

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

17 July 2024

Regional Memorandum

No.495 s.2024

**PROTOCOLS ON THE ISSUANCE AND DISSEMINATION
OF PLANS, REQUESTS FOR ASSESSMENT OF SCHOOL
BUILDINGS AND FACILITIES, PROVISION
OF TECHNICAL ASSISTANCE, AND
PREPARATION OF STANDARD
DESIGNS**

To: **Schools Division Superintendents**

1. In reference to the DepEd Unnumbered Memorandum dated May 23, 2024¹, this Office, through the Education Support Services Division, disseminates the various protocols for the smooth implementation of the infrastructure projects.
2. This shall serve as a guide in requesting the issuance and dissemination of standard plans and specifications, assessment and evaluation of school buildings and facilities, provision of technical assistance, and preparation of standard designs needed in the field and by other offices.
3. Attached is the aforementioned memorandum for reference.
4. 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.
5. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

¹ PROTOCOLS ON THE ISSUANCE AND DISSEMINATION OF PLANS, REQUESTS FOR ASSESSMENT OF SCHOOL BUILDINGS AND FACILITIES, PROVISION OF TECHNICAL ASSISTANCE, AND PREPARATION OF STANDARD DESIGNS

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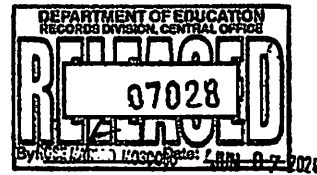
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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES



MEMORANDUM

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ENGINEERS
OTHERS CONCERNED

FROM : EPIMACO V. DENSIÑO III
Undersecretary for School Infrastructure and Facilities

SUBJECT : PROTOCOLS ON THE ISSUANCE AND DISSEMINATION OF
PLANS, REQUESTS FOR ASSESSMENT OF SCHOOL
BUILDINGS AND FACILITIES, PROVISION OF TECHNICAL
ASSISTANCE, AND PREPARATION OF STANDARD DESIGNS

DATE : MAY 23 2024

For the smooth implementation of the infrastructure projects of the Department, the Office of the Undersecretary for School Infrastructure and Facilities issues various protocols that shall serve as a guide in accommodating all the requests for assessment of school buildings and facilities, provision of technical assistance, preparation of standard designs, and issuance and dissemination of standard plans needed in the field and by other offices and strands within the Department.

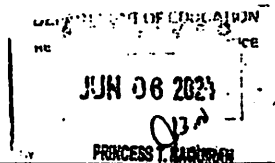
Attached herewith are the said protocols:

- I. Protocols on the Issuance and Dissemination of Standard Plans and Specifications;
- II. Protocols on the Request for School Building and Facilities Assessment and Evaluation;
- III. Protocols on the Request for Technical Assistance of Structural Engineer from Other Offices/Strands;
- IV. Protocols on the Request for Standard Designs from Other Offices/Strands.

Should you have any questions and concerns on the foregoing, your office may coordinate with **Engr. Aldrin C. Tagao**, Engineer II, Education Facilities Division, through telephone number: **8633-7263** or email address: aldrin.tagao@deped.gov.ph.

Copy furnished: Usec. Michael Wesley T. Posa, Undersecretary and Chief of Staff
Usec. Nolasco A. Mempin, Undersecretary for Administration
Usec. Gina O. Gonong, Undersecretary for Curriculum and Teaching
Usec. Revsee A. Escobedo, Undersecretary for Operations

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I. Protocols on the Issuance and Dissemination of Standard Plans and Specifications

