Regional Memorandum

DEPLOYMENT OF ENGINEERS AND ARCHITECTS AND PAYMENT OF SERVICES UNDER CONTRACT OF SERVICE IN DEPED REGION IV-A

To: Schools Division Superintendents

1. In reference to OUA Memo 00-1121-0227 dated March 31, 2022, the Educational Facilities Division (EFD) of the Department of Education Central Office continues to deploy Engineers and Architect under Contract of Service nationwide to provide technical assistance in managing and implementing its various programs and projects under the Basic Education Facilities Fund (BEFF) and other infrastructure projects of the Department from January 1, 2022- December 31, 2022.

2. Enclosure 1 provides details on the Deployment of Contractual Engineers and Architects (CEAs) which shall take effect on June 6, 2022.

3. The Schools Divisions Offices (SDOs) identified to be the official work stations of deployed CEAs are requested to provide working spaces at the Schools Governance Office Division with the provision of tables, chairs, desktop/ laptop, if possible, for the performance of their duties.

4. The deployed CEAs shall secure approval for travel authority from the Office of the Schools Division Superintendents where they are Officially stationed if their services are requested by other SDOs. Expenses relative to said travel shall be charged against concerned SDO’s local funds, subject to usual accounting and auditing rules & regulation.

5. Pertaining to salary of the CEAs, be guided by the following:
   a. The salaries of CEAs will be processed and paid by the DepEd Regional Office. They shall register to the SDOs Daily Time Record (DTR) via

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Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph
bundy clock, biometric, logbook, etc. for monitoring and recording of their attendance in their Official Station;

c. The format of the Accomplishment Report of CEAs shall be in pursuant to OUA MEMO 00—131-0227 “ANNEX B2” dated March 31, 2022.

d. Accomplishment reports and DTR shall be submitted to the Office of the Schools Division Superintendents for approval and endorsement to the Regional Office every second day of succeeding month. These will be used as basis for monthly salaries.

e. Payment of salaries for the CEAs is every 5th and 20th day of the month.

6. There shall be an established arrangement within SDOs on CEAs utilization of DepEd service vehicles in the conduct of monitoring, validation, site appraisals, inspection, and other tasks related to management of Basic Education Facilities.

7. The duties and responsibilities of the deployed CEAs is provided in Enclosure 2 for your reference.

8. Should there be further concerns, please contact Engr. Robert B. Perez Regional Engineer, thru essd.calabarzon@deped.gov.ph or on mobile no. 0927-865-3795.

9. Immediate dissemination and compliance to Memorandum is highly expected.

FRANCIS CESAR B. BRINGAS
Regional Director

essd/rbp
## DEPLOYMENT OF CONTRACT OF SERVICE ELECTRICAL ENGINEERS

<table>
<thead>
<tr>
<th>Names</th>
<th>Station Offices</th>
<th>Assigned RO/ SDOs</th>
<th>Number of Schools per SDO</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr. James Mattwill E. Abalos</td>
<td>Regional Office Cainta Rizal</td>
<td>Rizal Province, Antipolo City, Laguna Province, Sta. Rosa City, Cabuyao City</td>
<td>299, 67, 373, 28, 28</td>
<td>To assists SDOs in Electrification Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calamba City</td>
<td>73</td>
<td>Engr. Chris John S. Quintana LGU deployed Engineer performs Electrical Engineering task</td>
</tr>
<tr>
<td></td>
<td></td>
<td>San Pablo City, San Pedro City, Binan City</td>
<td>80, 28, 37</td>
<td>To assists SDOs in Electrification Project</td>
</tr>
<tr>
<td>Engr. Romeo B. Aguilera, Jr.</td>
<td>Lipa City</td>
<td>Batangas Province, Lipa City, Tanauan City, Batangas City</td>
<td>763, 85, 59, 108</td>
<td>To assists SDOs in Electrification Project</td>
</tr>
<tr>
<td>Engr. Deo V. Fernandez</td>
<td>Cavite Province</td>
<td>Cavite Province, Dasmariñas City, General Trias City, Imus City, Bacoor City, Cavite City, Tayabas City, Lucena City</td>
<td>327, 44, 36, 33, 43, 14, 35, 54</td>
<td>To assists SDOs in Electrification Project</td>
</tr>
<tr>
<td>Engr. Sharmane G. Cortas</td>
<td>Quezon Province</td>
<td>Quezon Province</td>
<td>959</td>
<td>To assists SDOs in Electrification Project</td>
</tr>
</tbody>
</table>
## DEPLOYMENT OF CONTRACT OF SERVICE CIVIL ENGINEERS

