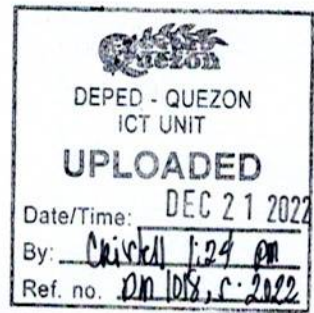




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 December 2022

DIVISION MEMORANDUM
DM No. 1018, s. 2022

GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND MONITORING OF THE IMPLEMENTATION OF DEPED TLS FUND

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Head In-Charge for School Governance and Operation
School Heads
All Others Concerned

1. In reference to **Memorandum No: DRMS-10-28-2002-0002** *Download Support Fund for Response Intervention to Schools Affected by STS Karding.*
2. Attached herewith are the *Guidelines on the Utilization, Documentation, and Monitoring of the Implementation of DepEd TLS Fund.*
3. For your guidance and strict compliance.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

drmapr/12/07/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

ANNEX A

GUIDELINES ON THE UTILIZATION, DOCUMENTATION, AND MONITORING OF THE IMPLEMENTATION OF DEPED TLS FUNDS

I. Pre-Procurement

1. Modification of DepEd TLS Design

- a. **Annex A.1** shows the standard DepEd TLS design with the list of materials needed for construction. In the absence of standard materials, the divisions may proceed with procurement of alternative materials available in the locality provided that (a) changes in materials, design, and specifications are in accordance with standards of a safe learning temporary facility; and (b) the DRRMS and EFD are informed of the changes.
- b. Any changes in materials, design, and specifications should be prepared by the Division or Regional Engineer and approved by the Division Superintendent. Any modification should observe safety and functionality standards intended for DepEd TLS, which comprises but are not limited to the following:
 - b.1. DepEd TLS should last up to a period of at least six months;
 - b.2. The size of DepEd TLS should follow the standard 7.2 X 8.4 square meters as indicated in Annex A.1 (Standard DepEd TLS Design);
 - b.3. The DepEd TLS should have proper ventilation and lighting to make learning conducive;
 - b.4. There should be walls around every unit of DepEd TLS, ensuring protection and minimizing distraction from surroundings; and
 - b.5. The location of DepEd TLS should be in a safe area within the school premises.
- c. The labor cost of construction of DepEd TLS may be minimized by mobilizing the LGU, PTA, AFP, DSWD (Cash for Work Program), and/or other available stakeholders and programs in the locality;
- d. The total cost per unit of the modified DepEd TLS should not exceed P180,000.00.
- e. All changes in DepEd TLS materials, design, and specifications should be reported by concerned divisions immediately up until two weeks after the receipt of sub-ARO to the Office of the Undersecretary for Administration (OUA), with copies sent to DRRMS and EFD. The following documents shall be submitted:



- e.1. A written narrative on the justification for such changes signed by the Superintendent;
- e.2. The modified DepEd TLS design with corresponding costs duly prepared by the engineer, and approved by the Superintendent; and
- e.3. The accomplished implementation plan of the TLS Monitoring Template as attached in **Annex B**.

2. Realignment requests

- a. **Annex A.2** provides the list of schools and their corresponding DepEd TLS allocations. In cases where there are changes in TLS needs and interventions, the divisions may request for realignment of funds for DepEd TLS, provided that:
 - a.1. The funds requested to be realigned shall be used for the purpose of procurement of supplies, materials, and labor for the construction of DepEd TLS for other school/s;
 - a.2. The identified new recipient school/s by the division have not been allocated with DepEd TLS by the DRRMS and have shortage of classrooms due to damages; and
 - a.3. The original school/s with DepEd TLS allocation confirm that there is/are no need for DepEd TLS in their school/s.
- b. The request for realignment of DepEd TLS shall consist of the following:
 - b.1. A narrative stating the changes in TLS needs and interventions and necessitating realignment of DepEd TLS from one school to another to be duly signed by the Superintendent;
 - b.2. Attached document from original school/s with allocated DepEd TLS stating that the school/s no longer need DepEd TLS signed by the School Head/s; and
 - b.3. A vetted Rapid Assessment of Damage Report (RADaR) of the identified new school/s to receive DepEd TLS. The RADaR should include the number of damaged classrooms and total TLS needed.
- c. The required documents for request for realignment shall be sent to the DRRMS for their review. The requested new list of schools, which meet the criteria set by the DRRMS, shall be endorsed to the Office of the Undersecretary for Administration (OUA) for the Undersecretary's final approval.
- d. Realignment requests should be done one (1) month after the sub-ARO has been downloaded to the concerned divisions.



II. Procurement

1. The list of schools and corresponding DepEd TLS units are in the attached listing of schools with allocation for DepEd TLS funds (please see **Annex A.2**). The funds allocated for DepEd TLS can only be utilized for the procurement of materials, supplies, and labor for the construction of DepEd TLS. The divisions can proceed with procurement of materials, supplies, and labor for DepEd TLS short of award while waiting for the issuance of sub-ARO.
2. Procurement of supplies, materials, and labor should be in accordance with existing procurement procedures. Various appropriate methods of procurement may be utilized to fast-track completion
3. All progress on procurement should be reported using the TLS Monitoring Template two (2) or four (4) weeks after the receipt of sub-ARO or earlier to the DRRMS.

