



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

July 21, 2022

DIVISION MEMORANDUM

No. 266, s. 2022

MINOR REPAIR AND MAINTENANCE OF SCHOOL FACILITIES

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors / OIC of the Districts
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. As stated in paragraph 19 of DepEd Order No. 13, s. 2016, (*Implementing Guidelines on the Direct Release of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools*) one (1) of the uses of the School MOOE is to fund minor repairs of facilities, building and grounds maintenance, and the upkeep of the school.
2. Further, Item E, Section 7 of Republic Act 9155 otherwise known as “*Governance of Basic Education Act of 2001*” provides the powers, duties, and functions of schools. Among those are the following:
.....
“(2) *Creating an environment within the school that is conducive to teaching and learning;*
.....
“(7) *Administering and managing all personnel, physical and fiscal resources of the school;”*
3. In relation to these, starting this 4th quarter of the calendar year 2022, minor repairs of school buildings with a budget not exceeding Php 50,000.00 is highly encouraged to be prioritized in the utilization of the downloaded School MOOE per quarter. This is to highlight that minor repair of school buildings is one of the necessary expenses in order to realize the mandate of creating an environment conducive to teaching and learning.
4. The minor repair shall be reflected in the Program of Works (POW). The POW shall pass through the office of the Education Facilities Unit (EFU) for evaluation and must be approved by the Chief Education Supervisor of the School Governance and Operations Division. (see attached format)
5. The approved POW shall be attached to the Quarterly Request for Cash Advance (RCA) of the School MOOE.
6. The implementation of repair and maintenance aims to maintain conduciveness and to prevent school facilities from deterioration. The nature of minor repair must not be



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limited to replacement doors and windows but other parts of the whole structure as well which must not exceed the maximum allowable amount.

7. In the preparation of the School Implementation Plan (SIP) and Annual Implementation Plan (AIP) for the succeeding calendar years, the implementation of quarterly minor repairs must be included.
8. This initiative shall be monitored by SGOD through EFU, Accounting, and Budget Section for transparency.
9. Immediate dissemination of and compliance with this Memorandum are desired.

MAC
MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent





Project:
 Location:
 Name of School:

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
I.	Building Type / Building No.4							
1.0000	Earthworks							
	Clearing and Grubbing	sq.m				-	-	-
	Structural Excavation	cu.m				-	-	-
	Backfilling and Compaction	cu.m				-	-	-
	Gravel Bedding G-1	cu.m				-	-	-
	Select Fill	cu.m				-	-	-
	Soil Poisoning	sq.m				-	-	-
	Sub-total							0.00
2.0000	Concreting Works (3000 psi)							
	Column Footing	cu.m				-	-	-
	Portland Cement	bag				-	-	-
	Crushed Gravel 1"	cu.m				-	-	-
	Washed Sand	cu.m				-	-	-
	Wall Footing	cu.m				-	-	-
	Portland Cement	bag				-	-	-
	Crushed Gravel 3/4"	cu.m				-	-	-
	Washed Sand	cu.m				-	-	-
	Columns	cu.m				-	-	-
	Portland Cement	bag				-	-	-
	Crushed Gravel 3/4"	cu.m				-	-	-
	Washed Sand	cu.m				-	-	-
	Beams	cu.m				-	-	-
	Portland Cement	bag				-	-	-
	Crushed Gravel 3/4"	cu.m				-	-	-
	Washed Sand	cu.m				-	-	-
	Handwashing with Concrete Platform	cu.m				-	-	-
	Portland Cement	bag				-	-	-
	Crushed Gravel 3/4"	cu.m				-	-	-
	Washed Sand	cu.m				-	-	-
	Sub-total							0.00
3.0000	Rebar Works							
	Column Footing	kg				-	-	-
	Wall Footing	kg				-	-	-
	Columns	kg				-	-	-
	Beams	kg				-	-	-
	Handwashing with Concrete Platform	kg				-	-	-
	G.I. Tie Wire	kg				-	-	-
	Sub-total							0.00
	Formworks							
	Coco Lumber	bd.ft				-	-	-
	Plywood Ordinary, 1/4" x 4' x 8'	pc				-	-	-
	CWN, Assorted	kg				-	-	-
	Sub-total							0.00
5.0000	Masonry Works							
	Masonry Wall	sq.m				-	-	-
	CHB 6" thk	pc				-	-	-
	CHB 4" thk	pc				-	-	-
	Portland Cement	bag				-	-	-
	Washed Sand	cu.m				-	-	-
	10mm x 6m RSB	kg				-	-	-
	G.I. Tie Wire	kg				-	-	-
	Plastering	sq.m				-	-	-
	Portland Cement	bag				-	-	-
	Washed Sand	cu.m				-	-	-
	Floor Topping	sq.m				-	-	-
	Portland Cement	bag				-	-	-
	Washed Sand	cu.m				-	-	-
	Sub-total							0.00
6.0000	Doors and Windows							
	D-1, (0.90m x 2.10m) KD and Termite - treated Panel Door Type Hinged Door and Fixed Glass Transom on 50mm x 150mm Wood Jamb/ Frame and Lever - type Knob	set				-	-	-

