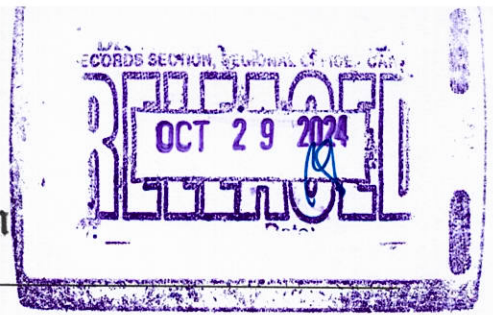




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1160**, s. 2024

OCT 28 2024

To: Schools Division Superintendents
All Others Concerned

**MASTER PLAN FOR BASIC EDUCATION FACILITIES FUND (BEFF),
SY: 2024-2025**

1. The Department of Education (DepEd) and the Department of Public Works and Highways (DPWH) issued Joint Memorandum Circular No. 01, s. 2024, titled "*Formulation of a Classroom Masterplan and Master List for Schools Construction and Repairs*". This issuance aims to enhance the coordination between the two agencies at both national and local government levels regarding the construction and repair of schools and classrooms. It promotes collaboration in the development, maintenance, and regular updating and validation of localized masterplans, which will be consolidated at the national level.
2. DepEd Order No. 018, s. 2023, titled "Revised Multi-Year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Funds (BEFF)," states: "... *this department order provides the guidelines for the prioritization of schools that will be recipients of the construction of school buildings and workshop buildings, repairs/rehabilitation of school buildings, water and sanitation facilities, the school furniture program, and the electrification program.*" Section V, on the Implementation Framework, Procedures, and Standards, further states that "*various Implementing Units (IUs), whether at the Central, Regional, or Division Offices of the department, shall follow the implementation frameworks, procedures, and standards in the execution of the Basic Education Facilities Fund (BEFF).*"
3. In relation to this, the Master Plan for Basic Education Facilities Fund (BEFF) shall align with the implementation framework, procedures, and standards across key areas, including:
 - a. Preparation of the Comprehensive School Facilities Development Plan (CSFDP)
 - b. Site Assessment and Validation,
 - c. Programming of Needs,
 - d. Program Implementation,
 - e. Monitoring and Evaluation, and
 - f. Updating of the Comprehensive School Facilities Development Plan (CSFDP).

4. The Master List of Schools for the Construction and Repair of Schools shall be derived from the Comprehensive School Facilities Development Plan (CSFDP), which serves as a blueprint for the total facilities requirements of each public kindergarten, elementary, junior high, and senior high school. This plan outlines the total physical and financial needs for new buildings, replacements, and major repairs of school structures, including water and sanitation facilities, site improvements, and other necessities. Schools are listed according to their priority and readiness for funding and implementation, based on the availability of valid site ownership documents. Additionally, the plan should be reflected in the Site Development Plan (SDP) of each school. The Master Plan for BEFF shall present the School Building Programs, as follows:

- a. New Construction of School Buildings;
- b. Repair/Rehabilitation of School Buildings;
- c. Construction/Repair/Rehabilitation of Priority Health Facilities (Water and Sanitation Facilities, including handwashing facilities);
- d. School Electrification Program;
- e. School Furniture Program;
- f. Last Mile Schools; and
- g. Repair/Rehabilitation of Gabaldon Buildings.

5. The Chiefs of the School Governance and Operations Division (SGOD), Division Engineers, and Planning Officers shall work closely in the development of the Master Plan for BEFF. The Division Engineers shall, therefore, prepare the master plan which encompasses all the facilities requirements of a school.

6. The Chief of the Education Support Services Division (ESSD) shall work closely in the development of the Master Plan for BEFF. The Regional Office (RO) Engineer shall consolidate the Master Plan and endorse the consolidated report to the Education Facilities Division (EFD) in the Central Office. In addition, the RO Engineer shall conduct regular validation of the Division Master Plan for BEFF and CSFDP of the 12 Schools Division Offices (SDOs).

