



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 9, 2025


REGIONAL MEMORANDUM

No. 608, s. 2025

To: Schools Division Superintendents
Division Engineers
School Heads of Recipient Public Elementary and
Secondary Schools
All Others Concerned

**GUIDELINES FOR THE PRE-QUALIFICATION (INITIAL VALIDATION), AND
SELECTION OF RECIPIENTS SCHOOLS (YEAR 1 & 2) UNDER
INFRASTRUCTURE FOR SAFER AND RESILIENT SCHOOLS (ISRS) PROJECT**

1. This is with reference to the attached Memorandum DM-OUHROD-2025-1727 from **WILFREDO E. CABRAL**, Undersecretary for Human Resource and Organizational Development, dated June 26, 2025, regarding the above-mentioned subject. The Memorandum provides guidance on the clear process of validation, pre-qualification, and selection of recipient schools under the ISRS project components, ensuring effective and efficient use of resources and alignment with eligibility and readiness criteria.
2. Attention is particularly invited to item no. 2 and 3 of the said Memorandum which required specific compliance.
3. For information and guidance of all concerned.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

Encl.:
Memorandum DM-OUHROD-2025-1727 dated June 26, 2025
Reference
To be indicated in the Perpetual Index



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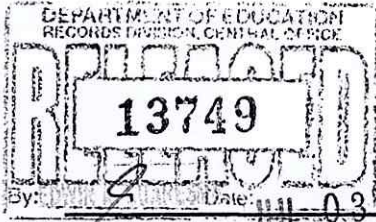


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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1727

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL AND DIVISION ENGINEERS
 SCHOOL HEADS OF RECIPIENT PUBLIC ELEMENTARY AND
 SECONDARY SCHOOLS
 ALL OTHERS CONCERNED

FROM : WILFREDO E. GABRAL
*Undersecretary for Human Resource and Organizational
 Development*

SUBJECT : GUIDELINES FOR THE PRE-QUALIFICATION (INITIAL
 VALIDATION), AND SELECTION OF RECIPIENT SCHOOLS
 (YEAR 1 & 2) UNDER INFRASTRUCTURE FOR SAFER AND
 RESILIENT SCHOOLS (ISRS) PROJECT

DATE : June 26, 2025

1. This is to provide guidance for the clear process for the validation, pre-qualification, and selection of recipient schools under the ISRS project components, ensuring effective and efficient use of resources and alignment with eligibility and readiness criteria.
2. This issuance shall apply to all public schools identified for possible intervention under Component 1- Simple Works (DepEd-led implementation) and Component 2 -Complex Works (DPWH-led implementation) of the ISRS for Year 1 and 2, Year 3 and 4 shall subsequently follow. It shall involve Regional and Division Offices, DepEd Engineers and Architects, and other stakeholders concerned.

3. Procedures and Implementation Guidelines

a. Initial Validation to Pre-qualify School Recipient

- i. The Department of Education (DepEd), through its Engineers and Architects, shall conduct a **pre-qualification survey** of schools included in the indicative list of project sites using UP-NEC data (See attached Annex A) and a KOBO Light Pre-qualification app shall be used for listed schools to answer the pre-qualification criteria. The pre-qua app form is accessible through this link: <https://ee.kobotoolbox.org/x/OliyzNcF>.



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ii. This pre-qualification validation aims to determine whether schools:

- Still require project assistance, no intervention or support was undertaken within the past years project both by DepEd or by LGU and other private/external assistance; and
- Can be **pre-qualified** based on readiness criteria, including but not limited to:
 - Proof of **site ownership** (e.g., land titles, acceptable usufruct agreement, deed of donation)
 - Availability of **buildable space (for pilot reconstruction), using the minimum building foot print for 2 CL (28m×10m)**
 - Absence of disqualifying risks - the site is safe and suitable for building, with no major problems such as:
 - **Legal issues** such as unclear land ownership or boundary disputes.
 - **Environmental limits** like being in protected areas

b. Pre-Qualification and Recipient Classification

i. The pre-qualification validation of schools shall be conducted by the respective Division School Engineers/Architects in coordination with the School Heads. Schools that meet the criteria will be pre-qualified for project assistance.

