

A. **IMPLEMENTATION OF SCHOOL MINOR REPAIR AND MAINTENANCE**

In view of DepEd Order No. 38, s. 2008, Guidelines on the Utilization and Liquidation of School-Based Repair & Maintenance Fund, the Department of Education emphasized the use of SBRMS Funds for the repair and maintenance of the DepEd Regional and Division Offices and school facilities.

To assist the schools in the proper utilization of the funds, the SGOD Division creates a team to assess and check the school prioritization of this fund.

Office or Division:		Education Facilities		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		External Stakeholders (School Heads/Principal)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit letter request to SDO (address to SDS-requesting the specific type of Repair). 2. Program of Works 3. Submitted AIP 4. Pre-Repair inspections & evaluation report form 5. Pictures showing the damaged part		External Stakeholders		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Minor Repair Requirements	1.1 the request for minor repair	None	5 minutes	Records Section
	1.2 Endorse the letter request of the schools to Education Facilities Section	None	30 minutes	Chief ES SGOD
	1.3 Review and recomputed the submitted program of works	None	30 minutes	Engineer

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	1.4 Site Inspection	None	1 day	Inspectorate Team (Engineer)
	1.5 Sign and Approve the Program of Works.	None	5 minutes	Engineer
	1.6 Reviewed the submitted Program of Works.	None	5 minutes	Chief ES SGOD
	1.7 Approve the submitted Program of Works.	None	5 minutes	SDS
2. Receive the approved minor repair	2.1 Release the minor repair project to the records section.	None	15 minutes	Engineer
	2.2 Release the papers to the end-user.	None	5 minutes	Records Officer
TOTAL:		NONE	1 Day 2 hours and 40 minutes	