7. The Division Master Plan for BEFF shall be submitted to the Regional Office on or before November 7, 2024. The soft copy of the Master Plan for BEFF template can be accessed through the provided link: <https://tinyurl.com/mkuhe66h>.

6. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO TENEBRO ESCOBARTE, JR.
Director III
Assistant Regional Director

Encl.: As stated

Reference: Memorandum DM-OUHROD-2024-1962

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

EVALUATION

MONITORING

PLAN

ESSD/edm
10/14/2024



Republic of the Philippines
Department of Education
CARAGA REGION

**{REGION/DIVISION/SCHOOL}
MASTER PLAN FOR BASIC EDUCATION
FACILITIES FUND (BEFF)
(SY 2024-2025)**

Prepared by:

Regional Engineer
Division Engineer
School Head

Reviewed by:

Chief, ESSD
Chief, SGOD
Division Engineer

Approved by:

Regional Director
Schools Division Superintendent

1. Introduction

A guide for schools in the Caraga region to develop their school infrastructure projects using the Basic Education Facilities Fund (BEFF). It prioritizes the needs of schools, particularly those with off-grid locations, and focuses on projects such as classroom repairs, new construction, electrification, and restoration of Gabaldon school buildings. The plan also emphasizes the importance of auxiliary facilities, school furniture, monitoring tools, site assessment tools, and strategic partnerships with the Department of Public Works and Highways (DPWH) for new construction and repair projects.

2. Vision, Mission and Objectives

I. Vision:

To create a robust and resilient school infrastructure system in Caraga Region that provides a safe, conducive, and equitable learning environment for all students, ensuring access to quality education regardless of location or circumstance.

II. Mission:

To strategically utilize BEFF funds to develop and improve school infrastructure, focusing on: **Prioritizing Off-Grid Schools:** Give priority to schools located in off-grid areas, ensuring access to reliable electricity and essential services. **Addressing Infrastructure Gaps:** Implement projects for classroom repairs, new construction, electrification, and restoration of historic school buildings. **Enhancing Learning Spaces:** Invest in auxiliary facilities, school furniture, and essential equipment to support diverse learning activities and extracurricular programs. **Building Capacity:** Develop and implement robust monitoring and assessment tools, engage in strategic partnerships with DPWH for construction and repair projects, and establish a quick response fund for disaster preparedness and recovery.

II. Key Objectives:

a. Conduct Comprehensive Needs Assessment

Conduct a thorough assessment of existing school infrastructure in Caraga Region, identifying gaps, needs, and priorities for each school.

b. Prioritize Off-Grid Solutions

Develop a strategic plan for implementing renewable energy solutions in off-grid schools, including solar power, wind power, and other appropriate technologies.



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4.2 Feasibility

A SCHOOL BUILDING

[illegible]

Legend: You may indicate the conditions of the School Buildings

Needs Replacement

For Demolition

For Condemnation

Heritage School Building for Demolition/Condemnation

[illegible]

B. AVAILABLE SPACE FOR CONSTRUCTION

(For this section, location/s of the available space for construction (if any) should be reflected in the Site Development Plan)

[illegible]

Note: If the site will require demolition of an old or condemnable structure, specify in the remarks column the type and number of buildings and classrooms to be demolished. If the site will require some modifications in the design specify in the remarks columns the particular modifications to be made in the design of the building

5. School Building Programming Needs

5.1 Repair/Rehabilitation of Classroom Program

No.	Name of School	School ID	No. of Sites	Scope of Work	Physical Target (# of CL)	Amount	Fund Sources
Elementary Level							
Secondary Level							

5.2 Health Facilities

No.	Name of School	School ID	No. of Sites	Scope of Work	Physical Target	Amount	Fund Sources
Elementary Level							
Secondary Level							

5.3 Electrification

No.	Name of School	School ID	No. of Sites	Scope of Work	Physical Target	Amount	Fund Sources
Secondary Level							

5.4 School Furniture Program

No.	Name of School	School ID	No. of Sites	Elem. Individual Learner Table & Chair Set	JHS Individual Learner Table & Chair Set	SHS Individual Learner Table & Chair Set	Teacher's Table & Chair Set	Amount	Fund Sources
Elementary Level									
Secondary Level									

