



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

March 2, 2023

DIVISION MEMORANDUM

NO. 122 S. 2023

**REITERATION OF THE PROTOCOLS AND GUIDELINES ON THE SUBMISSION,
RECEIPT, AND PROCESSING OF REQUESTS RELATED TO THE
SCHOOL BUILDING PROGRAM (SBP)**

To: Assistant Schools Division Superintendent
Division Chiefs, CID and SGOD
Curriculum Implementation Division
School Governance and Operations Division
Public Secondary Schools
Public Elementary Schools
This Division

1. Relative to **DepEd Order No. 036, s. 2022** titled, **PROTOCOLS AND GUIDELINES ON THE SUBMISSION, RECEIPT, AND PROCESSING OF REQUESTS RELATED TO THE SCHOOL BUILDING PROGRAM (SBP)**, it is hereby reiterated that in submitting the said request, 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 school's division superintendent (SDS):

a. In submitting request 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;

SGOD



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- 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 SDS.

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 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 Test 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

2. Request for School Buildings and other school facilities improvement projects shall be based on the following priorities:

- a. Replacement of old and dilapidated structures,
- b. Replacement or repair of calamity-damaged structures,
- c. Classroom needs due to increase in enrollment, and
- d. Improvement of school facilities and premises to mitigate hazards.

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3. All requests related to SBP should have attachments/ annexes enumerated under Items 1.a or 1.b, and compliant with Item 2 of this policy. Otherwise, the request shall be immediately returned to concerned proponents.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For information, guidance, and strict compliance.

VICTOR G. DE GRACIA, JR., PhD, CESO V

Assistant Regional Director

and Concurrent Officer-In-Charge

Office of the Schools Division Superintendent

To be included in the Perpetual Index
under the following subject:

Physical Facilities SBP

SGOD



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