

**[ DEPED MEMORANDUM NO. 68, S. 2002, April 11, 2002 ]**

**REVISED IMPLEMENTING GUIDELINES FOR THE SCHOOL-BASED REPAIR AND MAINTENANCE SCHEME (SBRMS)**

1. This Memorandum amends the Guidelines in implementing the School-based Repair and Maintenance Scheme (SBRMS) embodied in DECS Memo. 394, s. 2000. The Revised SBRMS Guidelines (Inclosure A) incorporates the findings during the pilot implementation.
2. Starting with the 2002 Budget, all disbursements out of the allotment for Repair and Maintenance of School Buildings shall be in accordance with the Revised SBRMS Guidelines issued under this Memorandum.
3. The Regional and Division officials and staff as well as the Principal/School Heads concerned are reminded of the following procedures in the SBRMS:
  - a. All schools shall be provided with preventive maintenance budget every year;
  - b. The Principal/School Head takes the lead role in the repair and maintenance work.
  - c. The School Principal shall ensure that the Parent-Teacher Community Association (PTCA) actively participate in the repair and maintenance activities of the school.
  - d. The Division Office shall release at least P10,000 to the Principals/School Heads. For amounts beyond P10,000 this will need the approval of the Division Superintendent according to the scope of works submitted by the Principals/School Heads. The Principal/School Head shall implement repair and maintenance work according to the enclosed revised guidelines for SBRMS. After the work has been completed and all payments made, the Principal/School Head shall accomplish Form 2 - School Form and submit to the Division Office with all the supporting documents and receipts for each transaction.
  - e. The Division Office shall prepare the Statement of Expenditures (SOEs) for all disbursements using Form 1 and shall submit the consolidated SOEs to the Regional Office before the end of each month.
  - f. The Regional Office shall consolidate all SOEs submitted by the Division offices and shall submit monthly consolidated SOEs to the Central Office, Accounting Division (c/o Melyn Dionela 6377201) for all repair and maintenance expenditures.

g. World Bank procurement guidelines should be strictly complied with.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

Adopted: 11 April 2002

(SGD.) ERNESTO S. PANGAN  
*Undersecretary*

## Revised Guidelines in Implementing School-Based Repair and Maintenance Scheme (SBRMS)

### A. Definition of Terms

1. **School-Based Management** — Minor repair and maintenance of school facilities are to be undertaken by all public elementary and secondary schools throughout the country. The Principal/School Head shall be accountable for the identification, implementation, supervision, completion and reporting of minor repair and maintenance work being undertaken.

2. **Minor Repair** — Refers to the replacement of schoolbuilding components which are not subjected to critical structural loads and stresses and which are estimated to cost less than 10% of the cost of the standard unit, such as repair of windows, door, partitions and the like.

3. **Maintenance** — The measure or measures necessary to retain an item in or restore it to its original status or to a specified condition. Such measure or measures may be concerned with preventing, forestalling or correcting damaged or deterioration like painting the roof and exterior part of the schoolbuilding. It aims to keep the item in good operating order, prolong its economic life and preserve its appearance.

Maintenance work aims to: (1) prevent further building deterioration; (2) enhance building endurance in cases of calamities such as typhoons, earthquakes and floods; (3) meet emergency requirements; (4) correct deficiencies causing disruption/inadequacy of utilities especially water supply and electrical services; or (5) make facilities serviceable and safe for the use of pupils.

Maintenance work includes: (a) repair of classroom, library, laboratory, toilets and other facilities used by students such as replacements for roofing sheets, wall claddings, ceiling boards, windows, door, jambs, partition, parts of stairs, flooring and hardware (locks, knobs, etc.); (b) electrical repairs including replacement of fixtures and electrical rough-ins; (c) plumbing services for water systems; (d) repair of security fence; (e) rust proofings and painting of roof; (f) painting works; and (g) termite prevention.

Each public elementary school shall be provided at least P10,000 per year for preventive maintenance, depending on the availability for funds for this purpose. The secondary schools with their own budgetary appropriation shall allot at least P10,000 of the school's budget for Repair and Maintenance for preventive maintenance work every year. For amounts beyond P10,000, this will need the approval of the Division Superintendent according to the scope of works submitted by the Principals.