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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0007

MEMORANDUM

22 November 2021

For: **Regional Directors
Schools Division Superintendents
Education Support Services Division (ESSD) Chiefs
Regional Engineers
Educational Facilities Division (EFD)**

Subject: **GUIDELINES ON THE DOWNLOADING OF FUNDS,
PROCESSING, AND PAYMENT OF SERVICES
OF DEPED ENGINEERS AND ARCHITECTS
UNDER CONTRACT OF SERVICE (CoS)**

The Department of Education, through the Office of the Undersecretary for Administration (OUA); Office of the Undersecretary for Finance (OUF) and Education Facilities Division (EFD), has contracted, to date, a total of **265 CoS Engineers and Architects (CEAs)** to provide technical assistance in managing and implementing its various programs and projects under the Basic Education Facilities Fund (BEFF) and other infrastructure projects of the Department.

The CEAs are currently deployed at different regions and divisions nationwide, under the direct supervision of the Regional Engineers (REs) at the Regional Offices and the EFD Area Managers (AMs) at the Central Office. Because of their number and their deployment all over the country, delays are always experienced in the processing and payment of their salaries at the Central Office.

To address the delay in the payment of salary, OUA and OUF will henceforth decentralize the processing and download the funds covering the payment of CEAs' salaries to the Regional Offices, **effective January 2022**.

This arrangement is expected to be more efficient since the REs are aware of the assignments/duties and can easily determine/validate the accomplishments of the CEAs in their respective areas. Additionally, the REs, in consultation with the AMs, will have greater flexibility on the reassignment of CEAs from one Division to another within the region, if needed.

Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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The following guidelines are hereby issued for the effective implementation of this policy:

1. Hiring and/or renewal of contracts of CEAs shall be processed at the Central Office or Regional Office, provided, the applications received by the Regional Offices are vetted by the Education Facilities Division (EFD) of the Central Office. Contract of hired individuals as CoS should be signed by Undersecretary for Administration and the concerned Regional Director, and to be witnessed by the EFD Chief and the Regional Engineer. The EFD Chief should review the contract before the signing of the Regional Director. The Regional Director should be given administrative supervision (monitoring and reporting) over the hired engineers and architects as they perform their job within the Regional Offices' areas of jurisdiction;
2. The EFD-CO shall submit request to Central Office-Finance Service for the download/transfer of funds to Regional Offices concerned at least five (5) working days before processing the payment of services for the covered semester. The funds to be downloaded/transferred shall be equivalent to the six (6) months requirements to pay the services of the CoS engineers and architects deployed outside the Central Office;
3. Payment of services rendered shall be approved by the Regional Director or in his/her absence, the Assistant Regional Director;
4. Payment of services must comply with the authorized signatories as defined under DepEd Order 008, s. 2021 (Revised Signing Authorities on Administrative and Financial Matters in the Department of Education);
5. The cut-off on the payment of services shall be made **twice a month** (every 15th and 30th);
6. The processing of payment for salaries shall cover a period of **not more than ten (10) days** from the submission of Accomplishment Reports by CEAs to the release and depositing of funds to the accounts of the CEAs;
7. For the claim for payment of services to be processed, the Daily Time Records and Accomplishment Reports (Annex B) shall be submitted to the REs **within two (2) days** after each cut-off period (15th and 30th of every month);
8. The REs shall review the Accomplishment Reports of the CEAs, endorse and release the same **within two (2) days** after their receipt thereof;
9. The Education Support and Services Division (ESSD) Chief shall approve the Accomplishment Reports, and—through the Regional Accountants and other concerned officials—shall ensure that the claimed salaries are deposited to the accounts of the CEAs **within six (6) working days** upon receipt of the endorsed Accomplishment Reports of CEAs from the REs;



10. EFD shall regularly monitor and conduct Quarterly Performance Audits of the CEAs with the primary purpose of counter-checking their attendance vis-a-vis their performance and percentage of outputs delivered.

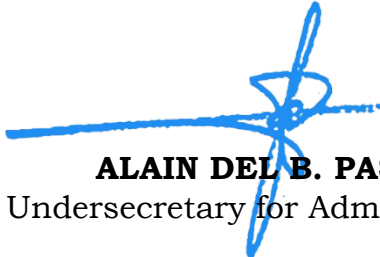
CEAs primarily do fieldworks, monitoring and inspection at project sites. For this reason, they are not required to use Bundy clock or biometrics machine to log their daily attendance. The submission of the approved Accomplishment Report (Annex B) is however a documentary requirement in lieu of official timecards.


The contracts of CEAs are and shall continue to be lodged at the Central Office. As such, CEAs are accountable to the Central Office through the OUA and EFD. The EFD, therefore, may take any appropriate and/or necessary actions on any CEA, upon the recommendation of the REs and evaluation of the AMs.

Kindly refer to **Annex A** for the Process Flow and Responsibility Chart for the Downloading of Funds and Processing of Salaries of CoS Engineers/Architects and **Annex B** for the Template of the Accomplishment Report of CoS Engineers/Architects.

For guidance and strict compliance.

ANNALYN M. SEVILLA
Undersecretary for Finance


ALAIN DEL B. PASCUA
Undersecretary for Administration



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Annex A

Process Flow and Responsibility Chart for the Downloading of Funds and Processing of Salaries of CoS Engineers/Architects

EFD (Central Office)	CEAs (CoS Engineers/Architects)	Division SGOD Chief/Division Engineer	Regional Engineer ESSD Chief Regional Accountant	Regional Director ESSD Chief Regional Accountant
1. Conducts Screening of applicant CoS Engineers/Architects	1. Complete the Accomplishment Report forms and its necessary attachments (Certificate of Appearance, etc.) every 15th and 30th of each month	1. Review accomplishments submitted by the CEA/s and recommend approval of the accomplishments to the RE/Regional Director	2. Regional Engineers to review and endorse the submitted Accomplishment Reports of the CoS Engineers/Architects within 2 days upon receipt of the documents	1. ESSD Chief to approve the report of the of the CoS, and Accountants to processing of salaries (within 2 days) upon receipt of the documents from the ESSD Chief
2. Prepares and Manages the contracts of the CoS Staff	2. Submits completed Accomplishment Reports and its necessary attachments (Certificate of Appearance, etc.) to the Regional Engineers within 2 days after each cut-off period			2. Regional Accountant/s to process the salaries and deposit to the accounts of the CoS within 5 days upon receipt of the documents
3. Download the funds to the ROs to cover the salaries for the period of six (6) months				3. Regional Accountant/s to prepare and submit disbursement reports to the CO Budget Division (copy furnished EFD) on a monthly basis



Annex B

Proforma Accomplishment Report of CoS Engineers/Architects (CEAs)

Name : _____

Region/Division : _____

**Daily Accomplishment Report
For the Period (October 1-15, 2019)**

Location ¹	Date	Activity ²	Name and Signature ³		Project Status ⁴

Notes:

¹ Name of Office or School visited or inspected within the day

² Nature of activity/purpose in the place visited/inspected (e.g., Meeting, Inspection of ongoing project)

³ Name and signature of the persons where the CoS has reported (e.g., Division Engineer, SGOD Chief, or School Head)

⁴ Status of projects/activities for which the purpose was intended (e.g., completed, ongoing, 75% accomplishment, with slippage, etc.)

Prepared by:

Reviewed by:

Recommending Approval:

Approved by:

CoS Staff

SGOD Chief

Regional Engineer

ESSD Chief