III. Construction

1. All actual DepEd TLS should follow the standard DepEd TLS design or the submitted modified DepEd TLS design by divisions. In addition to the abovementioned standards for DepEd TLS, the division should ensure the safety of the location where DepEd TLS should be constructed within the school premises.
2. All progress on construction should be reported using the TLS Monitoring Template four (4) or six (6) weeks after the receipt of sub-ARO or earlier to the DRRMS.

IV. Monitoring

1. For the purpose of documentation and monitoring, recipient divisions are required to do the following:
 - a. Consolidate and/or take photos of schools before and after TLS construction;
 - b. Archive copies of procurement documents and liquidation reports;
 - c. Provide a brief summary on gaps and issues during and after the implementation of TLS; response to the mentioned gaps and issues; and best practices, if any;
 - d. Accomplish the TLS Monitoring Template attached to this memorandum; and
 - e. Submit photos, brief summary reports, and accomplished TLS Monitoring template to DRRMS.



2. All division DRRM Coordinators should ensure submission of the TLS Monitoring Template in three batches.

The first, second, and third update on TLS Monitoring should be submitted on the second, fourth, and sixth week after receipt of approved TLS allocation, respectively.

The first submission should include complete information on Implementation Plan (Section A) while the second and third submission should include remaining necessary information in the template. The last submission on the sixth week after receipt of approved TLS allocation should include other pertinent documents and photos indicated in this memorandum.

3. Likewise, the Division DRRM Coordinators are expected to coordinate with various offices such as the School Governance and Operations Division (SGOD), the BAC Secretariat, and Division Finance Office to ensure timely submission and accuracy of the said reports.
4. All Regional DRRM Coordinators are required to monitor the progress of TLS procurement and construction by ensuring that all divisions submit the necessary documents on time, and that all submissions from divisions are complete and accurate.
5. Reports should be submitted via email to drmo@deped.gov.ph and the respective Regional Offices. Any issues and concerns regarding procurement and construction of TLS should be reported to DepEd DRRMS immediately.

For further clarifications please contact Jan Manuel Hebron at jan.hebron@deped.gov.ph.



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**PROGRAM OF WORKS
DETAILED COST ESTIMATE**

PROJECT: PROPOSED ONE(1) CLASSROOM TEMPORARY LEARNING SPACE
LOCATION:
OWNER:

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
ADMINISTRATIVE BUILDING								
A	Earthworks							
	Clearing and Grubbing	sq m	60.48		20.00		1,209.60	1,209.60
	Structural Excavation	cu m	2.00		249.50		499.00	499.00
	Backfilling and Compaction	cu m	0.00	700.00	230.13			
	Gravel Bedding	cu m	5.00	700.00	283.15	3,500.00	1,415.74	4,915.74
	Sub-Total							6,624.34
B	Concreting Works							
	Portland Cement	bags	50.00	252.00	75.89	12,600.00	3,794.42	16,394.42
	Sand	cu m	4.00	980.00	348.06	3,920.00	1,392.25	5,312.25
	Gravel 3/4	cu m	6.00	1,405.00	613.29	8,430.00	3,679.75	12,109.75
	Sub-Total							33,816.42
C	Rebars		342.59					
	Slab							
	D10mm x 6.00 mts RSB	pcs	25.00	171.12	55.59	4,278.00	1,389.85	5,667.85
	G 1 Wire # 16	kgs	6.00	71.40	23.22	428.40	139.32	567.72
	Sub-Total							6,236.67
H	Roofing Works		12.00					
	Pre-painted Corrugated G.I. Sheet Ga 26, 36" x 8'	pc	44.00	1,450.00	159.30	63,800.00	7,009.20	70,809.20
	Pre-painted Ridge Roll Ga 26, 24" x 8'	pc	4.00	303.33	45.50	1,213.33	182.00	1,395.33
	Umbrella Nails	kg	7.00	79.00	11.94	553.00	83.59	636.59
	Roof Sealant	L	1.00	470.00	65.87	470.00	65.87	535.87
	Roof Insulator 10mm x 1m	L	80.00	90.00	5.00	7,200.00	400.00	7,600.00
	Sub-Total							80,976.99
I	Carpentry Works		12.00					
	Front, Rear, Right & Left Elevations							
	2" x 3" Coco Lumber, Wood Beam	bd-ft	180.00	35.00	6.45	6,300.00	1,161.14	7,461.14
	4" x 4" Coco Lumber, Main post	bd-ft	150.00	35.00	6.45	5,250.00	967.62	6,217.62
	2" x 3" Coco Lumber, Secondary Post	bd-ft	140.00	35.00	6.45	4,900.00	903.11	5,803.11
	2" x 3" Coco Lumber, Diagonal Wall Stud	bd-ft	215.00	35.00	6.45	7,525.00	1,388.02	8,913.02
	Hywood Nanne 1/4" x 4 x 8'	pcs	18.00	378.00	149.57	6,804.00	2,692.32	9,496.32
	Common Wire Nails	bd-ft	15.00	80.00	15.71	1,200.00	235.64	1,435.64
	Machine Bolts with Std. Nuts and Washers, 1/2" x 7"	pcs	90.00	15.00	4.60	1,350.00	432.00	1,782.00
	Blackboard							
	Rough Lumber, Sun Dried, Tangle	bd-ft	40.00	43.00	17.34	1,720.00	693.74	2,413.74
	Lawanit, 1/4" thk	pcs	2.00	280.00	84.62	560.00	169.25	729.25
	Finishing Nails	kgs	1.00	80.00	23.48	80.00	23.48	103.48
	Common Wire Nails	kgs	1.00	80.00	15.71	80.00	15.71	95.71
	Sub-Total							44,449.90
L	Painting Works							
	Enamel Flatwall	gal	5.00	595.00	156.32	2,975.00	781.59	3,756.59
	Enamel Semi-Gloss	gal	3.00	620.00	150.55	1,860.00	451.66	2,311.66
	Paint Thinner	gal	1.00	286.00	72.53	286.00	72.53	358.53
	Paint Brush 2"	pcs	3.00	180.00	100.00	540.00	300.00	840.00
	Roller Brush 4"	pcs	2.00	115.00	200.00	230.00	400.00	630.00
	Sub-Total							7,896.78
	Others							
	DIRECT COST (J)							180,000.00
	TOTAL CONSTRUCTION COST							180,000.00
	TOTAL PROJECT COST							180,000.00