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	D-2, (0.80m x 2.10m) Hollow Core Flush Type Swing Door in 50mm x 150mm Guijo/ Yakal Jamb with Marine Plywood (two face) with Hardware and Accessories and Cylindrical Door Knob.	set						
	D-3, (0.90m x 2.10m) KD and Termite - treated Panel Door Type Hinged Door and Fixed Glass Transom on 50mm x 150mm Wood Jamb/ Frame and Lever - type Knob (Provide S/S Kickplate)	set						
	D-4, (0.70m x 1.30m) Swing Door on 50mm x 150mm Guijo/ Yakal Jamb Frame with Marine Plywood (two face) complete with Hardware and Accessories with Door Bolt	set						
	W - 1, (2.60m x 1.60m) Jalousie Window with 6mm Clear Glass Blades on 50mm x 150mm KD Wood and Termite - Treated (Yakal/ Guijo) or Concrete Jamb	set						
	W - 2, (1.80m x 1.60m) Jalousie Window with 6mm Clear Glass Blades on 50mm x 150mm KD Wood and Termite - Treated (Yakal/ Guijo) or Concrete Jamb	set						
	W - 3, (1.2 x 0.6 m) Awning Window with 6mm Clear Glass Blades on Steel Jamb/ Framing	set						
	W - 4, (0.6 x 0.6 m) Awning Window with 6mm Clear Glass Blades on Steel Jamb/ Framing	set						
	Window Grille (WG - 1)	set						
	Window Grille (WG - 2)	set						
	Sub-total							0.00
7.0000	Steel Works							
	LC 150 x 50 x 25 x 6.0mm	kg						
	L 90 x 90 x 6mm	kg						
	L 90 x 90 x 6mm	kg						
	L 50 x 50 x 6mm	kg						
	L 50 x 50 x 6mm	kg						
	L 50 x 50 x 5mm	kg						
	L 100 x 100 x 6.0mm	kg						
	L 125 x 125 x 6mm	kg						
	L 125 x 75 x 6mm	kg						
	Steel Plate 1.20m x 2.40m x 16mm thk	pc						
	Steel Plate 1.20m x 2.40m x 6mm thk	pc						
	Anchor Bolt with Nuts and Washer, 20mmØ x 50mm x 300mm	pc						
	Anchor Bolt with Nuts and Washer, 12mmØ x 50mm x 150mm	pc						
	Anchor Bolt with Nuts and Washer, 10mmØ x 50mm x 125mm	pc						
	Machine Bolts (6 mm dia.)	pc						
	Plain Round Bar 12mmØ x 6m	pc						
	Turn Buckle 12 mmØ	pc						
	10mmØ Sag Rods with Standard Nuts and Washers	pc						
	50 mmØ Stainless Steel Pipe	pc						
	50 mmØ Stainless Steel Pipe	pc						
	Welding Rod	kg						
	Sub-total							0.00
8.0000	Roofing Works							
	G.I. Long-Span Roofing, Corrugated, Pre-Painted, 1220mm x 0.4mm BMT	lm						
	G.I. Ridge Roll, Preformed, Pre-Painted, 0.610m x 2.440m x 0.4mm thk	pc						
	G.I. Flashing, Preformed, Pre-Painted, 0.610m x 2.440m x 0.5mm thk	pc						
	J-Bolt (6mm dia.)	pc						
	Teckscrew 2-1/2"	pc						
	Roof Sealant	L						
	Sub-total							0.00
9.0000	Ceiling and Carpentry Works							
	Interior Ceiling	sq.m						
	L 75 x 75 x 6mm	kg						
	L 50 x 50 x 6mm	kg						
	Ceiling Board Frame	bd.ft						
	Hanger	bd.ft						
	Rough Lumber, Sun Dried, Tanguile	bd.ft						
	Plywood, Ordinary 1/4" x 4' x 8'	pc						
	Finishing Nails	kg						
	CWN, Assorted	kg						
	Concrete Nails	kg						
	Wood Preservative, Brown	L						
	Exterior Ceiling	sq.m						

