DIVISION MEMORANDUM
No. 889, s. 2018

Attendance to the Pre-Implementation Workshop for the Various Projects Under 2019 Basic Education Facilities Funds (BEFF)

To:
Dr. Melanie P. Estacio, CESE
BAC Chairperson
Vicente C. Laburada, Jr.
BAC Vice-Chairperson
Analiza C. Almazan
BAC Secretariat Head
Engr. Helen N. Franconas
Division Engineer

1. Pursuant to an Unnumbered Regional Memorandum dated September 14, 2018, re: "Pre-Implementation Workshop for the Various Projects Under 2019 Basic Education Facilities Funds (BEFF)", you are hereby directed to attend the said workshop on October 2-5, 2018 (inclusive of travel time) at Ritz Hotel, Bo. Obrero, Davao City.

2. The workshop aims to:
   a. orient the participants in the projects involved in the 2019 BEFF and the Cash Budgeting System that will be implemented starting 2019;
   b. update the participants on the necessary Procurement and Contract Management processes under RA 9184 for Goods and Infrastructure Projects; and
   c. determine readiness of the different procurement entities in the conduct of procurement for all BEFF projects.

3. Travelling and other incidental expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

Winnie E. Satoon, Ed. D., CESE
Officer-in-Charge
Office of the Schools Division Superintendent

References: Unnumbered Regional Memorandum dated September 14, 2018
To be included in the Perpetual Index under the following subjects:
Bids and Awards Committee Procurement Workshop
Audit: Attendance to the Pre-Implementation Workshop for the Various Projects Under 2019 Basic Education Facilities Funds (BEFF)
date: September 19, 2018

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MEMORANDUM

TO: Schools Division Superintendents

Attention: BAC Chairperson - Dr. E. Espejo
BAC Vice Chairperson - Mr. C. Cabalansod
BAC Secretariat - Mr. A. Amigos
Division Engineers - Eng. Pino
DepEd Project Engineers (DPEs)

SUBJECT: PRE-IMPLEMENTATION WORKSHOP FOR THE VARIOUS PROJECTS UNDER 2019 BASIC EDUCATION FACILITIES FUNDS (BEFF)

DATE: September 14, 2018

Enclosed herewith is an unnumbered memorandum from Usec. Alain Del B. Pascua, Undersecretary for Administration, Department of Education dated September 6, 2018 on the above-captioned subject.

The Education Facilities Division (EFD) of the Central Office will conduct a Two (2) – Day Pre-Implementation Workshop for various projects under the 2019 Basic Education Facilities Funds (BEFF) on October 2-5, 2018 (inclusive of travel time) at Ritz Hotel, Bo. Obrero, Davao City.

Participants in this activity are the BAC Chairperson, BAC Vice Chairperson, one (1) BAC Secretariat member, Division Engineer and DepEd Project Engineers.

Travelling expenses shall be charged against local funds and for DepEd COS Engineers shall be charged to the EFD operations funds of the Central Office, all subject to the usual government accounting rules and regulations.

For information and guidance.

ATTY. ALBERTO T., ESCOBARTE, CESO III
Regional Director
MEMORANDUM
06 September 2018

For: Regional Directors
     Schools Division Superintendents
     Regional/Division Bids and Awards Committee
     Regional/Division Engineers
     DepEd Project Engineers

Subject: CONDUCT OF PRE-IMPLEMENTATION WORKSHOP FOR THE VARIOUS PROJECTS UNDER 2019 BASIC EDUCATION FACILITIES FUNDS (BEFF)

The Education Facilities Division (EFD) of the Central Office will conduct a series of Two (2) - Day Pre-Implementation Workshops for various projects under the 2019 Basic Education Facilities Funds (BEFF). This will be conducted in four (4) clusters as follows:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Regions</th>
<th>Inclusive Dates (including travel time)</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IX, X, XI, XII and CARAGA</td>
<td>October 2-5, 2018</td>
<td>Ritz Hotel, Davao City</td>
</tr>
<tr>
<td>2</td>
<td>VI, VII and VIII</td>
<td>October 9-12, 2018</td>
<td>EON Centennial Resort Hotel and Waterpark, Iloilo City</td>
</tr>
<tr>
<td>3</td>
<td>I, II, III and CAR</td>
<td>October 22-25, 2018</td>
<td>Great Eastern Hotel, Quezon City</td>
</tr>
<tr>
<td>4</td>
<td>IV-A, IV-B, V and NCR</td>
<td>October 24-27, 2018</td>
<td>Great Eastern Hotel, Quezon City</td>
</tr>
</tbody>
</table>

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Bagong Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320765; Landline: +6326376207, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter: @depcdtayo
The objectives of this activity are as follows:

1. To orient the participants in the projects involved in the 2019 BEFF and the Cash Budgeting System that will be implemented starting 2019;

2. To update the participants on the necessary Procurement and Contract Management processes under RA9184 for Goods and Infrastructure Projects;

3. To determine readiness of the different procurement entities in the conduct of procurement for all BEFF projects.

The participants to this activity are the BAC Chairperson, BAC Vice Chairperson, 1 Secretariat and DepEd Engineers/Architects (Plantilla and Contract of Service) of the Regional and Division Offices. Only the participants identified herein shall be provided with accommodations.