- A. Standard plans prepared by the DepEd CO through the Education Facilities Division - School Infrastructure and Facilities (EFD-SIF) shall be disseminated to the Regional Offices (ROs) and Schools Division Offices (SDOs) with corresponding cover memos, as follows:
1. DPWH-DEPED Modified Standard School Building
 2. Mid Rise School Building
 3. Last Mile School Building
 4. School Furniture
 5. Gabaldon School Building
 6. ILRC (Inclusive Learning Resource Center)
 7. ALS-CLC (Alternative Learning System-Community Learning Center)
 8. Library Hub
 9. Health Facilities (Clinic and Handwashing)
 10. Standard Division Office
 11. ACCESS (Administration and Climate Change Emergency Storage and Shelter) Building
- B. Requests for PDF files and other files in editable format such as CAD (drawings), Word (specifications), Excel (BOQ and DCE) and other formats, can only be accommodated if made through a letter citing the purpose, signed by the Schools Division Superintendent (SDS) or Regional Director (RD), and shall be received by the EFD-SIF coursed through the Records Division of Central Office.
- C. Only standard plans and specifications stamped **"approved for construction"** with the **specific name and address of the school** shall be accepted for the implementation of the project. The cover memo shall have a QR code linked to the electronic copy of the approved plan to avoid alteration.
- D. In case of inconsistencies with the plans, the DepEd engineers and architects are required to submit their findings immediately and notify EFD-SIF for appropriate action.
- E. In case modifications are needed on the standard plans to adapt to existing site conditions, the DepEd engineers and architects shall prepare the necessary proposed revisions with approval from the SDS or RD and submit them to the EFD-SIF for evaluation.
- F. Approval or disapproval of EFD-SIF on the submitted proposed plans and drawings shall be issued through a memo signed by the Undersecretary of School Infrastructure and Facilities.

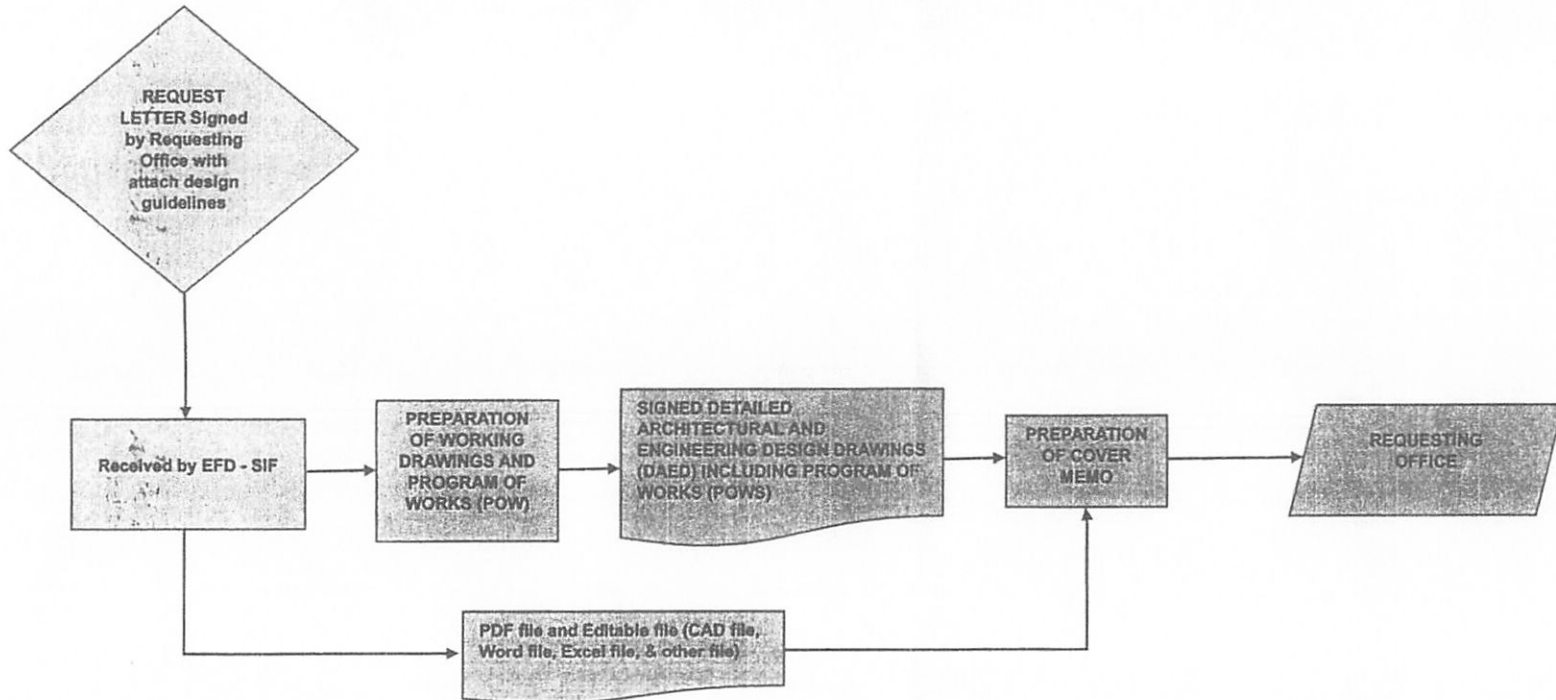
IV. Protocols on the Request for Standard Designs from Other Offices/Strands