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	L 75 x 75 x 6mm	kg				-	-	-
	L 50 x 50 x 6mm	kg				-	-	-
	Ceiling Board Frame	bd.ft						
	Hanger	bd.ft						
	Rough Lumber, Sun Dried, Tanguile	bd.ft				-	-	-
	Plywood, Ordinary 1/4" x 4' x 8'	pc				-	-	-
	25mm x 25mm x 300mm Wood slats @25mm clear spacing ceiling ventilation (provide stainless steel wire mesh inside)	pc				-	-	-
	Finishing Nails	kg				-	-	-
	CWN, Assorted	kg				-	-	-
	Concrete Nails	kg				-	-	-
	Wood Preservative, Brown	L				-	-	-
	Blackboards (4 Set)	sq.m						
	S4S Lumber, Kiln Dried, Tanguile	bd.ft				-	-	-
	Lawanit, 1/4" thk	pc				-	-	-
	Finishing Nails	kg				-	-	-
	CWN, Assorted	kg				-	-	-
	Concrete Nails	kg				-	-	-
	Sub-total							0.00
10.0000	Electrical Works							
	Roughing-ins							
	Electrical Conduit uPVC, 20mmØ	pc				-	-	-
	RSC 32mmØ	pc				-	-	-
	Entrance Cap 32mm dia.	pc				-	-	-
	Junction Box, 4" x 4" G.I.	pc				-	-	-
	Utility Box, 2" x 4" G.I.	pc				-	-	-
	Grounding Rod, 2.4m x 16mm dia.	pc				-	-	-
	Wires & Fixtures							
	3.5 mm² THHN Wire, Stranded	m				-	-	-
	8.0 mm² THHN Wire, Stranded	m				-	-	-
	3.5 mm² TW(G) Wire, Stranded	m				-	-	-
	5.5 mm² TW(G) Wire, Stranded	m				-	-	-
	Duplex Convenience Outlet, Grounding Type, 16A, 250V	set				-	-	-
	Duplex Convenience Outlet, Grounding Type, 16A, 250V (WP)	set				-	-	-
	One Gang Wall Switch in One Switch Plate (16 AMP, 230V)	set				-	-	-
	2 Gang Wall Switches in One Switch Plate (16 AMP, 230V)	set				-	-	-
	Three Way Wall Switch (16 AMP, 230 V)	set				-	-	-
	2 - 36W, 230V, 60Hz, T5 LED Lighting Fixture, (Box Type)	set				-	-	-
	1 - 36W, 230V, 60Hz, T5 LED Lighting Fixture, (Box Type)	set				-	-	-
	Orbit Fan with Fan Switch	set				-	-	-
	Panel Box, Flush Type, 8 Branches	set				-	-	-
	Circuit Breaker, 20A 2P	set				-	-	-
	Circuit Breaker, 50A 2P	set				-	-	-
	Vibrating Bell 8"	set				-	-	-
	Push Button, 10A, 230V	set				-	-	-
	Electrical Tape	pc				-	-	-
	Sub-total							0.00
11.0000	Plumbing Works							
	Water Closet 1.6gpf with Accessories	set				-	-	-
	Water Closet Flange	set				-	-	-
	Urinal 0.8gpf	set				-	-	-
	Concrete Counter Sink Type, with Lever Type Faucet and Complete Accessories	set				-	-	-
	Lavatory, Pedestal Type with Accessories	set				-	-	-
	Faucet, Hose Bibb, Brass 1/2"Ø	pc				-	-	-
	S.S. Grab Rail 1-1/2"Ø	set				-	-	-
	S.S. Floor Drain 4" x 4"	set				-	-	-
	Tissue Holder	pc				-	-	-
	Mirror	sq.ft				-	-	-
	Teflon Tape	roll				-	-	-
	PP-R Pipe 1"Ø x 4.0m	pc				-	-	-
	PP-R Pipe 3/4"Ø x 4.0m	pc				-	-	-
	PP-R Elbow 90° x 1"Ø	pc				-	-	-
	PP-R Elbow 90° x 3/4"Ø	pc				-	-	-
	PP-R Tee, 3/4"Ø	pc				-	-	-
	PP-R Tee Reducer, 1" x 3/4"Ø	pc				-	-	-
	PP-R Plug, 3/4"Ø	pc				-	-	-
	PP-R Coupling, 1"Ø	pc				-	-	-
	PP-R Coupling Reducer, 1" x 3/4"Ø	pc				-	-	-
	Check Valve, Horizontal, 1"Ø	pc				-	-	-
	Gate Valve, 1"Ø	pc				-	-	-
	Gate Valve, 3/4"Ø	pc				-	-	-