5.5 Restoration of Gabaldon School buildings

No.	Name of School	School ID	Location	Classroom Size	Amount	Fund Source

5.6 School Buildings Donated by Private Sectors

SCHOOL BUILDINGS DONATED BY PRIVATE SECTOR										
No.	School Name	School ID	Donor	Project	Location	Date of Donation	Value of Donation	MOA Status	Project Status	Remarks
Elementary Level										
Secondary Level										

Note: You may indicate in the column if the fund source/s, as follows:

DepEd National Funded
 LGU Funded
 Foreign Funded
 Private Sector Funded
 House of Representative/Senate Fund
 Other National Government Agency Funded



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6. Encoding the Data of the National School Building Inventory

DepEd National School Building Inventory System DINAH APAT ANINO - Help Sign out

Home SY 2023 - 2024 Building Structure

School Building Data Facility

Building Structure Water and Sanitation Furniture TLS and Makeshift Access to the School Other Facilities

[Add School Building](#) [Update School Coordinates](#) [Back](#)

Table 1 - Summary of Existing Building/Structures

Action	Bldg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	1	1	DepEd Standard School Building	DepEd National Funded	DepEd Budget	Needs Major Repair	1	2013	Concrete	View
Edit Delete	2	2	Bagong Lipunan School Building (BLSB) Type I	DepEd National Funded	DepEd Budget	Needs Major Repair	1	1984	Concrete	View
Edit Delete	3	3	Bagong Lipunan School Building (BLSB) Type I	DepEd National Funded	DepEd Budget	Needs Major Repair	1	1978	Concrete	View
Edit Delete	4	4	Others	Private Sector Funded	PTA Fund	Needs Major Repair	1	2005	Concrete	View
Edit Delete	5	5	DepEd Standard School Building	DepEd National Funded	DepEd Budget	Good Condition	1	2005	Concrete	View

7. Program Implementation

6.1 Implementation Plan for Classroom Repair and Rehabilitation Program

IMPLEMENTATION PLAN FOR CLASSROOM REPAIR AND REHABILITATION PROGRAM

- Title:** Implementation of the Basic Education Facilities Fund (BEFF)
- Goal:** DepEds programs and projects will get the most benefit from the completed projects through the provision of adequate, sustainable, conducive, safe and secure learning environment for our learners and school personnel.
- Outcomes:** DepEd Caraga shall ensure transparency, accountability, and participation in all aspects the implementation of the various programs and projects under the Basic Education Facilities Fund including the manner of prioritization of projects, procurement, monitoring, and booking-up of projects, as well as compliance with the laws, rules and regulations, and other relevant issuances of the department and other regulatory and oversight agencies.

Implementation Framework, Procedures, and Standards	Planned Activities	Responsible Person/Accountable Unit (FD)	Timeframe	Estimated Budget	Budget Source	Expected Results
<i>What areas to be followed by implementing units in the implementation of the various program components of the BEFF?</i>	<i>What action/activities must be completed to implement BEFF?</i>	<i>Who is responsible for the action/activity?</i>	<i>When must the action/activity be completed?</i>	<i>How much will it cost to implement the action?</i>	<i>Where will the funding come from (internal and external funding source)</i>	<i>It refers to the specific, measurable (SMART) outcomes or goals that are anticipated upon successful completion of the plan.</i>
Key Area 1: Preparation of the Comprehensive School Facilities Development Plan (CSFDP)						

Key Area 2: Site Assessment and Validation						
Key Area 3: Programming Needs						
Area 4: Program Implementation						
Area 5: Monitoring and Evaluation						
Area 6: Updating of the Comprehensive School Facilities Development Plan (CSFDP)						

Prepared by:

Regional Engineer
Division Engineer
School Planning Officer

Noted by:

Chief, ESSD
Chief, SGOD
School Head

Approved by:

Regional Director
Schools Division Superintendent

7. Monitoring and Evaluation

7.1 M & E Plan for Classroom Repair and Rehabilitation

in compliance with the Department of Education
CARAGA REGION

MONITORING AND EVALUATION PLAN FOR CLASSROOM REPAIR AND REHABILITATION PROGRAM

Title:	Implementation of the Basic Education Facilities Fund (BEFF)											
I. PURPOSE AND SCOPE (Theory of Change)			II. DATA COLLECTION AND MANAGEMENT				III. DATA ANALYSIS			IV. INFORMATION, DISSEMINATION, REPORTING AND UTILIZATION		
Hierarchy of Objectives	Planned Activities	Indicators	Data collection method/ Data source	Responsible Office in data collection	Schedule/ Frequency of data collection	User(s) and use(s) of data collected	Data analysis is to be used	Responsible office for data analysis	Frequency of data analysis	Audience of M&E results	Communication strategies to be employed/ used	Reporting schedule/ frequency
Goal	DepEds programs and projects will get the most benefit from the completed projects through the provision of adequate, sustainable, conducive, safe and secure learning environment for our learners and school personnel.											
Outcome	DepEd Caraga shall ensure transparency, accountability, and participation in all aspects the implementation of the various programs and projects under the Basic Education Facilities Fund including the manner of prioritization of projects, procurement, monitoring, and booking-up of projects, as well as compliance with the laws, rules and regulations, and other relevant issuances of the department and other regulatory and oversight agencies.											
Input												

Prepared by:

Regional Engineer
Division Engineer
School Planning Officer

Noted by:

Chief, ESSD
Chief, SGOD
School Head

Approved by:

Regional Director
Schools Division Superintendent



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8. Key Officials and Stakeholders

Offices	Head of Office	Contact Details (email, phone, telephone, etc.)
Regional Director		
Assistant Regional Director		
DepEd Area Manager		
Chief, ESSD		
Regional Engineer		
District Engineer/s		
Division Engineers		

9. Partnerships with DPWH:

9.1 SALIENT FEATURES OF THE REVISED MOA BETWEEN DEPED AND DPWH

Roles and Responsibilities

Activity	DPWH	DepEd
Processing of permits/clearances	Process the necessary permits and clearances through the selected contractor, and disbursements/payments to the contractor concerned	The DepEd SDO through the Division Engineer shall assist the DPWH in providing the necessary documents needed for the application, approval, and issuance of necessary permits
Processing of permits/clearances	Ensure the construction of complete school buildings Monitor the implementation of the projects particularly in the critical stages of construction	The DepEd Division Engineer shall monitor the implementation of the projects particularly in the critical stages of construction
Project Monitoring	the DPWH Project Engineer shall conduct an inspection to confirm the findings of DepEd and	The DepEd Division Engineer shall inform the DPWH Project Engineer of his observed defaults in the construction

	should he find the same to be needed, issue a notice of non-conformity as against its contractor.	
Issuance of Certificate of Completion	Submit a Final Report to the DepEd through the SDO before the issuance of the corresponding Certificate of Completion (COC)	SDS shall provide its concurrence in the issuance by the DPWH of the corresponding Certificate of Completion
Issuance of Certificate of Acceptance	Issue the corresponding Certificate of Acceptance (CoA), with the concurrence of the DepEd SDS, after the one (1)-year Defects and Liability Period	SDS shall provide its concurrence in the issuance of the Certificate of Acceptance after the one (1)-year Defects and Liability Period
Booking-Up	The DPWH thru the DEO Accountant and Supply Officer shall submit the accomplished Journal Entry Vouchers (JEV) and Property Transfer Report (PTR) to the DepEd SDO	The DepEd Division Accountants and Supply Officers shall record in its book of accounts the accepted and completed school building projects from the DPWH

Reporting Arrangements

The **DPWH DEOs** shall submit monthly Status Report to the **DepEd SDO** reflecting the progress of the implementation of each school building project downloaded to them.

The **DPWH CO** shall also submit an overall status of implementation of the program to the **DepEd CO** on a monthly basis. The report shall be based on the actual physical and financial accomplishments.

The **DepEd CO** shall submit to the **DBM** a quarterly report of the status of the implementation of School Building Program with information on the list of school buildings constructed and corresponding number of classrooms copy furnished the House Committee on Appropriations and Senate Committee on Finance.