Prepared by

ENGR. JAMES D. ALCONES
Senior Technical Assistant II

Recommending Approval

RONILAR CO
Director IV-DRRMS

Noted by

ENGR. ANNABELLE PANGAN
Chief, Education Facilities Division

Approved by

Undersecretary for Operations



PROPOSED TEMPORARY LEARNING SPACE
EXTERIOR PERSPECTIVE 1



PROPOSED TEMPORARY LEARNING SPACE
EXTERIOR PERSPECTIVE 2



PROPOSED TEMPORARY LEARNING SPACE
INTERIOR PERSPECTIVE 2

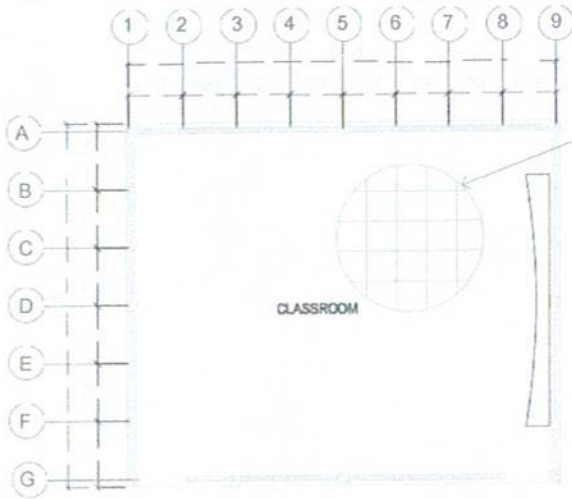


PROPOSED TEMPORARY LEARNING SPACE
INTERIOR PERSPECTIVE 1

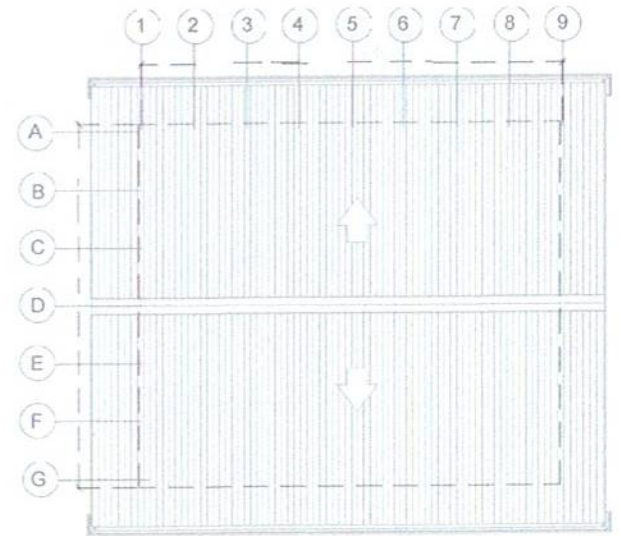
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SCHEDULE OF WOOD COMPONENTS	
COMPONENT	SPECIFICATIONS
POST	100mmx100mm COCO LUMBER
	50mmx75mm COCO LUMBER
BEAM GIRDER	50mmx75mm COCO LUMBER
RAFTER TOP CHORD	50mmx75mm COCO LUMBER
RAFTER RIDGE BOARD	50mmx100mm COCO LUMBER
RAFTER COLLAR TIE	50mmx75mm COCO LUMBER
PURLINS	50mmx50mm COCO LUMBER
DIAGONAL WALL STUD	50mmx50mm COCO LUMBER



