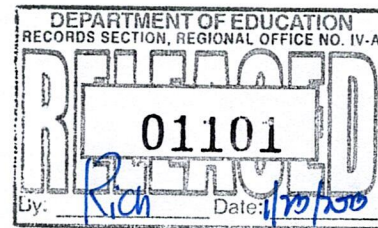




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



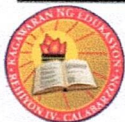
January 19, 2023

Regional Memorandum
No. 40 s. 2023

**RENEWAL AND DEPLOYMENT OF ENGINEERS AND
ARCHITECTS UNDER CONTRACT OF SERVICE FOR CY 2023
IN DEPED REGION IV-A CALABARZON**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Unnumbered Memorandum dated January 11, 2023 titled Renewal of Contracts of DepEd Project Engineers, the Education Facilities Division (EFD) is continuously implementing various programs and projects of the Department on Basic Education Facilities which requires renewal of contracts of DepEd Project Engineers and Architects under Contract of Service (DPEs-CoS) for the period of January 1, 2023 to December 31, 2023.
2. Relative to this, the DPEs-CoS assigned to their respective area (Region and Division) as stated on Enclosure 1 shall continue monitoring/ inspection/ validation of school building projects and other related tasks within the contract duration while the processing of their renewal contracts is ongoing.
3. The Schools Division Offices (SDOs) identified to be the official work stations of deployed DPEs-CoS are requested to provide working spaces at the Schools Governance Office Division (SGOD) with the provision of tables, chairs, desktop/ laptop, if possible, for the performance of their duties and responsibilities.
4. The deployed DPEs-CoS will directly report to the SGOD Chief and/or Division Engineers relative to the status of programs and projects implemented by DepEd and other agencies.
5. The DPEs-CoS will secure approval for travel authority from the Office of the Schools Division Superintendent where they are officially stationed if their services are requested by other SDOs. Official communication from other SDO requesting for technical assistance shall be attached to the travel authority. Traveling expenses shall be charged against the concerned SDO's local funds subject to usual accounting and auditing rules and regulations.
6. Service vehicles will be provided by the SDOs in the conduct of monitoring, validation, site appraisals, inspection, and other tasks related to the management of Education Facilities, if possible.


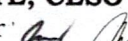


Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



ESSD-RM-2023-40

7. Enclosure 2 provides the details of duties and responsibilities of the DPEs-CoS for your reference.
8. A separate memorandum will be issued pertaining to the salary of DPEs-CoS.
9. For further inquiries, kindly contact Engr. Jamaica Rose G. Rolloque, Regional Engineer, through essd.calabarzon@deped.gov.ph or on mobile number 0977-852-5043.
10. Immediate dissemination and compliance to Memorandum is highly expected.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

Enclosure No. 1 to Regional Memorandum No. ____s, 2023

**DEPLOYMENT OF ENGINEERS AND ARCHITECTS UNDER CONTRACT OF
SERVICE FOR CY 2023**

Name	Station Office	Area of Assignment	Regional/ Division Engineer	Expected Output
Civil Engineers and Architect				
Engr. Edilberto A. Damiles Jr.	Regional Office	Region IV-A	Engr. Jamaica Rose G. Rolloque	School Site Appraisal, Program of Works complete with attachments, Technical Working Drawings, Cost Estimates, Schedules, Site Inspection Report, Project Status Report, and other related documents to construction/ repair projects
Arch. Debbie D. Ocampo	Cavite Province	Cavite Province	Engr. Joel A. Mina	
Engr. Jay Darius M. Montealegre	Imus City	Imus City	N/A	
		Bacoor City	N/A	
Engr. Michael Angelo T. Tayo	Cavite City	Cavite City	N/A	
		Laguna Province	Engr. Ronald A. Reodica	
Engr. Jesriel Anne A. Macaraig	Batangas Province	Batangas Province	Engr. John Albert L. Tiquis	
Engr. Wilfredo P. Subaan	Lipa City	Lipa City	Engr. Jeffrey M. Santos	
Engr. Sherly S. Tribiana	Rizal Province	Rizal Province	Engr. Ritchie A. Lagunda	
Engr. Daniel I. Hutamares Jr.	Quezon Province	Quezon Province	Engr. Ramir O. Arbolente	
Engr. Gian Carlo O. Pardilla				
Engr. Jaypee A. Escobar	Tayabas City	Tayabas City	N/A	
Electrical Engineers				
Engr. James Mattwill E. Abalos	Regional Office	Rizal Province	Engr. Ritchie A. Lagunda	School Site Appraisal, Program of Works complete with attachments, Technical Working Drawings, Cost Estimates, Schedules, Site Inspection Report, Project Status Report, and other related documents to electrification projects
		Antipolo City	Engr. Madiel D. Verzola	
		Laguna Province	Engr. Ronaldo A. Reodica	
		Cabuyao City	Engr. Sarah B. Castillo	
		San Pablo City	Engr. Alfe Y. Jacobe	
		San Pedro City	Engr. Sherwin P. Santos	
Engr. Romeo B. Aguilera, Jr.	Lipa City	Batangas Province	Engr. John Albert L. Tiquis	
		Lipa City	Engr. Jeffrey M. Santos	
		Tanauan City	Engr. John Rey D. Garcia	
		Batangas City	Engr. Eduardo M. Ulit	

Name	Station Office	Area of Assignment	Regional/ Division Engineer	Expected Output
Engr. Deo V. Fernandez	Cavite Province	Cavite Province	Engr. Joel A. Mina	School Site Appraisal, Program of Works complete with attachments, Technical Working Drawings, Cost Estimates, Schedules, Site Inspection Report, Project Status Report, and other related documents to electrification projects
		Dasmariñas City	Engr. Aiza M. Bulaon	
		General Trias City	Engr. Faustino C. Sison, Jr.	
		Imus City	N/A	
		Bacoor City	N/A	
		Cavite City	N/A	
		Tayabas City	N/A	
		Lucena City	Engr. Joam M. Alcantara	
		Sta. Rosa City	Engr. Shernan P. Roncales	
		Calamba City	Engr. Allan Jade V. Reyes	
		Binan City	Engr. Precious Joy A. Coronado	
Engr. Sharmaine G. Cortas	Quezon Province	Quezon Province	Engr. Ramir O. Arbolente	

**TERMS OF REFERENCE FOR CIVIL ENGINEERS/ ARCHITECTS UNDER
CONTRACT OF SERVICE**

- 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 ELECTRICAL ENGINEERS UNDER
CONTRACT OF SERVICE**

- 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.