9.2 Coordination Meeting

Activity	Objective	Audience	Schedule
Quarterly Coordination Meeting: DepEd - DPWH BEFF Projects	To foster collaboration, review progress, address issues, and ensure smooth implementation of BEFF-funded school infrastructure projects in Caraga Region.	DPWH & DEPED personnel's	Quarterly

Expected Output

1. Project Status Updates:
Comprehensive Project Reports:
DPWH will provide detailed reports on the status of each ongoing BEFF project, including:
 - Progress against timelines and budget
 - Challenges encountered and solutions implemented
 - Quality control measures and adherence to specifications
 - Any deviations from the original plan and proposed adjustments
2. Issue Resolution and Mitigation:
 - a. Identified Problems: The meeting will identify and document any unresolved issues or concerns raised by DepEd, DPWH, or school representatives.
 - b. Collaborative Solutions: Through open discussion and brainstorming, the meeting will work towards developing practical solutions for each identified problem.
 - c. Action Plans: Specific action plans will be developed for each issue, outlining:
 - The responsible party (DepEd, DPWH, or school)
 - The proposed solution or mitigation strategy
 - The timeline for implementation
 - The expected outcome
3. Future Planning and Collaboration:
Upcoming Projects: The meeting will discuss upcoming BEFF projects scheduled for implementation in the next quarter, including:

Project timelines and budget allocations
 Potential challenges and mitigation strategies
 Roles and responsibilities of DepEd and DPWH
 Partnership Enhancement: The meeting will explore opportunities for enhanced collaboration between DepEd and DPWH, such as:
 Joint training programs for school staff and DPWH personnel
 Sharing of best practices and innovative construction techniques
 Strengthening communication channels and information sharing
 Action Items: Specific action items will be defined for enhancing collaboration, including:
 Scheduling joint training sessions
 Establishing a mechanism for sharing best practices
 Identifying opportunities for resource sharing

3. Meeting Minutes and Follow-Up:

Detailed Minutes: A comprehensive record of the meeting will be documented, including:

Key discussions and decisions

Action items with assigned responsibilities and deadlines

Any unresolved issues requiring further investigation

Distribution: Meeting minutes will be distributed to all participants for reference and accountability.

Action Item Tracking: A system will be in place to track the progress of action items and ensure timely completion.

Continuous Communication: Open communication channels will be maintained between DepEd and DPWH to address any emerging issues or concerns.

5. Overall Outcomes:

Improved Project Management: The meeting will contribute to more efficient and effective project management by addressing challenges, improving communication, and fostering collaboration.

Enhanced Transparency: The meeting will promote transparency by providing regular updates on project progress, addressing concerns, and documenting decisions.

Increased Accountability: The meeting will increase accountability by assigning responsibilities for action items and tracking their completion.

Strengthened Partnerships: The meeting will contribute to building stronger partnerships between DepEd and DPWH, leading to more effective and sustainable school infrastructure development.

10. Promote Capacity Building

Activity	Objective	Target Audience	Schedule
Technical Seminar: Mastering the National School Building Inventory (NSBI)	to equip participants with the knowledge and skills to accurately fill out the NSBI, ensuring data reflects the true needs of classrooms and facilitates effective resource allocation for school infrastructure improvement.	School administrators, teachers, and technical staff responsible for data collection and reporting for the NSBI.	
Technical Seminar: Assessing Structural Integrity of School Buildings	to equip field engineers with the knowledge and skills to conduct thorough structural assessments of school buildings, identifying potential hazards and recommending appropriate repair or remediation strategies.	Field engineers responsible for inspecting and evaluating the structural integrity of school buildings.	

11. Monitoring School buildings or infrastructure donated by the private sector in Caraga Region.

School Name	School ID	Donor	Project	Location	Date of Donation	Value of Donation	MOA Status	Project Status	Remarks

Contact Information

DepEd Caraga Regional Office {Change if for Division or School}
[Address]
[Phone Number]
[Email]

Annexes:

Reporting Template
Monitoring tool
Photos
Site Development Plan



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