CLASSROOM
DOOR



DESIGNED BY:
ARCH. WALTER LOPEZ C. DELA
SENIOR ARCHITECT, REGISTERED ARCHITECT
REGISTERED ARCHITECT AND INTERIOR DESIGNER

NOTED BY:
RONELDA R. CO
DIRECTOR IV
DIVISION OFFICE, REGISTERED ARCHITECT

RECOMMENDED APPROVAL:
ENGR. ANNABELLE E. FANDON
DIRECTOR
EDUCATION FACILITIES DIVISION

APPROVED BY:
ALAN DEL E. PASOJA
SUPERVISOR FOR PLANNING

PROJECT TITLE:
**PROPOSED TEMPORARY
LEARNING SPACE**

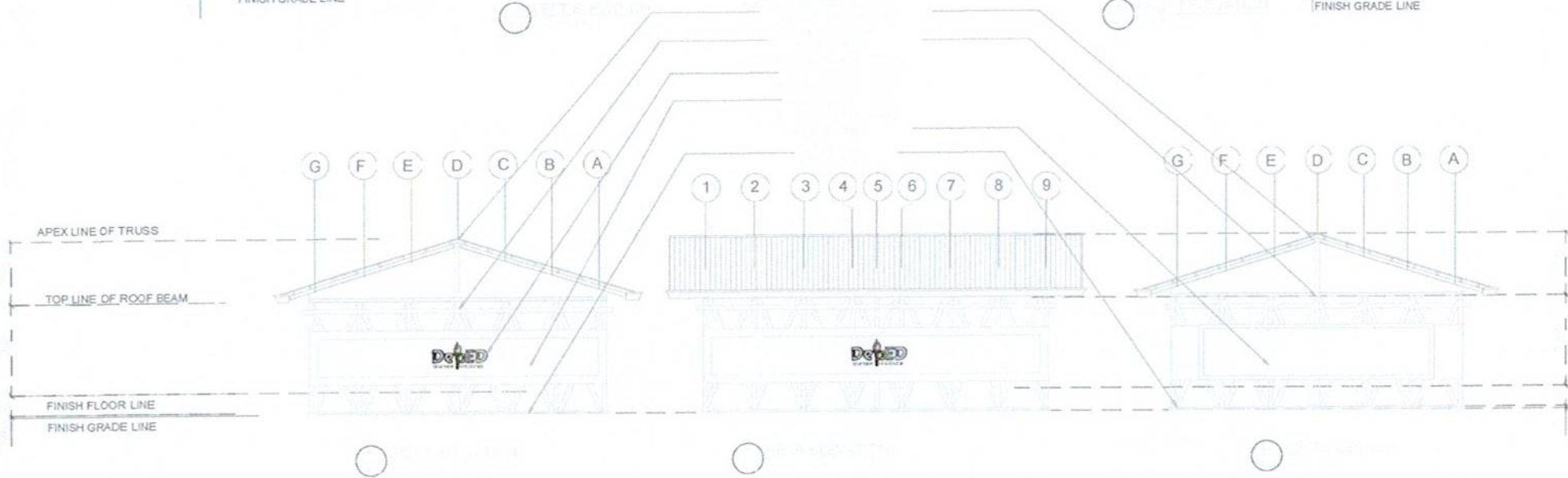
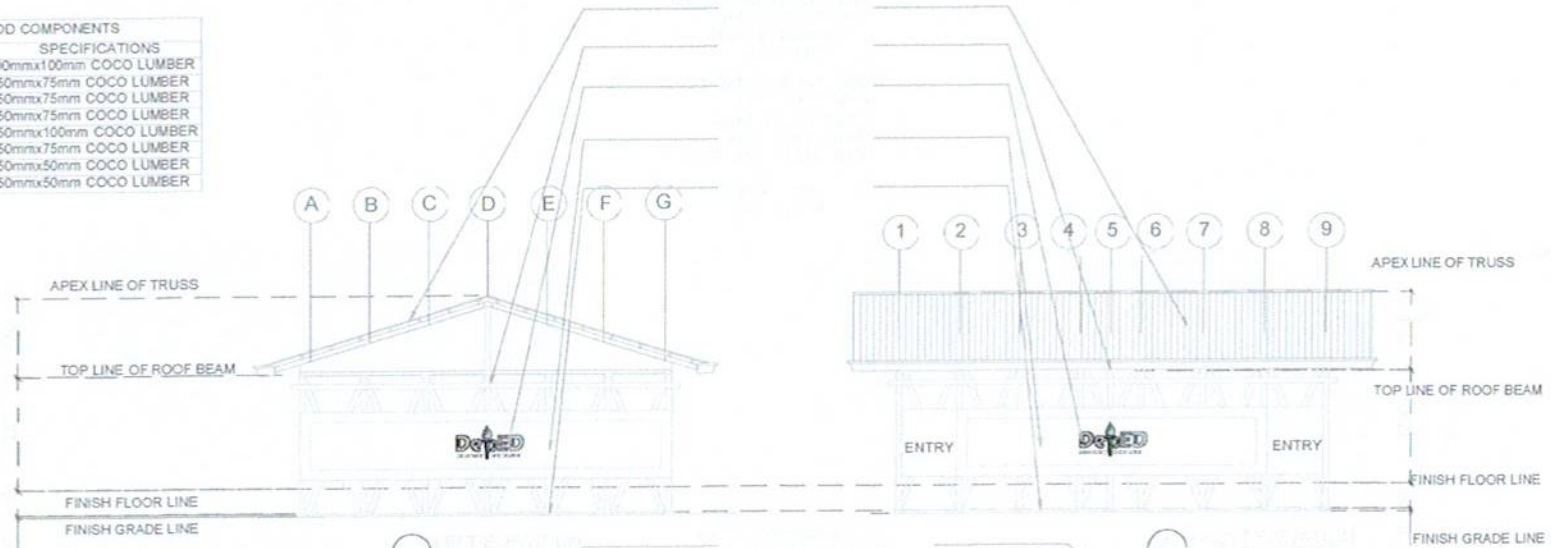
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ROOF PLAN FLOOR PLAN