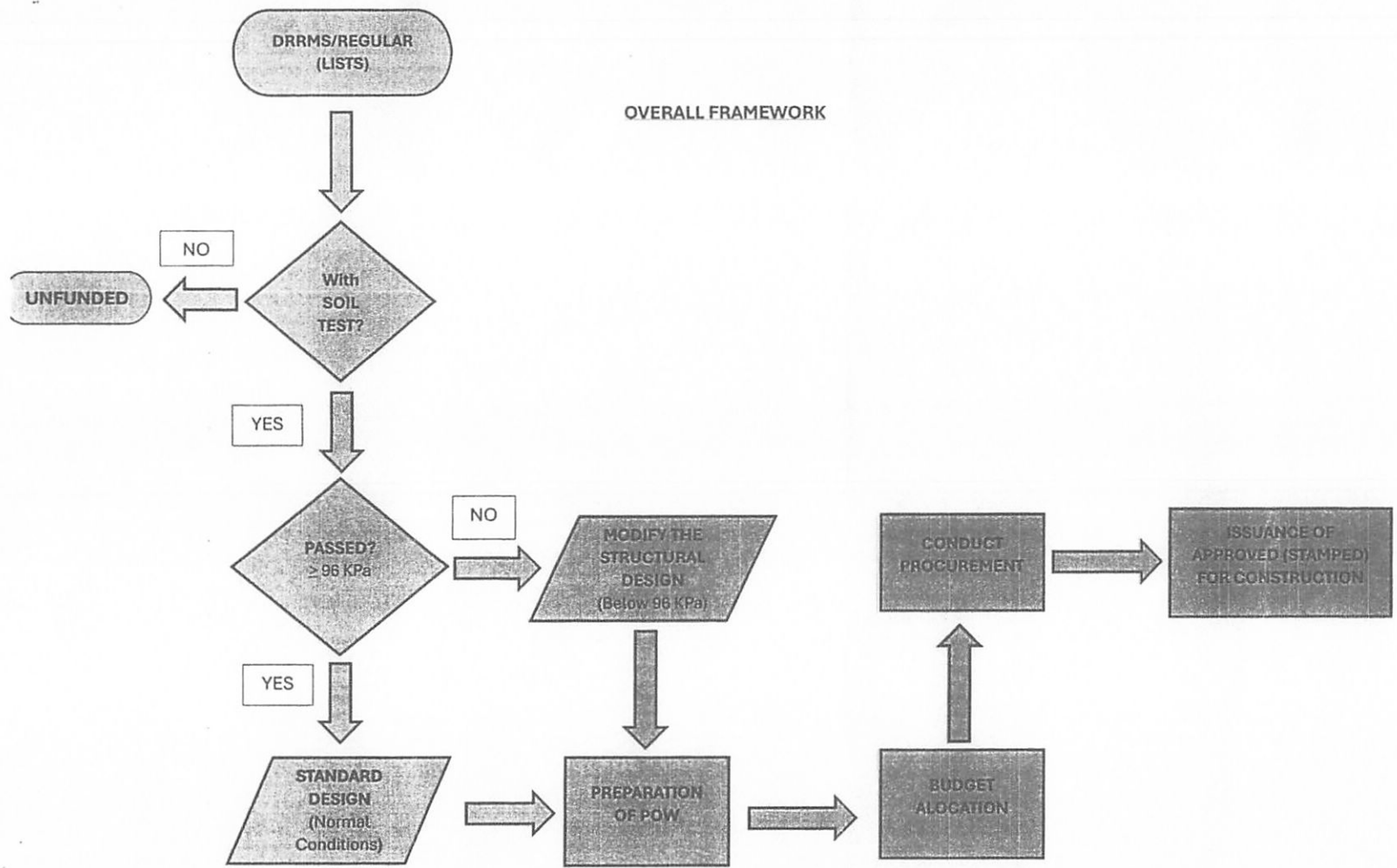
- A. Only requests for technical assistance on the preparation of standard designs from other DepEd Offices/Strands signed by the Undersecretary or Director can be accommodated by the EFD-SIF.
- B. The requesting office shall attach the design requirements and guidelines, and shall be ready to provide additional information pertinent to the preparation of the requested standard plans through consultation meetings or memo.
- C. The schematic designs shall be signed by the head of requesting office to signify acceptance and concurrence with proceeding to the Detailed Architectural and Engineering Design Drawings (DAED).
- D. After completion, the DAED and the Program of Works (POW) will be transmitted to the requesting office with a corresponding memo signed by the Undersecretary of School Infrastructure and Facilities.
- E. The DAED and POW shall be signed as follows:

DAED signatories	
Drawn by:	Technical staff who prepared the drawings
Checked by:	Engineers and Architects who checked the drawings
Recommending Approval:	Chief of EFD-SIF
Approved by:	Undersecretary for SIF; and Head of Requesting Office
POW signatories	
Prepared by:	Technical staff who prepared the drawings
Recommending Approval:	Chief of EFD-SIF
Approved by:	Undersecretary for SIF; and Head of Requesting Office

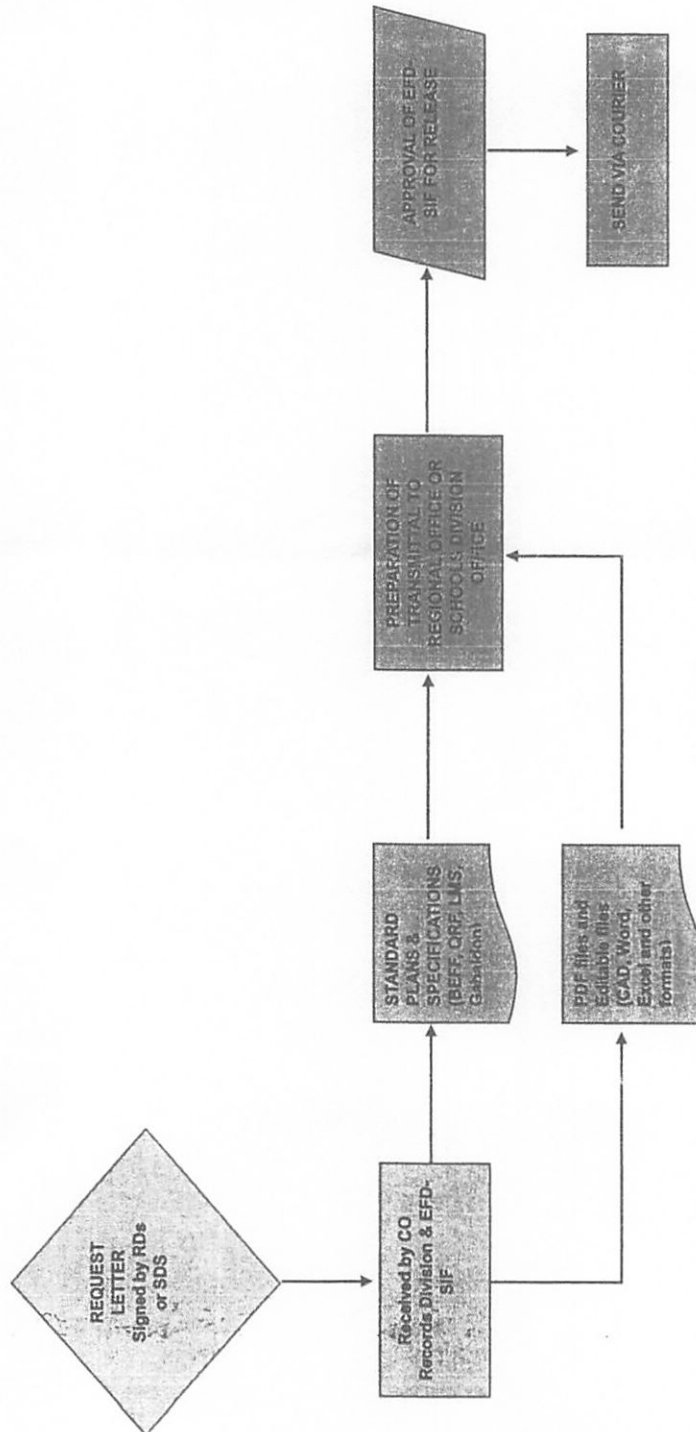
- F. Should there be changes or updates on the standard designs in the future, the Office/Strand in charge shall initiate the revision or updating in writing, signed by the Undersecretary or Director, and addressed to the Undersecretary for School Infrastructure and Facilities.
- G. Requests for editable files such as CAD files, PDF files, Word files, and other formats can only be accommodated if made through a letter signed by the head of requesting office.

