



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

02/17
April 3, 2023

DIVISION MEMORANDUM

No. 113, s. 2023

**DESIGNATION OF FRED V. GIMENEZ AS
DIVISION PHYSICAL FACILITIES COORDINATOR**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In the exigency of the service, this office is hereby designating **FRED V. GIMENEZ**, Project Development Officer II of the School Governance and Operations Division (SGOD), as the Division Physical Facilities Coordinator effective immediately.
2. This designation carries with it the authority and responsibilities stated in the Terms of Reference (see Enclosure) but without additional remuneration.
3. For your information and guidance.

AK
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent *Gv*

Encl: As stated
References: None

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

ASSIGNMENT/REASSIGNMENT

OSDS/abgj/ebe

RI-04-29-041

DepEd SDO - Batanes

APR 12 2023

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(Enclosure to the Division Memorandum No. 113, s. 2023)

TERMS OF REFERENCE

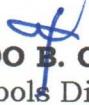
DESIGNATION	DUTIES AND RESPONSIBILITIES
Division Physical Facilities Coordinator	<ul style="list-style-type: none">Conduct site inspection and appraisal through ocular inspection and assessment against standards, in order to determine the topography and availability of buildable space and volume of cut and fill to be included in the program of work.Prepare school site appraisal reports on - new construction, and repair of educational facilities - preservation of heritage school buildingsInventory of existing school buildings for planning and budgeting purposes.Examine the accuracy of the technical documents to determine the lowest bidder by calculating the amount of bids using the program of works and specifications.Conduct pre construction conference to all the contractors and school heads to iron out problems that may arise in the implementation stage.Conduct monitoring on the implementation of the SBRMS to recipient schools through ocular inspection.Conduct "Pre-Construction Conference Orientation" with School Heads and ContractorsConduct testing of delivered materials to check for adherence to standards and report to concerned parties to take corrective action as needed.Assess on a periodic basis the progress of construction work and report to concerned parties to take corrective action as needed to ensure adherence to program of works, quality standards, and time schedule for completion.Conduct ocular inspection of construction sites to assess compliance to safety standards and report to concerned parties to take corrective action as needed.Guide the procurement of materials and labor for the repair work to ensure adherence to cost and quality requirements.Evaluate the repair work made and recommend payment upon completion of work according to work and cost specificationsConduct punchlist to projects with 95% status of accomplishment for rectification so that defects can be corrected before issuing the Certificate of Completion and Turn Over.Issue "Certificate of Completion and Acceptance" on construction projects that are finished and meet quality standards.Document preservation initiatives and prepare progress and accomplishment reports to inform management of utilization of resources and additional requirements.Consolidated data on school inspection gathered from site inspections and ensure accurate encoding into the education data information system.



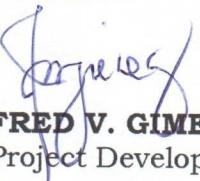
	<ul style="list-style-type: none"> • Gather updated data as requested for planning and implementation purposes. • Identify needs of schools with regard facilities and input into the technical assistance plans of the SDO technical assistance teams. • Create and maintain a databank of all constructed, repaired, demolished, preserved buildings for inventory purposes and compiling all bidding documents, program of works, inspection reports, deed of donations, Titles Certificate of Completion and Acceptance of projects implemented. • Maintain data on educational facilities for DRRMC reference • Maintain copies of POW, inspection reports and Bidding Documents of all DepEd projects • Maintain duplicate copies of Deed of Donations, Acceptance of Educational Facilities and other such documents needed for reference in future building and construction and repair projects.
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Please be guided accordingly.

Approved:


ALFREDO B. GUMARU JR. EdD, CESO V
 Schools Division Superintendent

Conforme:


FRED V. GIMENEZ
 Project Development Officer II



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