Accommodations will be provided to the participants in the following manner:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Check In Date/Time</th>
<th>Check Out Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 2, 2018 2:00 PM onwards</td>
<td>October 5, 2018 12:00 NN</td>
</tr>
<tr>
<td>2</td>
<td>October 9, 2018 2:00 PM onwards</td>
<td>October 12, 2018 12:00 NN</td>
</tr>
<tr>
<td>3</td>
<td>October 22, 2018 2:00 PM onwards</td>
<td>October 25, 2018 12:00 NN</td>
</tr>
<tr>
<td>4</td>
<td>October 25, 2018 2:00 PM onwards</td>
<td>October 27, 2018 12:00 NN</td>
</tr>
</tbody>
</table>

Travelling and other incidental expenses of the participants shall be charged to local funds except for DepEd COS Engineers/Architects which shall be charged to the EFD operations funds maintained at the Central Office, all subject to the usual government accounting and auditing rules and regulations.

Attached is a copy of the Program of Activities for your reference.

For strict attendance of all concerned.

ALAIN DEL R. PASCUA
Undersecretary
# BEFF 2019 Pre-Implementation Workshop

Cluster 1 (Mindanao Area- Regions 9, 10,11,12, CARAGA)

October 2-5, 2018

Ritz Hotel, Davao City

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Resource Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 PM onwards</td>
<td>Arrival of Participants and Secretariat</td>
<td>EFD Secretariat</td>
</tr>
<tr>
<td>5:00 PM to 6:00 PM</td>
<td>Registration of Participants</td>
<td>EFD Secretariat</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Dinner</td>
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</tbody>
</table>

## Opening Program

- **8:00-8:30 AM**: Invocation/National Anthem  
  - EFD Facilitator
- **8:30-9:00 AM**: Welcome Remarks  
  - Dr. Albert Escobarte  
    - Regional Director, Region 11
- **8:30-9:00 AM**: Message  
  - Usec. Alain Del B. Pascua  
    - Undersecretary for Administration

## Session Proper

- **8:30-9:00 AM**: Objectives of the Conference and 2019 BEFF Projects  
  - Engr. Annabelle R. Pangan  
    - Projects Chief, Education Facilities Division
- **9:00-10:30 AM**: BEFF Performance Report and the Impact of the Cash Budgeting System in the Implementation of 2019 BEFF Projects  
  - Undersecretary Annalyn Sevilla  
    - Undersecretary for Budget and Procurement and Performance Monitoring
- **10:30-11:15 AM**: Strategic Directions on Procurement  
  - Assistant Secretary Ramon Abcede  
    - Assistant Secretary for Budget and Procurement
- **11:15-12:00 NN**: Open Forum  
  - Facilitator
- **12:00 -1:30 PM**: Lunch Break
- **1:30-3:00 PM**: General Procurement Processes for Goods and Infrastructure Projects using RA1984  
  - Mr. Adonis Barraquias  
    - Chief, BAC Secretariat  
    - DepEd Procurement Service
- **3:00-4:00 PM**: Contract Implementation Procedures Using RA 9184 (For Infrastructure and Goods)  
  - Engr. Luis Purisima Jr  
    - Assistant Chief, Education Facilities Division
- **4:00-4:30 PM**: Standards Implementation Forms  
  - Engr. Nehru Sarmento  
    - Engineer IV, Education Facilities Division
- **4:30-5:00 PM**: Open Forum  
  - Facilitator

## Closing

- **7:00-8:00 AM**: Breakfast
- **8:00-8:30 AM**: Briefing for Workshop 1
- **8:30-10:00 AM**: Workshop 1: Procurement Readiness Assessment  
  - Group Discussion by Region
- **10:00 -10:15 AM**: AM Snack
- **10:15-12:00 NN**: Presentation of WS1 Outputs and Plenary Discussions
<table>
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<tr>
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<th>Resource Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00-1:00 PM</td>
<td>Lunch Break</td>
<td></td>
</tr>
<tr>
<td>1:00-1:30 PM</td>
<td>Briefing for Workshop 2</td>
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</tr>
<tr>
<td>1:30-3:00 PM</td>
<td>Workshop 2: Preparation and Finalization of Procurement Timelines</td>
<td>Discussions by Division</td>
</tr>
<tr>
<td>3:00-4:00 PM</td>
<td>Presentation of WS2 Outputs and Plenary Discussions</td>
<td></td>
</tr>
<tr>
<td>4:00-5:00 PM</td>
<td>Wrap Up and Closing Program</td>
<td>Facilitator</td>
</tr>
<tr>
<td>6:00-10:00 AM</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>6:00AM-12:00 NN</td>
<td>Checkout of Participants</td>
<td></td>
</tr>
</tbody>
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