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PROJECT NO. 2024-01-001
DESIGNED BY: ARCHITECT WALTER C. DELA
NOTED BY: ARCHITECT RONELDA R. CO
DATE: 08/20/24

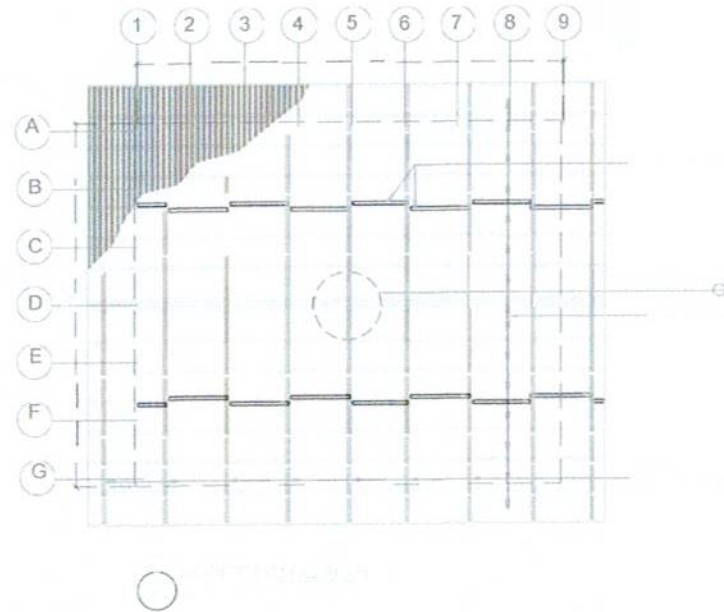
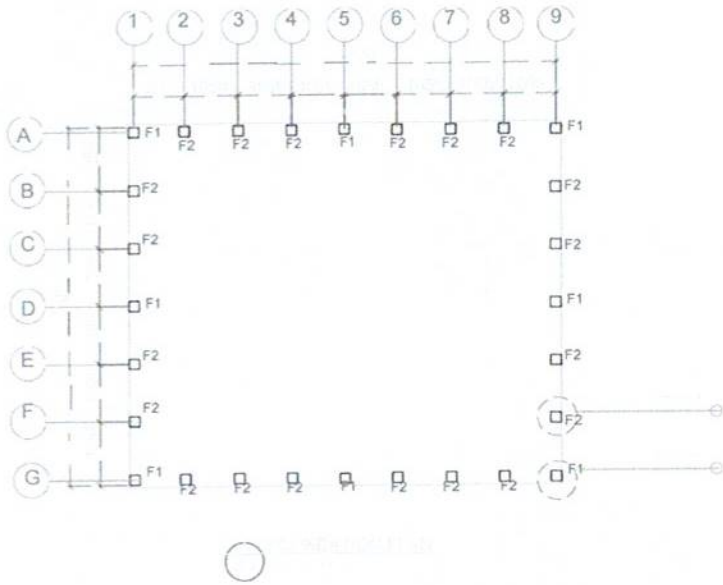
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SCHEDULE OF WOOD COMPONENTS	
COMPONENT	SPECIFICATIONS
POST	100mmx100mm COCO LUMBER
BEAM GIRDER	50mmx75mm COCO LUMBER
RAFTER TOP CHORD	50mmx75mm COCO LUMBER
RAFTER RIDGE BOARD	50mmx100mm COCO LUMBER
RAFTER COLLAR TIE	50mmx75mm COCO LUMBER
PURLINS	50mmx50mm COCO LUMBER
DIAGONAL WALL STUD	50mmx50mm COCO LUMBER



