



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

November 22, 2023

DIVISION MEMORANDUM
No. 974, s. 2023

**ESTABLISHMENT OF BANTAY TULUNGHAAN COMMITTEE TO MONITOR
SCHOOL INFRASTRUCTURE PROJECTS**

TO : **Public Schools District Supervisors
District Coordinating Principals
Heads, Public Elementary and Secondary Schools
All Others Concerned**

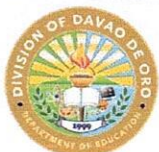
1. In line with our commitment to ensure the successful implementation of infrastructure projects in schools under the Department of Education (DepEd), a Bantay Tulunghaan Committee shall be established to provide effective check and balance mechanisms.
2. The primary purpose of this committee is to monitor the construction and status of infrastructure projects, including DepEd projects and other similar initiatives, within our division. The establishment of this committee aims to enhance transparency, accountability, and quality assurance in the implementation of infrastructure projects.
3. During the billing period, the committee will assess the project's status by considering the percentage of accomplishment and will issue certifications accordingly. This process will provide accurate information on the progress of infrastructure projects and facilitate proper billing procedures.
4. To effectively carry out these responsibilities, each school must create a team comprising of five members as follows:

4.1. School Head

4.1a. Review and understand the Program of Works (POW) for the infrastructure projects.

4.1b. Regularly inspect the construction site to ensure that the work is being done according to the agreed specifications and timelines stated in the POW.

4.1c. Verify the accuracy and completeness of the status percentage report submitted by the Physical Facilities Coordinator.



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4.1d. Assess the quality of workmanship and materials used in the project.

4.1e. Consult with the Bantay Tulunghaan Committee to address any concerns or issues that may arise during the construction process.

4.1f. Make a final assessment based on the POW and the actual progress of the infrastructure projects before issuing a Certificate of Infrastructure Project status.

4.2 Physical Facilities Coordinator

4.2a. Monitor the progress of the infrastructure projects and regularly update the School Head on the status percentage.

4.2b. Ensure that the infrastructure projects are carried out in compliance with the POW.

4.2c. Prepare a report on the status percentage of the infrastructure projects, including details on completed tasks, pending work, and any deviations from the POW.

4.2d. Collaborate with the Municipality Engineer to resolve any technical issues or challenges that may arise during the construction.

4.3 School Governance Council Representative

4.3a. Participate in the review of the POW for the infrastructure projects.

4.3b. Monitor the construction process and provide feedback to the School Head and Physical Facilities Coordinator regarding the quality and progress of work.

4.3c. Validate the accuracy of the status percentage report before it is submitted to the School Head.

4.3d. Represent the school community and communicate any concerns or suggestions related to the infrastructure projects to the Bantay Tulunghaan Committee.

4.3e. Collaborate with the Barangay Official Representative to ensure that the interests of the school and community are considered.

4.4 Barangay Official Representative

4.4a. Review and assess the POW to ensure its alignment with local government guidelines and regulations.

4.4b. Monitor the infrastructure projects and provide support and guidance to the Bantay Tulunghaan Committee members.

4.4c. Validate the accuracy and completeness of the status percentage report prepared by the Physical Facilities Coordinator.

4.4d. Ensure that the welfare and concerns of the community are taken into consideration during the construction process.



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4.4e. Coordinate with the Municipality Engineer and other relevant authorities to address any technical or administrative issues related to the infrastructure projects.

4.5 Municipal Engineer

4.5a. Review and evaluate the technical aspects of the POW to ensure its feasibility and adherence to engineering standards.

4.5b. Provide technical advice and support to the Bantay Tulunghaan Committee members during the construction phase.

4.5c. Verify the accuracy and completeness of the status percentage report prepared by the Physical Facilities Coordinator.

4.5d. Conduct inspections to assess the quality of work and compliance with engineering specifications.

4.5d. Address any technical concerns or challenges that may arise during the construction process.

5. The Bantay Tulunghaan Committee, composed of the abovementioned representatives, will work collaboratively to monitor the progress of infrastructure projects and ensure that they adhere to specified timelines, quality standards, and budget allocations.
6. Furthermore, this committee will be monitored by the Technical Working Group (TWG) to ensure proper coordination and support. The TWG, led by Engr. Marie Cris Dalumpines, will consist of representatives from the Division Disaster Risk Reduction and Management (DRRM) office, Monitoring and Evaluation (M&E), Legal Section, and others.
7. All schools are hereby requested to establish their respective Bantay Tulunghaan Committees and submit the list of committee members to the Division Office on or before December 01, 2023. This will enable us to commence the monitoring process and ensure the effective implementation of infrastructure projects in our division.
8. For any inquiries or further clarifications, please contact the Division Office.
9. Immediate dissemination of this Memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent



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