



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



February 3, 2025

**REGIONAL MEMORANDUM**

ORD No. 106, s. 2025

**To:** Schools Division Superintendents  
SGOD Chiefs  
Division Engineers  
All Others Concerned

**PROCUREMENT DOCUMENTS OF CY 2022 - 2024 BASIC EDUCATIONAL  
FACILITIES FUND (BEFF)**

1. Pursuant to the attached Unnumbered Memorandum dated April 24, 2023, submission of status report under the Basic Education Facilities Fund (BEFF), Last Mile Schools Program, Restoration of Gabaldon Buildings and Quick Response Fund. As indicated in Paragraph 2 thereof, the completeness of the details on the status report is enumerated.
2. In this regard, may we request the Division Engineers to submit the following documents:
  - a. Issuance of the Invitation to Bid
  - b. Pre-Submission Conference
  - c. Bid Opening
  - d. Issuance of Resolution to Award
  - e. Issuance of Notice to Proceed
  - f. Other documents relevant to the procurement of the abovementioned projects.
3. Deadline of submission of scanned documents thru this link <https://tinyurl.com/BEFF2024ProcurementDocs> is **on or before February 7, 2025**.
4. For any questions or concerns on the abovementioned subject, you may contact Engr. Epifanio A. Macaraeg Jr., Engr. III, of the Education Facilities Division through email: [epifanio.macaraeg@deped.gov.ph](mailto:epifanio.macaraeg@deped.gov.ph).
5. Your immediate compliance is requested

**JOCELYN DR ANDAYA**

Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

Encl.: As stated



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REPUBLIC OF THE PHILIPPINES  
Department of Education  
EDUCATION FACILITIES DIVISION  
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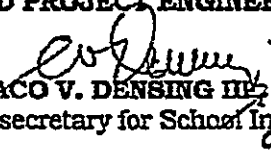


*Office of the Chief*

**MEMORANDUM**

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

ATTN : REGIONAL ENGINEERS  
DIVISION ENGINEERS  
DEPED PROJECT ENGINEERS

FROM :   
EPIMACO V. DENISING III  
Undersecretary for School Infrastructure and Facilities

SUBJECT : SUBMISSION OF STATUS REPORT UNDER THE BASIC  
EDUCATION FACILITIES FUND (BEFF), LAST MILE SCHOOLS  
PROGRAM, RESTORATION OF GABALDON BUILDINGS AND  
QUICK RESPONSE FUND

DATE : April 24, 2023

As part of our commitment to transparency and accountability on the programs/ projects implemented by the Department, monitoring, evaluation and reporting of the status of implementation are essential to ensure timely delivery while identifying problems and risks at the early stage which are necessary in achieving project objective and goals. With this in mind, we are requesting for your usual cooperation for the following:

1. Timely updating and submission of status report:
  - a. Regional Engineers should consolidate and validate status report from the Division Engineers every 20<sup>th</sup> of the month for submission to the Central Office on or before 25<sup>th</sup> of every month;
  - b. Reporting of the status of accomplishment should be done monthly through the templates provided on the official google drive shared by EFD to the Regional Engineers;
  - c. Regional Engineers are also required to send via email their consolidated report, catch-up plan and other necessary documents to [ousif.eff@deped.gov.ph](mailto:ousif.eff@deped.gov.ph).
2. Completeness of the details on the status report template:
  - a. Procurement timelines such as the Issuance of the Invitation to Bid, Pre- Submission Conference, Bid Opening, Issuance of Resolution to Award, and Issuance of Notice to Proceed as well as the contract



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- details such as the Contract Amount, Project ID and Name of Contractor, should be filled-up completely;
- b. Proper tagging on the status column should be check whether it may be Completed, Ongoing, Under Procurement, Not Yet Started and Reverted along with corresponding percentage of accomplishment;
  - c. Other remarks aside from the tag mentioned above, should be addressed only on the column provided on the template;
  - d. The target and actual date of completion should be provided which are necessary in assessing the performance of the contractors;
  - e. Further remarks should be provided for projects exceeding the target date of completion based on the contract and immediate action and resolutions should be made as necessary.

For strict compliance of all concerned.