



Office of the Minister

REGIONAL MEMORANDUM

No. 1559
 Series of 2022

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

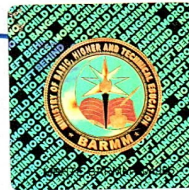
BY: Hajji
 DATE: 01-09-2023
 TIME: 2:45 PM
 Ctrl No: 2022-01-154

TO : **ENGR. ZUBAIR A. GUIAMAN**
 OIC-Chief, Education Facilities Section

NURHASHIM T. ABDULA
 Construction Unit, Education Facilities Section

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Maxlon
 Date: JAN 04 2023
 Time: 2:45 PM
 Control No: 2022-01-154

FROM : 
MOHAGHER M. IQBAL
 Minister



SUBJECT : **EDUCATION FACILITIES SECTION (EFS) SEQUENCE OF FIELD OPERATIONS**

DATE : December 15, 2022

1. The Ministry of Basic, Higher and Technical Education (MBHTE) ensures that Bangsamoro children are provided not only with quality education but also with quality infrastructure. Construction or repair of education facilities must be well supervised, monitored, and implemented to ensure quality, timely, and compliance with the approved plans and specifications.
2. Coordination, cooperation, trust, and confidence shall be established between the engineers of the ministry's Education Facilities Section (EFS) and the contractors to smoothen the project implementation and avoid possible bottlenecks in all stages of construction.
3. In this connection, the EFS is mandated to conduct sequentially the following series of activities:
 - a. **Technical site validation** at least a month before the preparation of the Program of Works (POW) and Detailed Engineering Designs (DED) for project proposals.
 - b. **Pre-construction meeting** after the issuance of Notice to Proceed (NTP) and before its effective date.
 - c. **Social preparation activities/courtesy calls to stakeholders** on or after the effective date of the Notice to Proceed (NTP).
 - d. **Groundbreaking ceremony** shall be conducted inviting relevant stakeholders.
 - e. **Regular project monitoring** on intervals of 10% to 20% accomplishments.
 - f. **Periodic Progress Billing Inspections for Contractors** every request for payment of contractors.
 - g. **Troubleshooting of In the Pipeline Projects**, if applicable.
 - h. **Pre-final inspection and punch-listing** at 90% to 95% physical accomplishment.
 - i. **Final inspections with stakeholders** at 100% physical accomplishment.
 - j. **Turnover ceremony** after all rectifications are completed.
4. Attached are formats or templates of documents for specific activities.
5. For information, guidance, and strict compliance.





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Education Facilities Section

FINAL INSPECTION REPORT NO. _____

Source of Fund :
Cluster No. :
Project Title :
Location :
Contractor :
Date of Inspection :

Findings:

Recommendations:

Division Project Engineer, EFS

Project Supervisor, EFS

ENGR. NURHASHIM T. ABDULA
Construction Unit Head, EFS

ENGR. ZUBAIR A. GUIAMAN
OIC - Chief of Education Facilities Section



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Office of the Minister

CERTIFICATE OF ACCEPTANCE

Source of Fund :
Project Title :
School Name :
Location :
Contractor :
Contract Amount :
Date of NTP (Received) :
Contract Duration (CD) :
Completion Date :

This is to certify that the above-cited project is hereby accepted being fully compliant with the provisions of the contract and other contract documents relative thereto.

This is to further certify that the defects found during the Defects Liability Period had been rectified by the Contractor.

Done this _____ day of _____, 20_____.

Principal / School Head

Division Project Engineer, EFS

Construction Unit Head, EFS

Chief of Education Facilities Section

Chief of Education Support Division

Director General

MOHAGHER M. IQBAL
Minister / HOPE



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CERTIFICATE OF COMPLETION and TURNOVER

Source of Fund :
Cluster/ITB No. :
Project Title :
School Name :
Location :
Contractor :
Contract Amount :
Date of NTP (Received) :
Contract Duration (CD) :
Completion Date :

This is to certify that the above-stated project has been satisfactorily completed in accordance with the approved Program of Works, Plans and Specifications including punch-listed items in the Final Inspection Report dated _____.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any structural or architectural defect that may occur in any section of the project during the one (1) year Defects Liability Period starting from the Completion Date as herein stated and the one (1) year Warranty Period reckoned from the date of final acceptance (one year after completion date) of the project. Neither is he relieved from his obligations and responsibilities pursuant to the provisions of the Contract and R.A. 9184.

Done this ____ day of _____, 202__.

Principal / School Head

Division Project Engineer, EFS

Construction Unit Head, EFS

Chief of Education Facilities Section

Chief of Education Support Division

Director General

MOHAGHER M. IQBAL
Minister / HOPE

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Education Facilities Section

FINAL INSPECTION REPORT (Punch Listing of Corrective Works)

Source of Fund :
Cluster No. :
Project Title :
Location :
Contractor :
Date of Inspection :

Item of Work	Description of Corrective Works	Date Rectified	Remarks

School/Institution Representative

Contractor

Division Project Engineer, EFS

Project Supervisor, EFS

ENGR. NURHASHIM T. ABDULA
Construction Unit Head, EFS

ENGR. ZUBAIR A. GUIAMAN
OIC - Chief of Education Facilities Section

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