



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



12 May 2022

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



Address: Gate 2, Karangalan Village, Cainta, Rizal
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;
- b. Certificate of Appearance from School Heads or representatives indicated in the Approved Travel Authority shall be the basis for verification of CEAs attendance while performing fieldwork, monitoring, validation, and project inspection;
 - 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

Enclosure No. 1 to Regional Memorandum No. ____s, 2022

DEPLOYMENT OF CONTRACT OF SERVICE ELECTRICAL ENGINEERS

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

DEPLOYMENT OF CONTRACT OF SERVICE CIVIL ENGINEERS

NAMES	Station Offices	Assigned RO/ SDOs	SDO Plantilla Engineers	Number of Schools	Remarks
Engr. Edilberto A. Damiles Jr.	Region IV-A CALABARZON	Regional Office			
Arch. Debbie D. Ocampo	Cavite Province	Cavite Province	Engr. Joel A. Mina	327	Assisting SDO Plantilla Based Engineer
Engr. Jay Darius M. Montealegre	Imus City	Imus City		33	Performs Engineering Tasks in Imus City
Engr. Sherwin P. Santos	Bacoor City	Bacoor City		43	Performs Engineering Tasks in Imus City
Engr. Michael Angelo T. Tayo	Cavite City	Cavite City		14	Performs Engineering Tasks in Cavite City
		San Pedro City		28	To assist San Pedro SDO in Engineering task
		Laguna Province	Engr. Ronald A. Reodica	373	To assist SDO Plantilla Based Engineer
Engr. Jesriel Anne A. Macaraig		Batangas Province	Engr. John Albert L. Tiquis	763	Assisting SDO Plantilla Based Engineer
Engr. Wilfredo P. Subaan		Lipa City	Engr. Jeffrey M. Santos	85	Assisting SDO Plantilla Based Engineer
Engr. Sherly S. Tribiana		Rizal Province	Engr. Ritchie A. Lagunda	299	Assisting SDO Plantilla Based Engineer
Engr. Daniel I. Hutamares Jr.		Quezon Province	Engr. Ramir O. Arbolente	959	Assisting SDO Plantilla Based Engineer
Engr. Gian Carlo O. Pardilla					
Engr. Jaypee A. Escobar		Tayabas City		35	Performs Engineering Tasks in Tayabas City

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.