • DepED S/G Enamel Dark Beige
• Ceiling	• DepED Latex Flat White • DepED Flatwall Enamel White
• Wooden Window Jalousies	• DepED S/G Enamel White
• Steel Casement Windows	• DepED S/G Enamel White

Notes: - Interior wall should have lighter shade of Beige than the exterior wall.
 - Latex for concrete walls; Enamel for wood surfaces
 - S/G = Semi-Gloss QDE = Quick Dry Enamel

3. In cases where funds for painting/re-painting came from other sources, donations and not from DepED, the school heads are advised to strongly encourage the donor to use the DepED color scheme or at least color scheme with similar shades.

4. Follow the proper procedure in applying paints.

5. For strict compliance.