



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0422-0007
MEMORANDUM
31 March 2022

For: **Regional Directors**
Schools Division Superintendents

Chiefs
(Education Support Services Division [ESSD] and
School Governance and Operations Division [SGOD])

Regional and Division Engineers
Contract of Service (CoS) Engineers and Architects

Educational Facilities Division

Subject: **GUIDELINES ON THE DOWNLOADING OF FUNDS AND
PROCESSING OF PAYMENT FOR THE SERVICES OF
DEPED ENGINEERS AND ARCHITECTS UNDER
CONTRACT OF SERVICE**

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 two hundred forty (240) 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 (e.g., Last Mile Schools Program, Restoration of Gabaldon and Other Heritage Program, Quick Response Fund).

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

To address the delay in the payment of services, OUA and OUF will henceforth decentralize the process and download the funds covering the payment of CEAs' salaries directly to the ROs, **effective for the salary period of March 2022.**



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[Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support
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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.

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 CO or RO, provided that the applications received by the ROs are vetted by the EFD of the CO. Contract of hired individuals as CoS should be signed by the Undersecretary for Administration and Regional Director (RD) concerned, and to be witnessed by the EFD Chief and RE. The EFD Chief should review the contract before the signing of the RD.
2. While the contracts and salaries of the CEAs are lodged at the RO, their deployment orders to different SDOs are issued by the CO through the OUA and EFD. Thus, the CEAs shall report daily to their assigned SDOs, and SDOs shall treat them as their regular CoS staff under the SGOD. In addition, the RD should be given administrative supervision (monitoring and reporting) over the hired engineers and architects as they perform their job within the ROs' areas of jurisdiction.
3. The EFD-CO shall submit request to Central Office-Finance Service for the download/transfer of funds to ROs 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 CEAs deployed outside the CO.
4. Payment of services rendered shall be approved by the RD or in his/her absence, the Assistant Regional Director (ARD);
5. 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*).
6. The payment of salaries shall be made **once a month** (every 30th of each month).
7. The processing of payment for salaries shall cover a period of **not more than ten (10) days** from the submission of Accomplishment Reports to the release and depositing of salaries to the accounts of the CEAs.
8. For the claim for payment of services to be processed, CEAs shall submit their Daily Time Records and Accomplishment Reports (Annex B) to the REs **within two (2) days** after each cut-off period (30th of every month).
9. The REs shall review the CEAs' Accomplishment Reports, and endorse and release the same within **two (2) days** after their receipt thereof.



10. The ESSD Chief shall approve the Accomplishment Reports, and—through the Regional Accountants and other officials concerned—shall ensure that the claimed salaries are deposited to the payroll accounts of the CEAs within **six (6) working days** upon receipt of the endorsed Accomplishment Reports from the REs.
11. EFD shall regularly monitor and conduct Quarterly Performance Audits of the CEAs with the primary purpose of counter-checking their attendance vis-à-vis their performance and percentage of outputs delivered.

The CEAs are primarily tasked to monitor and inspect project sites and field works. 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 place of official timecards.

The contracts of CEAs are and shall continue to be lodged at CO. As such, they are accountable to the CO 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.

For guidance and strict compliance.

ANNALYN M. SEVILLA
Undersecretary for Finance


ALAIN DEL B. PASCUA
Undersecretary for Administration



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