

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



21 March 2024

Regional Memorandum

No.212 s.2024

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

To: **Schools Division Superintendents**

1. In reference to the DepEd Unnumbered Memoranda dated February 19, 2024¹, this Office, through the Education Support Services Division, deploys the DepEd Project Engineers and Architects under Contract of Service (DPEs-CoS).
2. Relative to this, the DPEs-CoS shall be able to cope with the duties and responsibilities as stated in Enclosure 1.
3. The respective area of assignment (Region and Division) of the deployed DPEs-CoS is listed in Enclosure 2. The concerned electrical engineers are expected to visit all their areas of assignment as indicated on the target schedule. This will also serve as the Authority to Travel (TA) to report to their assigned area.
4. The Schools Division Offices (SDOs) identified to be the official workstations of the 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.
5. Service vehicles shall be provided by the SDOs in the conduct of monitoring, validation, site appraisals, inspection, and other tasks related to the management of Education Facilities. In case of unavailability of a service vehicle, traveling expenses shall be charged against the concerned SDO's local funds subject to usual accounting and auditing rules and regulations.
6. Regional Memorandum No. 241 s. 2023² is still in effect for the evaluation of the accomplishment of Engineers and Architects under the Contract of Service and submission of documents for the processing of salary.

¹ Transmittal of the Original Copies of the Service Agreement of DepEd Project Engineers/Architects and Transmittal of the Original Copies of the Service Agreement of Newly Hired DepEd Project Engineers

² Evaluation of Accomplishment of Engineers and Architects under Contract of Service and Submission of Documents for the Processing of Salary
03/ROE6





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7. For more information or queries, please contact Chief Eduarda M. Zapanta or Engr. Jamaica Rose G. Rolloque of Education Support Services Division at (02) 8682 - 2114 local 430.
8. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

DUTIES AND RESPONSIBILITIES FOR CIVIL ENGINEER/ARCHITECT

- a. Conducts site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools Program of the Division to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools;
- b. Prepares/reviews/evaluates technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects;
- c. Provides 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, School Furniture and Last Miles Schools being implemented by the Region/Division Offices;
- d. Monitors and evaluates the implementation of the construction/repair program of the Division and assist in the resolution of issues and concerns;
- e. Reviews/evaluates and validates work accomplishment reports of the contractors, billings, as built plans, and submit report on findings;
- f. Provides technical assistance to the recipient schools to ensure proper project implementation;
- g. Conducts regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Informs the Regional and Division Offices on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conducts 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;
- j. Regularly coordinates with DPWH-DEO on their compliance on the Joint Memorandum Circular between DepEd and DPWH;
- k. Conducts regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Informs the Regional and Division Offices on the progress of construction works in the schools;
- m. Conducts random inspection of delivered school furniture under the School Furniture Program;
- n. Prepares and submits Project Status Report every 25th of each month for every task assigned to EFD;
- o. Assists other offices in conducting inspection and preparing recommendation reports related to school building projects;
- p. May be assigned to supervise one or two divisions as needed; and
- q. Performs related tasks that may be assigned by the immediate supervisor or head of office.

DUTIES AND RESPONSIBILITIES FOR ELECTRICAL ENGINEER

- a. Conducts site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools Program of the Division to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools;
- b. Prepares/reviews/evaluates technical working drawings, cost estimates, schedules and other documents needed in planning the electrification projects;
- c. Provides 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, School Furniture and Last Miles Schools being implemented by the Region/Division Offices;
- d. Monitors and evaluates the implementation of the electrification program of the Division and assist in the resolution of issues and concerns;
- e. Reviews/evaluates and validates work accomplishment reports of the contractors, billings, as built plans, and submit report on findings;
- f. Provides technical assistance to the recipient schools to ensure proper project implementation;
- g. Conducts regular on-site inspection of on-going electrification projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Informs the Regional and Division Offices on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conducts site appraisal in coordination with Local Electric Cooperative (LEC) for schools to be included in the electrification program of the Division, recommend appropriate electrification system for schools and establish other cost related to the proposed project;
- j. Regularly coordinates with NEA-LEC;
- k. Informs the Regional and Division Offices on the progress of electrical works in the schools;
- l. Prepares and submits Project Status Report every 25th of each month for every task assigned to EFD;
- m. Assists other offices in conducting inspection and preparing recommendation reports related to school building projects;
- n. May be assigned to supervise one or two divisions as needed; and
- o. Performs related tasks that may be assigned by the immediate supervisor or head of office.

Enclosure No. 2 to Regional Memorandum No. ___ s. 200.

Civil Engineers and Architects Official Station			
Name		Station Office	
Engr. Edilberto A. Damiles Jr.		Regional Office	
Ar. Anjo H. Raqueño		Regional Office	
Ar. Debbie D. Ocampo		Cavite Province	
Engr. Michael Angelo T. Tayo		Cavite City	
Engr. Jomar E. Pamittan		Bacoor City	
Engr. Jay Darious M. Montealegre		Imus City	
Engr. Catherine Jones G. Cantalejo		Laguna Province	
Engr. Jesriel Anne A. Macaraig		Batangas Province	
Engr. Wilfredo P. Subaan		Lipa City	
Engr. Sherly S. Tribiana		Rizal Province	
Engr. Daniel I. Hutamares Jr.		Quezon Province	
Engr. Gian Carlo O. Pardilla			
Engr. Jaypee A. Escobar		Tayabas City	
Electrical Engineers Official Station, Area of Assignments and Schedule of Monitoring			
Name	Station Office	Area of Assignment	Target Schedule of Monitoring/Validation*
Engr. James Mattwill E. Abalos	Regional Office	Rizal Province	1 st week of the month
		Antipolo City	
		Cabuyao City	2 nd week of the month
		San Pablo City	3 rd week of the month
		San Pedro City	4 th week of the month
Engr. Romeo B. Aguilera, Jr.	Lipa City	Batangas Province	1 st week of the month
		Batangas City	
		Lipa City	2 nd week of the month
		Sto. Tomas City	3 rd week of the month
		Tanauan City	4 th week of the month
Engr. Deo V. Fernandez	Cavite Province	Cavite Province	1 st week of the month
		Dasmariñas City	
		General Trias City	2 nd week of the month
		Imus City	
		Bacoor City	3 rd weeks of the month
		Cavite City	
		Tayabas City	4 th week of the month
Lucena City			
Engr. Sharmaine G. Cortas	Quezon Province	Quezon Province	1 st - 4 th week of the month
Engr. Yomer S. Bermejo	Laguna Province	Laguna Province	1 st week of the month
		Sta. Rosa City	2 nd week of the month
		Calamba City	3 rd week of the month
		Binan City	4 th week of the month

*The target schedule may vary based on the actual needs of the concerned SDOs.