

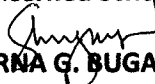


Republic of the Philippines
Region 1
DIVISION OF CITY SCHOOLS
DAGUPAN CITY



Division Memorandum _____ 2018

TO: Concerned School Heads/Principals

FROM: 
LORNA G. BUGAYONG
Schools Division Superintendent

DATE: April 12, 2018

SUBJECT: CONDUCT OF PRE-CONSTRUCTION MEETING ON CY 2018 BEFF REPAIR AND
REHABILITATION OF CLASSROOMS, AND ELECTRIFICATION

Relative to the attached Memorandum from the Regional Director, Alma Ruby C. Torio, the School Heads/Principals of the following schools are requested to attend the Pre-Construction Meeting on April 18, 2018, 9:00AM at the SGOD Office, SDO Dagupan City:

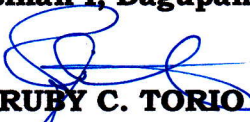
1. Pantal ES
2. Mangin-Tebeng ES
3. Salisay ES
4. Bacayao Sur ES
5. General Gregorio del Pilar ES
6. West CES 1
7. Juan P. Guadiz ES
8. Bonuan Buquig NHS
9. Federico N. Ceralde IS
10. Lucao ES
11. Dagupan City NHS
12. Malued ES
13. East Central IS
14. Bliss ES
15. Sabangan ES
16. Pogo-Lasip ES
17. Pugaro IS

For your compliance.



MEMORANDUM

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
Ilocos Norte, Laoag City, La Union, San Fernando City,
Pangasinan I, Dagupan City & Pangasinan II

FROM : 
ALMA RUBY C. TORIO
Regional Director

SUBJECT : **CONDUCT OF PRE-CONSTRUCTION MEETING ON CY**
2018 BEFF REPAIR AND REHAB OF CLASSROOMS,
CONSERVATION AND RESTORATION OF GABALDON
SCHOOL BUILDING AND ELECTRIFICATION

DATE : **April 11, 2018**

This Office will conduct a Pre-Construction Meeting with DepEd SDO Chiefs, Engineers, Concerned School Heads/Principals and Contractors of the above subject. The tentative schedule are as follows:

Division	Date/Time
Ilocos Norte & Laoag City	April 16, 2018, 1:00pm
La Union & San Fernando City	April 17, 2018, 1:00pm
Pangasinan & Dagupan City	April 18, 2018, 9:00am
Pangasinan II	April 19, 2018, 9:00am

Attached is the Program of Activities.

Be guided accordingly.



Pre-Construction Meeting on CY 2018 Basic Educational Facilities Fund, Repair and Rehabilitation of Classrooms, Conservation and Restoration of Gabaldon School Building and Electrification

April 16-19, 2018

Divisions of Ilocos Norte, Laoag City, La Union, San Fernando City, Pangasinan I, Dagupan City and Pangasinan II

☀PROGRAM of ACTIVITIES☀

1. **Prayer/Doxology** **Division Engineers**
2. **Introduction of Participants** **SGOD Chief**
3. **Inspirational Message** **Schools Division Superintendent**
4. **Distribution of POW's to Concerned School Head/Principal, Discussion of Details of POW and Contract Time Duration** - **Division Engineers**
5. **Result of Public Bidding - Head of BAC Secretariat/Division Engineer**
 - a. Summary of the Abstract of bids
 - b. Savings from each school (ABC versus Winning Bid)
6. **Meeting Proper:**
 - a. **Duties and Responsibilities of Contractor - Engr. Celso C. Manangan**
 - Supply of Labor Materials Tools and Equipment for the Project
 - Provision of warning device and safety measures including safety officer
 - Quality of materials and workmanship
 - Water and Electric Consumption
 - Security Guard, use of school facilities
 - Proper disposals of waste materials/salvage materials
 - Issues on Punchlisting/Certificate of Completion
 - b. **Duties Responsibilities of School Head/Principal - Engr. Vangie Seng**
 - Check determine the day to day work activity of the contractor with Log Book
 - Check the quality/quantity of work based on the POW
 - Secure the demolished materials and prepare inventory list for proper disposal
 - Color Scheme for DepEd Buildings
 - c. **Utilization of Savings and EAO downloaded to schools division using the appropriate guidelines** - **Engr. Annabelle Pangan**
7. **Open Forum** **ESSD Chief**
SGOD Chief
SDO/Regional Engineer
Other Concerned DepEd Official