



Republic of the Philippines
Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

27 JANUARY 2023

Division Memorandum
No. 065 s. 2023

**PROTOCOLS AND GUIDELINES ON THE SUBMISSION, RECEIPT, AND
PROCESSING OF REQUEST RELATED TO THE SCHOOL BUILDING PROGRAM**

To: Public Schools District Supervisors/ District In-Charge
School Heads and Principals (Elem./Secondary)
This Division

1. Pursuant to DepEd Order no. 036, s. 2022 issued on July 31, 2022 re: Protocols and Guidelines on the Submission, Receipt, and Processing of Requests related to the School Building Program.

2. For funding request and school buildings and other school facilities improvement such as construction, replacement, repair and rehabilitation of school buildings for public elementary and secondary schools, proper procedures, protocols and channels should be observed based on the above DepEd Order No. 036, s. 2022. The evaluation of requests should be determined through the submission of a complete staff work endorsed and validated by the Schools Division office.

3. In submitting the said requests, a complete staff work is expected from the proponent. This includes the rationale/reason for the said request, as well as, the following requirements as validated and endorsed by the schools division superintendent (SDS):

A. In submitting requests related to SBP, the proponent shall comply with the following documentary requirements:

- i. Needs analysis reflecting the total enrollment, existing number of usable classrooms, current classroom ratio and ideal classroom ratio based on the standard parameters of the Department as certified by the SDS;
- ii. Copy of valid site ownership documents.
- iii. Actual Site Validation and Assessment Report signed by the Division Engineer with recommendation on the type of school building that can be constructed on the available space within the school OR the scope of repair/rehabilitation to be made on the subject school building;
- iv. Complete Pre-Detailed Engineering Analysis such as the result of Soil Test conducted;
- v. Complete Detailed Engineering Designs and Estimates prepared by the Division Engineer and approved by the SDS; and
- vi. Signed endorsement of the request from the SDS.



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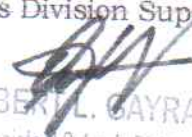
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- B. For requests coursed through elected government officials where the schools are situated and/or other external to Deped proponents, the following have to be complied with:
- i. Signed request from the School Head containing the following documents:
 1. Needs analysis reflecting the total enrollment, existing number of usable classrooms, current classroom ratio, and ideal classroom ratio based on the standard parameters of the Department as certified by the SDS;
 2. Copy of valid site ownership documents;
 3. Actual Site Validation and Assessment report signed by the Division Engineer with the recommendation on the type of school building that can be constructed on the available space within the school OR the scope of repair/rehabilitation to be made on the subject school building;
 4. Complete Pre-Detailed Engineering Analysis such as the result of Soil Tests conducted; and
 5. Complete Detailed Engineering Designs and Estimates prepared by the Division Engineer as approved by the SDS.
 - ii. Said request/s should be recommended for approval by the SDS.
4. Please be guided accordingly. Immediate and widest dissemination of this memorandum is highly desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent


GILBERT L. GAYRAMA, CESE
Assistant Schools Division Superintendent

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

PROTOCOLS GUIDELINES FUNDS PROJECTS REPAIR SCHOOL BUILDING

ARAM/DM NO. 001
January 27, 2023



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