Based on the results of the pre-qualification validation, the pre-qualified list of schools shall be notified to facilitate simultaneously the uploading of pertinent documents for the project using the ISRS KOBO tool forms, subsequently a **joint technical field validation** will be conducted by DepEd and DPWH, together with the DPWH-Hired Consultant for the project, to finalize the recipient and determine the components for procurement.

ii. Pre-qualified schools after the conduct of the joint technical field validation shall be classified into:

- **Shortlisted Recipients** under the original project component (see Annex A for the original component)
- **Reprogrammed** to a different component (i.e., from Component 1 to Component 2 or vice versa)
- **Delisted** from the project due to ineligibility or unresolved issues after the conduct of the pre-validation.

c. Reselection and Replacement of Delisted Schools

i. Delisted schools shall be replaced by other schools from **within the same regional listing**, if the budget permits and/or other schools within the original pre-listed schools under the UP-NEC data.

- ii. The **reselection** of schools shall be guided by the same eligibility and readiness criteria applied during the initial validation.
- iii. Priority for replacement shall be given to schools already validated and deemed eligible and already included in the initial long list.

d. Reprogramming Between Components

- i. Schools that are pre-qualified but need to be **reprogrammed** from one component to another (e.g., from Component 1-DepEd to Component 2 DPWH, or vice versa) after the conduct of joint validation by DepEd and DPWH shall be:
 - **Ranked last** in the list of shortlisted schools for the **revised component**.
 - Subject to availability of budget and implementation capacity within the new component.
 - The **ranking of recipient schools** shall be observed and maintained across both components for planning, programming, and monitoring purposes.
- ii. **Reprogramming of schools must be contained within the approved allotment per component.** Both Implementing Agencies (IAs) shall ensure that any reprogramming will not result in a significant deviation from the total allocated cost per component. Adjustments must remain strictly within the authorized budget ceilings.
- iii. **Preparation and submission of final list and proposed reprogramming of recipient schools** shall be made by the DPWH DAED consultant/s after the joint field validation. DAED and DUPA of the school subject for reprogramming shall be reviewed and endorsed by the Project Management Consultant (PMC) and concurred by the respective Project Management Offices (PMOs)
- iv. **Final approval of any proposed reprogramming.** If the reprogramming of one recipient school is deemed necessary but will involve additional cost of more than 50% of the allotted cost or constitutes a major impact on project scope or total cost allocation per component, it must be elevated for final approval by the Project Technical Committee (PTC).

4. Timeline and Activities

Activity	Start Date	End Date
Orientation on the use of KOBO ToolBox (First Batch-Year 1- completed)	March 19, 2025	March 24, 2025
(Refresher Course/Training on the use of ISRS KOBO ToolBox (Second Batch-Year 2)	October 2025	November 2025

Activity	Start Date	End Date
Conduct of Site Pre-validation/Pre-qualification <i>Identify pre-listed schools if:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Have not received intervention or support <input type="checkbox"/> With valid site ownership documents <input type="checkbox"/> With buildable space (for pilot reconstruction) <input type="checkbox"/> Absence of disqualifying risks <input type="checkbox"/> To be reprogrammed (change of component) 	July 1, 2025	October 31, 2025
Uploading of Pre-qualification Report using KOBO ToolBox	July 1, 2025	October 30, 2025
Joint Validation with PMC and DAED Firm (First & Second Batch- Year 1&2)	1st Quarter 2026	3rd Quarter 2026
Target procurement of Works for (First & Second Batch- Year 1&2)	3rd Quarter 2026	4th Quarter 2026

5. Submission and Uploading of Reports

To ensure the accurate and timely collection of critical educational data that supports evidence-based policy formulation, program monitoring, and evaluation, this initiative aims to streamline data collection processes to efficiently capture essential educational indicators. It also seeks to improve the accuracy and timeliness of reports submitted by schools and regional offices, while promoting transparency and enhancing access to educational data for all stakeholders.

6. Implementation Process and Guidelines

The proper project implementation will begin with a **pre-qualification survey** conducted from July-October 2025 among the initially identified schools using KOBO Light app. Only those that meet the required criteria enumerated above will be eligible to proceed to the next stages of implementation.

Once qualified, **designated personnel from these schools will undergo orientation and training** on the proper use of the comprehensive **ISRS Kobo Toolbox platform**, with a focus on utilizing the Kobo Collect app on Android devices, ISRS Forms for Field Validation:

School-level Validation: <https://ee.kobotoolbox.org/x/4a4D5RmF> (by School Heads and other assigned staff)

Building-level Validation: <https://ee.kobotoolbox.org/x/MXtZS2ZB> (by SDO Engineers/Architects), which is recommended for its compatibility and ease of use in field data collection.

To support accurate and efficient implementation, a comprehensive user guide will be provided. This will walk users through each step of the process—from accessing the platform to accurately completing and submitting the necessary forms, a dedicated technical support staff will be available to assist users with troubleshooting and to address any issues or questions that may arise.