Protocols on the Request for Standard Designs from Other Offices





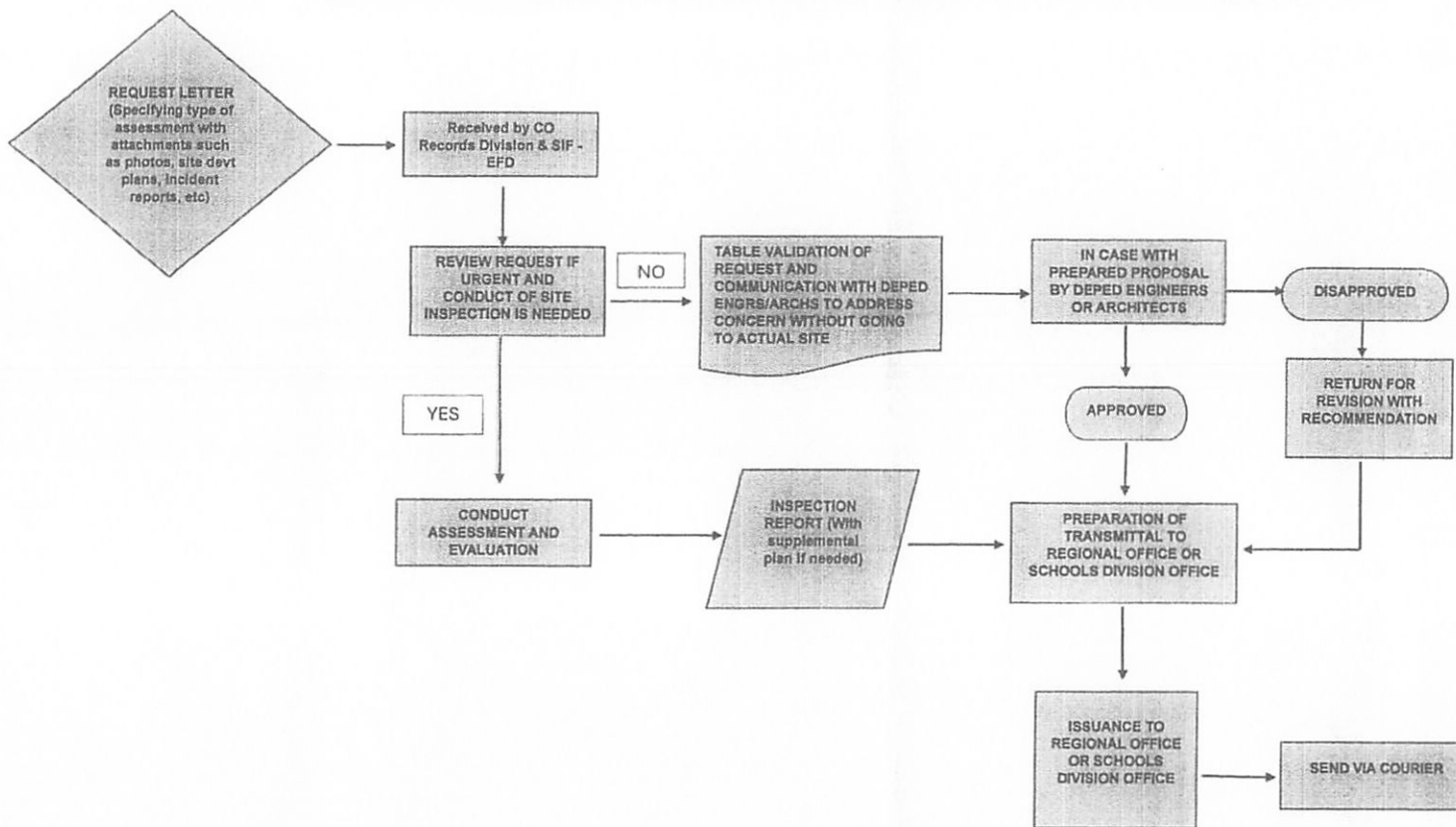
Protocols on the Issuance and Dissemination of Standard Plans and Specifications