	DESIGNED BY: ARDA M. LOPEZ C. CELIS SENIOR ARCHITECT, GRADUATE I DIVISION FOR FACILITIES AND WORKSPACE SERVICES	NOTED BY: ROSITA R. CO SENIOR ARCHITECT, GRADUATE I DIVISION FOR FACILITIES AND WORKSPACE SERVICES	RECOMMENDED APPROVAL 1: ENGR. AMELITA R. PAGAN CHIEF EDUCATION FACILITIES DIVISION	APPROVED BY: ALAN D. B. PINEDA SUPERINTENDENT FOR INFRASTRUCTURE	PROJECT TITLE: PROPOSED TEMPORARY LEARNING SPACE LOCATION:	OWNER: DEPARTMENT OF EDUCATION DepED	DIVISIONS: FRONT ELEVATION REAR ELEVATION LEFT SIDE ELEVATION RIGHT SIDE ELEVATION	SHEET NO. ARCHITECTURAL 3 APPROVED BY: DESIGNED BY: CHECKED BY: DIVISION: DATE: 08/26/2016
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COMPONENT	SPECIFICATIONS
POST	100mmx100mm COCO LUMBER
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RAFTER RIDGE BOARD	50mmx100mm COCO LUMBER
RAFTER COLLAR TIE	50mmx75mm COCO LUMBER
PURLINS	50mmx50mm COCO LUMBER
DIAGONAL WALL STUD	50mmx50mm COCO LUMBER



DESIGNED BY:

MICA WALTER LOPEZ C. CELIS
ENGR. SPECIAL ASSISTANT I
DESIGNER FOR RESEARCH AND INNOVATION SERVICE

NOTED BY:

RENILDA R. GO
DIRECTOR V
DESIGNER FOR RESEARCH AND INNOVATION SERVICE

RECOMMENDING APPROVAL:

ENGR. ANABELLA R. PANGAN
SHEP
DESIGNER FOR RESEARCH AND INNOVATION SERVICE

APPROVED BY:

ALAN DEL B. PASCIA
UNDERSECRETARY FOR ADMINISTRATION

PROJECT TITLE:
PROPOSED TEMPORARY
LEARNING SPACE

LOCATION:

OWNER:

DEPARTMENT OF EDUCATION
DepED

DESIGNER:

FOUNDATION PLAN
ROOF FRAMING PLAN

SHEET NO. ARCHITECTURAL 4

DESIGNED BY: MICA WALTER LOPEZ C. CELIS

NOTED BY: RENILDA R. GO

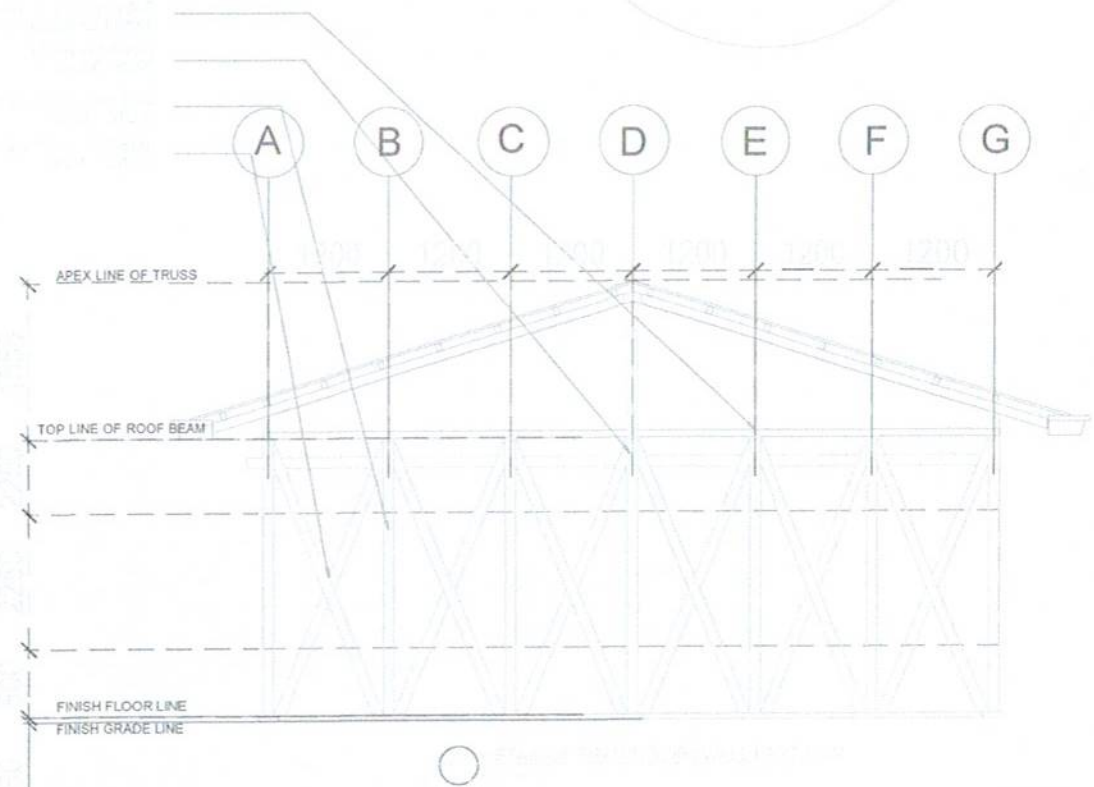
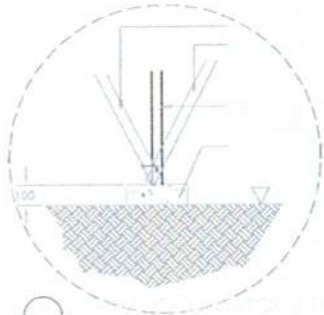
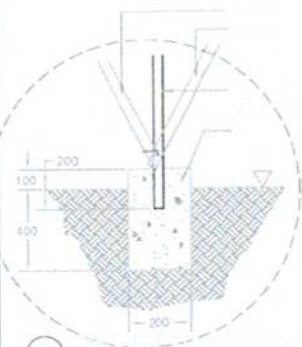
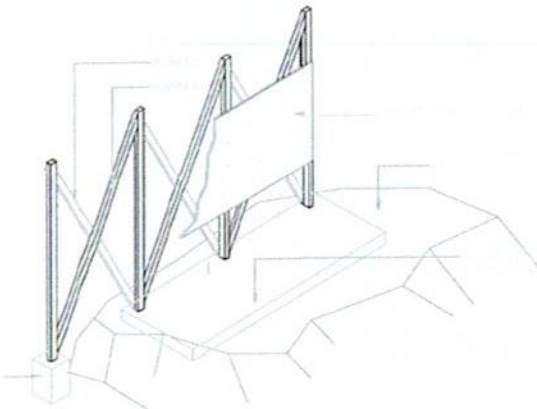
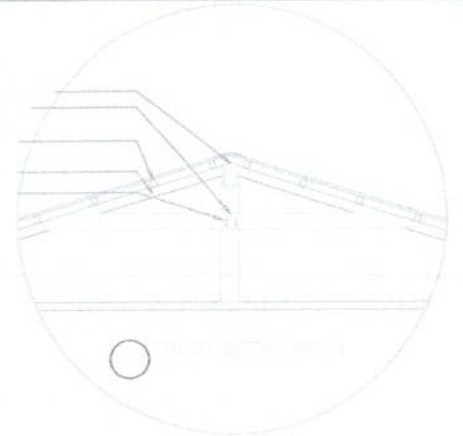
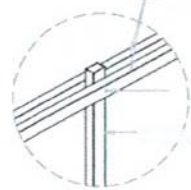
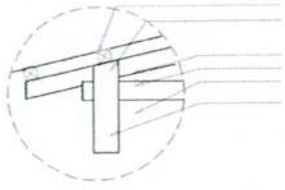
RECOMMENDED BY: ANABELLA R. PANGAN

APPROVED BY: ALAN DEL B. PASCIA

DATE: 08/28/2018

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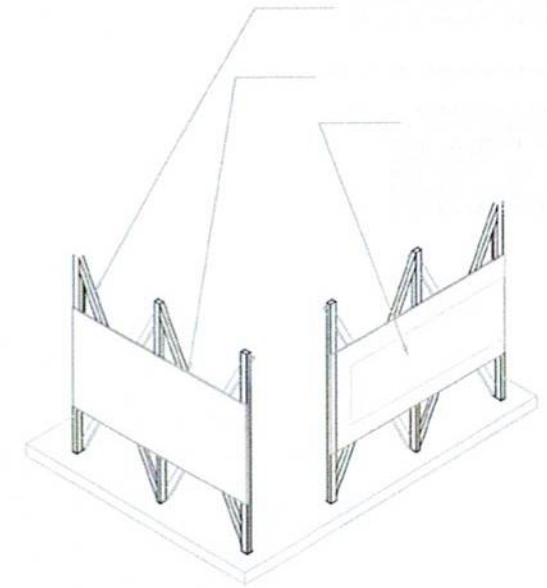
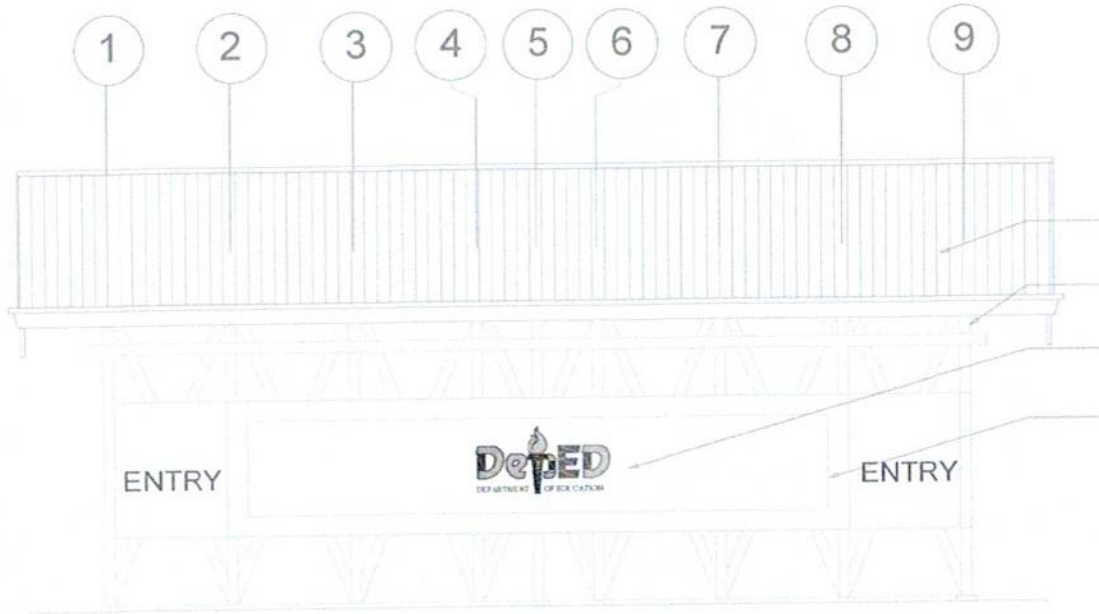
SCHEDULE OF WOOD COMPONENTS	
COMPONENT	SPECIFICATIONS
POST	100mmx100mm COCO LUMBER
BEAM GIRDER	50mmx75mm COCO LUMBER
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PURLINS	50mmx50mm COCO LUMBER
DIAGONAL WALL STUD	50mmx50mm COCO LUMBER



