



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 24 2025

MEMORANDUM

No. 097, s.2025

**DIVISION GUIDELINES IN THE IMPLEMENTATION OF SCHOOL BASED
REPAIR PROJECTS CHARGED TO THE MAINTENANCE AND
OTHER OPERATING EXPENSES (MOOE)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In accordance with DepEd issuances on the minor repair of school buildings and other facilities, all concerned personnel must adhere to the guidelines set by the DepEd Central Office (CO) - Education Facilities Division (EFD) to ensure cost efficiency and quality in implementation.
2. The following issuances shall serve as the basis for compliance:

- **DepEd Order No. 008, s. 2019** – Revised Implementing Guidelines on the Direct Release and Use of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools, Including Other Funds Managed by Schools

V. Procedures: D. Uses of School MOOE

- 4) To fund minor repairs of facilities, building, and grounds maintenance necessary for the upkeep of the school
- **DepEd Order No. 018, s. 2023** – Revised Multi-Year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Fund (BEFF)
 - **Room Condition:**
 - "Minor Repair - Refers to the replacement of room components which are not subjected to critical structural loads and stresses and are estimated to cost less than Php50,000.00 per classroom, such as repair of windows, doors, partitions, and the like. Minor repair keeps a building in a fit condition for use without increasing its capacity or otherwise adding to its normal value as an asset."

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3. Moreover, all procurement activities shall strictly adhere to the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184, as updated on July 19, 2024, ensuring transparency, efficiency, and compliance with government procurement policies.

Rule II: Procurement Planning

Section 7.1 All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP). For purposes of this IRR, a procurement project shall be considered crucial to the efficient discharge of governmental functions if it is required for the day-to-day operations or is in pursuit of the principal mandate of the Procuring Entity concerned. The APP shall include provisions for foreseeable emergencies based on historical records. In the case of Infrastructure Projects, the APP shall consider the appropriate timing/phasing of related project activities, such as, engineering design and acquisition of right-of-way site or location, to reduce/lower project costs.(a)

Section 7.2 No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the HoPE or second-ranking official designated by the HoPE to act on his behalf.(a).

Section 17.6 Detailed Engineering for the Procurement of Infrastructure Projects

Detailed Engineering for the Procurement of Infrastructure Projects No bidding and award of contract for Infrastructure Projects shall be made unless the detailed engineering investigations, surveys and designs, for the project have been sufficiently carried out and duly approved in accordance with the standards and specifications prescribed by the HoPE concerned or his duly authorized representative, pursuant to the recommendation of the end-user or implementing unit and in accordance with the provisions of Annex "A"42 of this IRR. In case of projects with pending acquisition of right-of-way site or location, the procurement process may commence, but no award of contract shall be made until an authority or permit to enter is issued by the property owner; or a notarized deed of sale or deed of donation is executed in favor of the government; or a writ of possession is issued by a court of competent jurisdiction, as the case may be.

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The exception is in case of design and build scheme, wherein the bidders shall be allowed to submit its preliminary engineering designs as part of its bid. The procedures for the procurement and contract implementation of Infrastructure Projects using a design and build scheme shall be in accordance with the provisions of Annex "G"43 of this IRR.(a)

Annex "A" Detailed Engineering for the Procurement of Infrastructure Projects

2. A schedule of detailed engineering activities shall include the following:

- a) Survey
- b) Site Investigation
- c) Soils and Foundation Investigation
- d) Construction Materials Investigation
- e) Preparation of Design Plans
- f) Preparation of Technical Specifications
- g) Preparation of Quantity and Cost Estimates
- h) Preparation of Program of Work
- i) Preparation of Proposed Construction Schedule (and estimated Cash Flow for projects with Schedule over Six (6) Months)
- j) Preparation of Site or Right-of-Way Plans including Schedule of Acquisition
- k) Preparation of Utility Relocation Plan
- l) Preparation and Submission of Design Report
- m) Environmental Impact Statement for critical project as defined by the Department of Environment and Natural Resources (DENR)
- n) Preparation of minimum requirements for a Construction Safety and Health
- o) Program for the project being considered
- p) Value Engineering Studies
- q) Preparation of Bid/Tender Documents(a)

4. Adapting the mentioned issuances, rules, and regulations, the following applicable requirements shall be requisite to various school-based repair projects charged to MOOE:

- Approved budget for contract (ABC) should be less than fifty thousand pesos only (<P50,000.00) per classroom.
- Inclusion in the Approved Annual Procurement Plan
- Preparation of Drawings if needed
- Preparation of Program of Works (Bill of Quantities and Detailed Cost Estimate w/ technical specifications)/Purchase Request (PR)
- Pre-Inspection report

5. For any questions or concerns, please contact the SGOD-Education Facilities Section via email at jerone.tagapan@deped.gov.ph.

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6. Please be guided accordingly.
7. Immediate dissemination of, and compliance with this Memorandum are directed.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

GUIDELINES

IMPLEMENTATION

JMT/DM/DIVISION GUIDELINES IN THE IMPLEMENTATION OF SCHOOL BASED REPAIR PROJECTS CHARGED TO THE MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)

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