<table>
<thead>
<tr>
<th>NAMES</th>
<th>Station Offices</th>
<th>Assigned RO/ SDOs</th>
<th>SDO Planilla Engineers</th>
<th>Number of Schools</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch. Debbie D. Ocampo</td>
<td>Cavite Province</td>
<td>Cavite Province</td>
<td></td>
<td></td>
<td>Performs Engineering Tasks in Imus City</td>
</tr>
<tr>
<td>Engr. Jay Darios M. Montecallegr</td>
<td>Imus City</td>
<td>Imus City</td>
<td></td>
<td>33</td>
<td>Performs Engineering Tasks in Imus City</td>
</tr>
<tr>
<td>Engr. Sherwin P. Santos</td>
<td>Bacoor City</td>
<td>Bacoor City</td>
<td></td>
<td>43</td>
<td>Performs Engineering Tasks in Imus City</td>
</tr>
<tr>
<td>Engr. Michael Angelo T. Tayo</td>
<td>Cavite City</td>
<td>Cavite City</td>
<td></td>
<td>14</td>
<td>Performs Engineering Tasks in Cavite City</td>
</tr>
<tr>
<td></td>
<td></td>
<td>San Pedro City</td>
<td>Engr. Ronald A. Reodica</td>
<td>28</td>
<td>To assist San Pedro SDO in Engineering task</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laguna Province</td>
<td></td>
<td>373</td>
<td>To assist SDO Planilla Based Engineer</td>
</tr>
<tr>
<td>Engr. Jesriel Anne A. Macaraig</td>
<td>Batangas Province</td>
<td></td>
<td>Engr. John Albert L. Tiquis</td>
<td>763</td>
<td>Assisting SDO Planilla Based Engineer</td>
</tr>
<tr>
<td>Engr. Wilfredo P. Subaan</td>
<td>Lipa City</td>
<td></td>
<td>Engr. Jeffrey M. Santos</td>
<td>85</td>
<td>Assisting SDO Planilla Based Engineer</td>
</tr>
<tr>
<td>Engr. Sherly S. Tribiana</td>
<td>Rizal Province</td>
<td></td>
<td>Engr. Ritchie A. Lagunda</td>
<td>299</td>
<td>Assisting SDO Planilla Based Engineer</td>
</tr>
<tr>
<td>Engr. Gian Carlo O. Pardilla</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Performs Engineering Tasks in Tayabas City</td>
</tr>
<tr>
<td>Engr. Jaypee A. Escobar</td>
<td>Tayabas City</td>
<td></td>
<td></td>
<td>35</td>
<td>Performs Engineering Tasks in Tayabas City</td>
</tr>
</tbody>
</table>
TERMS OF REFERENCE FOR COS CIVIL ENGINEERS/ ARCHITECTS

a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Last Mile School and Quick Response Funds (QRF) of the division to determine buildable space and recommended appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities.

b. Prepare technical working drawings, cost estimates, schedules, and other documents needed in planning the construction projects.

c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, and school furniture being implemented by the Region/Division Offices.

d. Monitor the implementation of the construction/repair program of the Division and assist in the resolution of issues and concerns.

e. Review/Evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings.

f. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations, and status of implementation to EFD.

g. Inform the Regional and Division offices on the progress of the implementation of various projects in his/her designated areas of assignment.

h. Conduct site appraisal jointly with DPWH District Engineering Office for schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other cost related to the proposed project.

i. Regularly coordinate with DPWH-DEO on their compliance on the joint Memorandum Circular between DepEd and DPWH.

j. Conduct regular monitoring of school building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time, and standards.

k. Inform the Regional and Division offices on the progress of construction works in the schools.

l. Conduct random inspection of delivered desk and chairs under the School Furniture Program.

m. Prepare and submit Project Status Report every 25th of each month for every task assigned to EFD.

n. Perform related task that may be assigned by the immediate supervisor or head of office.
TERMS OF REFERENCE FOR COS ELECTRICAL ENGINEERS

a. Conduct site appraisal for schools to be included in the programming of Electrification Program under the Basic Education Facilities Funds (BEFF) of the Division which cover the provision and upgrading of electrical connections of schools.

b. Prepare technical working drawings, cost estimates, schedules and other documents needed in planning the electrification projects.

c. Provide technical assistance to the region/division Bids and awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, and school furniture being implemented by the Region/Division Offices.

d. Monitor the implementation of the electrification program of the division and assist in the resolution of issues and concerns.

e. Review/Evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings.

f. Provide technical assistance to the recipient schools to ensure proper project implementation.

g. Conduct regular on-site inspection of on-going electrification projects and submit report of findings, recommendations, and status of implementation to EFD.

h. Inform the Regional and Division Offices on the progress of the implementation of various projects in his/her designated area of assignments.

i. Regularly coordinate with NEA-LEC (BATELEC I, BATELEC II, FIRST BAY POWER CORP., FLECO, MERALCO, QUEZELCO I & QUEZELCO II).

j. Inform the Regional and Division Offices on the progress of electrical works in the schools.

k. Prepare and submit Project Status Report every 25th of each month for every task assigned to EFD.

l. Perform related task that may be assigned by the immediate supervisor or head of office.