	DESIGNED BY: ARON M. CELIS SENIOR ARCHITECT SENIOR ARCHITECT	CHECKED BY: RONELA R. CO SENIOR ARCHITECT SENIOR ARCHITECT	REVISIONS APPROVAL: ENGR. MARIBEL A. PASCUA SENIOR ARCHITECT SENIOR ARCHITECT	APPROVED BY: ARON M. CELIS SENIOR ARCHITECT SENIOR ARCHITECT	PROJECT TITLE: PROPOSED TEMPORARY LEARNING SPACE	OFFICE: DEPARTMENT OF EDUCATION DepED	DRAWING: WOODEN GIRDER DETAIL (ISOMETRIC DETAIL) CONCRETE FOUNDATION (F1) CONCRETE FOUNDATION (F2) DETAIL OF FRAMING DRYWALL PARTITION	SHEET NO. ARCHITECTURAL 5 PROJECT NO. 2024-01-01 DRAWN BY: ARON M. CELIS CHECKED BY: RONELA R. CO DATE: 2024-01-01
	ADDRESS: MARILYN HERRERA, PANGLOSS, CEBU	LOCATION:	DATE: 2024-01-01	SCALE:				

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SCHEDULE OF WOOD COMPONENTS	
COMPONENT	SPECIFICATIONS
POST	100mmx100mm COCO LUMBER
BEAM GIRDER	50mmx75mm COCO LUMBER
RAFTER TOP CHORD	50mmx75mm COCO LUMBER
RAFTER RIDGE BOARD	50mmx100mm COCO LUMBER
RAFTER COLLAR TIE	50mmx75mm COCO LUMBER
PURLINS	50mmx50mm COCO LUMBER
DIAGONAL WALL STUD	50mmx50mm COCO LUMBER



REPUBLIC OF THE PHILIPPINES  DEPARTMENT OF EDUCATION MINDANAO LIAISON OFFICE	DESIGNED BY:  MICHAEL JOSE C. CELIS SENIOR ARCHITECT DIVISION OFFICE FOR REGIONAL AND MANAGEMENT SERVICES	NOTES BY:  RONELA R. CO ARCHITECT DIVISION OFFICE FOR REGIONAL AND MANAGEMENT SERVICES	ECONOMIC APPROVAL:  ENGR. ANNABELLA B. PANGAN CHIEF EDUCATION FACILITIES DIVISION	APPROVED BY:  ALAN DEL B. PRECIA UNDERSECRETARY FOR ADMINISTRATION	PROJECT TITLE: PROPOSED TEMPORARY LEARNING SPACE LOCATION: MINDANAO LIAISON OFFICE, DAVAO CITY, DAVAO	DEPARTMENT OF EDUCATION DepED	CONTENTS: DETAIL OF LOGO AND PAINTWORK DETAIL OF LOGO OF FRONT ELEVATION ISOMETRIC DETAIL OF LOGO COLOR SCHEME	SHEET NO. ARCHITECTURAL B PURCHASED BY: ARCHITECT FOR MINDANAO LIAISON OFFICE (2024) CHECKED BY: ARCHITECTURE ENGINEER C. CELIS DESIGNED BY: DIVISION OFFICE DIVISION DATE: 08/26/2024
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