II. Protocols on the Request for School Building and Facilities Assessment and Evaluation

- A. Only requests for assessment and evaluation involving school buildings and facilities listed below, with corresponding letters specifying the type of assessment and pertinent details, including attachments (such as photos, site development plans, incident reports, etc.) shall be accommodated by the EFD-SIF technical personnel:**
- 1. DPWH-DEPED Modified Standard School Building**
 - 2. Mid Rise School Building**
 - 3. Last Mile School Building**
 - 4. School Furniture**
 - 5. Gabaldon School Building**
 - 6. ILRC**
 - 7. ALS-CLC**
 - 8. Library Hub**
 - 9. Health Facilities (Clinic and Handwashing)**
 - 10. Standard Division Office**
 - 11. ACCESS Building**
- B. Request letters shall be coursed through the Records Division of the Central Office and received by the EFD-SIF. Requests submitted via text message or various messaging platforms will not be accepted. In urgent situations i.e. after events of calamities, an email can be sent as advance notice. Provided that the prescribed timeline to submit the signed letter is followed.**
- C. Inspection reports shall be prepared by the EFD-SIF technical personnel with findings and recommendations, signed by the Undersecretary for School Infrastructure and Facilities, and shall be transmitted to the Regional Office (RO) or Schools Division Office (SDO) who requested the assessment.**
- D. In case a supplemental plan is needed from the EFD-SIF as a result of the assessment and evaluation, it shall be transmitted to the RO and SDO with corresponding cover memo.**
- E. In the event that the field engineer or architect prepared a proposal or revised the plans based on their assessment, it shall be approved by the SDS and RD prior to submission to the EFD-SIF for evaluation.**
- F. Approval or disapproval of EFD-SIF on the submitted proposed plans and drawings shall be issued through a memo signed by the Undersecretary of School Infrastructure and Facilities.**

Protocols on the Request for School Building and Facilities Assessment and Evaluation



III. Protocols on the Request for Technical Assistance of Structural Engineer from Other Offices/Strands

- A. These protocols shall apply to special projects/infrastructure projects under the supervision of other offices/strands.
- B. Request letters for technical assistance regarding structural assessment, evaluation, design and analysis, shall only be accommodated by the structural engineer if signed by the head of requesting office and addressed to the EFD-SIF.
- C. The EFD-SIF structural engineer shall extend technical assistance and shall be limited to structural assessment, evaluation, design, analysis, signing and sealing of structural plans.
- D. Summary of assessment with findings and recommendations, designs, analyses and signed and sealed structural plans prepared by the EFD-SIF structural engineer, shall be officially transmitted to the requesting office with a corresponding cover memo signed by the Undersecretary of School Infrastructure and Facilities.
- E. Editable CAD, PDF and Word files may be requested, provided that the office submits a signed request letter.
- F. Payment for expenses incurred by the structural engineer in providing technical assistance shall be borne by the requesting office.

Protocols on the Request for Technical Assistance Regarding Structural from Other Offices/Strands