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	Sub-total							0.00
13.0000	Painting Works							
	Concrete surfaces	sq.m						
	Neutralizer	gal				-	-	-
	Latex, Flat	gal				-	-	-
	Masonry Putty	gal				-	-	-
	Latex, Semi Gloss	gal				-	-	-
	Acri Color	qrt				-	-	-
	Wood surfaces	sq.m						
	Enamel, Flatwall	gal				-	-	-
	Glazing Putty	gal				-	-	-
	Enamel, Semi Gloss	gal				-	-	-
	Paint Thinner	gal				-	-	-
	Steel Surfaces							
	Primer, Zinc Chromate	gal				-	-	-
	Sub-total							0.00
15.0000	Waterproofing							
	Waterproofing, Cementitious	gal				-	-	-
	Sub-total							0.00
14.0000	Tile Works							
	Wall	sq.m						
	Glazed Wall Tiles 20cm x 20cm	pc				-	-	-
	Tile Adhesive 25 kg/bag	bag				-	-	-
	Tile Trim 6mm	pc				-	-	-
	Tile Grout 5 kg/bag	bag				-	-	-
	Flooring	sq.m						
	Unglazed Floor Tiles 30cm x 30cm	pc				-	-	-
	Tile Adhesive 25 kg/bag	bag				-	-	-
	Tile Grout 5 kg/bag	bag				-	-	-
	Sub-total							0.00
I.	DIRECT COST							0.00

Prepared by:

Physical Facilities Coordinator

Validated by:

ENGR. MARLON V. CLARITO
DepED Division Engineer

Noted by:

School Head

MARLON P. DESTREZA EdD
SGOD, Chief