



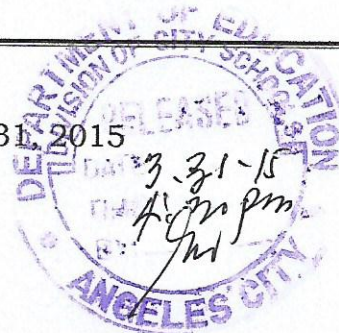
Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
**Angeles City**

Jesus Street, Pulungbulu, Angeles City  
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



March 31, 2015

Division Memorandum  
No. 56 s. 2015



**EASY-TO-USE CIVIL SOCIETY ORGANIZATION PROCUREMENT and PROJECT  
MONITORING CHECKLIST**

TO: Heads of Public Elementary and Secondary Schools  
Division Bids and Awards Committee  
School Bids & Awards Committees

1. The collaborative engagement of civil society organizations in monitoring activities is now widely recognized to make sure that the procurement and project implementation processes are conducted in an efficient and transparent manner ensuring best value for money. The CSO involvement does not mean replacing government functions, but just observing how the procurement and project implementation procedures are conducted based on the publicly available information and checking the quality, timelessness and quantities of the final results (deliverables).
2. The objectives of this monitoring checklist are:
  - To guide the CSO in the monitoring of the actual procurement and project implementation processes.
  - To help the CSO properly check the performance and quality of deliveries.
  - To help the CSO become efficient and effective in identifying and collecting information using the checklist.
3. Wide dissemination of the contents of this Memorandum is earnestly desired.

  
**NICOLAS T. CAPULONG, Ph.D., CESO V**  
*Schools Division Superintendent*





Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
**Angeles City**

Jesus Street, Pulungbulu, Angeles City

Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



# EASY-TO-USE CIVIL SOCIETY ORGANIZATION PROCUREMENT and PROJECT MONITORING CHECKLIST

Prepared:

EDGAR L. MANABAT  
EPS - SGOD

Recommending Approval:

LYN V. LANSANGAN  
Chief - SGOD

Approved:

NICOLAS T. CAPULONG, Ph.D., CESO V  
Schools Division Superintendent

MONITORING CHECKLIST	
Date of Visit	
Name of Monitor	
Organization	
Person on Site During Inspection:	During Inspection:  <div style="text-align: center;"> <input type="checkbox"/> The Contractor is present (Y or N)  <input type="checkbox"/> The DepED Engineer is present (Y or N)         </div>
Name of Contractor Representative	
Name of DepED Engineer:	
Planned Duration:	
Planned Cost:	
Construction Progress	
At what inspection point is the construction at during inspection ( Put a check mark)	
<b>I</b>  <input type="checkbox"/> 1 Site Identification <input type="checkbox"/> 2 Project Meeting <input type="checkbox"/> 3 Program of Works <input type="checkbox"/> 4 Site Inspection <input type="checkbox"/> 5 Procurement	<b>II</b>  <input type="checkbox"/> 1 Earthworks <input type="checkbox"/> 2 Concrete Works <input type="checkbox"/> 3 Masonry Works <input type="checkbox"/> 4 Roofing Works <input type="checkbox"/> 5 Carpentry Works <input type="checkbox"/> 6 Painting Works



I. PRE-CONSTRUCTION STAGE			
Monitoring Points	Yes	No	Remarks
<b>Activity 1: Site Identification</b>			
1. Did the issue of "property ownership" surface in the project site identification? <i>Lumitaw ba sa site identification ang usapin sa pagmamay-ari ng lupa?</i>			
2. Was the site suitable for the project? <i>Angkop ba ang lugar sa proyekto?</i>			
3. Was there a meeting to discuss issues and concerns? <i>Nagkaroon ba ng pulong upang pag-usapan ang mga isyu?</i>			
<b>Activity 2: Project Meeting</b>			
1. Was there a meeting to finalize project site? <i>Nagkaroon ba ng pulong upang pagdesisyon ang project site?</i>			
2. Was the project management team formed? <i>Binuo na ba ang project management team?</i>			
3. Was the documentation of property ownership in order? Maayos ba ang dokumentasyon nging pagmamay-ari ng lupa?			
Was the School Principal consulted on the Plans and Program of Works? <i>Kinunsulta ba ang School Principal sa plano at Program of Works?</i>			
Was the schedule announced prior to construction?			
<b>Activity 3: Program of Works</b>			
Did DPWH District Engineering Office provide copy of Program of Works prior to construction? <i>Nagbigay ba ng kopya ng Program of Works bago magsimula ang konstruksyon?</i>			Cost: Duration:
2. Did you have difficulty getting a copy of the Program of Works? <i>Nahirapan ka bang himingi ng kopya ng Program of Works?</i>			Elaborate:
3. Is the Program of Works consistent with DepED standards? <i>Ang Program of Works ba ay naaayon sa itinakdang pamantayan ng DepED?</i>			DepED standards: <input type="checkbox"/> cemented floor <input type="checkbox"/> smooth finished walls <input type="checkbox"/> painted walls, ceiling and roofing <input type="checkbox"/> full cathedral-type ceiling (for single-storey) or drop ceiling (for multi-storey) <input type="checkbox"/> complete set of windows (2 facing walls) <input type="checkbox"/> two entrances with doors <input type="checkbox"/> complete electrical wires and fixtures <input type="checkbox"/> roofing or weather protection <input type="checkbox"/> blackboard
<b>Activity 4: Site Inspection</b>			
1. Was a site inspection conducted? <i>Nagsagawa ba ng site inspection?</i>			When: Where: Represented offices/groups: <input type="checkbox"/> DPWH <input type="checkbox"/> PTCA <input type="checkbox"/> DepED <input type="checkbox"/> NGO <input type="checkbox"/> LGU <input type="checkbox"/> DENR <input type="checkbox"/> Barangay Office
2. Did DPWH give orientation on project plans during site inspection? <i>Nagsagawa ba ng project orientation?</i>			When:



I. PRE-CONSTRUCTION STAGE			
Monitoring Points	Yes	No	Remarks
<b>Activity 5: Procurement</b>			
<b>The Invitation to Apply for Eligibility and to Bid is advertised and posted?</b> When, where and how long did they post an Invitation to Apply for Eligibility and to Bid? <i>Kailan, saan at gaano katagal naganap ang paglathala ng Imbitasyon sa paglahok sa bidding?</i>			Date:
<b>The Bidding Documents were issued?</b> When were the bidding documents made available to prospective bidders? <i>Kailan naihandang mga bidding documents upang makabili ang mga nais lumahok sa bidding?</i> How much did prospective bidders pay for the bidding documents? <i>Magkano ang halaga ng mga bidding documents?</i> How were the bidding documents issued? <i>Sa paanong paraan inilaan ang mga bidding documents?</i>			Date:  Amount of Bid Docs:  Elaborate:
<b>Pre-Bid Conference is conducted? Issuance of Supplemental/ Bid Bulletins is done?</b> Naganap ang Paunang pagpupulong bago mag bidding, nagpapaabot ng Supplemental/Bid Bulletins?			
How was the Pre-Bid Conference conducted? <i>Sa paanong paraan naisagawa ang Pre-Bid Conference?</i>			
Was there a clarification or interpretation on the bidding documents after the Pre-bid Conference? <i>Nagkaroon ba ng klaripikasyon o pagbibigay linaw ukol sa mga bidding documents matapos ang paunang pagpupulong?</i>			
<b>How was a Supplemental/Bid Bulletin issued?</b> <i>Sa paanong paraan inilaan ang Supplemental/Bid Bulletin?</i>			
<b>1. Was bidding conducted for the project?</b> <i>Nagsagawa ba ng bidding para sa proyekto?</i>			If yes, When: Where: Who presided:
<i>The Eligibility and Bid Envelopes were received and opened?</i> <i>Tinanggap at binuksan ang mga Eligibility at Bid Envelopes?</i> How were the eligibility and bid Envelopes opened? <i>Sa paanong paraan binuksan ang mga eligibility at bidding documents?</i>			Mode of procurement used: Amount of Contract: Name of Contractor:
<b>The bids were evaluated?</b> <i>Sa paanong paraan sinuri ang mga bids?</i>			
<b>Post-Qualification of Bids is conducted?</b> <i>Nagkaroon ba ng Post-Qualification of Bids?</i>			
<b>Was there a Contract Awarding?</b> <i>Iginawad ba ang kontrata?</i>			
<b>How was the contract awarded?</b> <i>Sa paanong paraan iginawad ang kontrata?</i>			
<b>The contract have been signed and approved? The Notice To Proceed is issued?</b> <i>Nilagdaan at inaprubahan ang kontrata at naiipaabot ang Notice to Proceed?</i>			
<b>What were the rules followed the review and approval of contracts?</b> <i>Anu-ano ang mga patakaran na sinundan sa pag apruba ng kontrata?</i>			
<b>2. Were there issues and concerns raised?</b> <i>May mga usapin bang tinalakay?</i>			



II. CONSTRUCTION STAGE			
Monitoring Points	Yes	No	Details
<b>Activity 1: Earthworks and Excavation</b>			
1. Were garbage, plants, remains of old structures, and other obstructions removed and disposed of properly?			Observations:
<i>Maayos bang tinanggal at itinaon ang mga basura, halaman, tira ng lumang istruktura at iba pang sagabal sa konstruksyon?</i>			
2. Were there items (e.g. structures, trees) that had been unnecessarily damaged?			What:  Who is responsible for the damage?
<i>Mayroon bang bagay, istruktura o puno na aksidenteng nasira?</i>			
3. Was the excavation area in accordance with the plan in the Program of Works?			Planned Area in Program of Works: Actual Excavated Area:
<i>Ang sukat ba ng excavation ay ayon sa plano sa Program of Works?</i>			
<i>Ang sukat ba ng excavation ay ayon sa plano sa Program of Works?</i>			
4. Did the excavation disturb any slopes?			Observations:
<i>May nasira bang talilis dahil sa paghuhukay?</i>			
5. Was the excavated surface smooth and uniform?			Observations:
<i>Patag at pantay ba ang ibabaw ng hukay?</i>			
6. Were the excavated materials disposed of properly?			Observations:
<i>Itinaon ba nang maayos ang mga nahukay?</i>			
7. Were the excess materials (e.g. rocks and boulders) used as backfill materials?			If yes, was there permission from the Project Engineer?
<i>Ginamit bang backfill materials ang mga bato?</i>			



II. CONSTRUCTION STAGE			
Monitoring Points	Yes	No	Details
<b>Activity 2: Concrete Works</b>			
1. Was Type A or Portland Cement used? <i>Type A o Portland Cement ba ang ginamit?</i>			
2. Were the bags of cement stored properly? <i>Nakaimbak ba nang maayos ang mga bag ng semento?</i>			Indicators: <input type="checkbox"/> Bags of cement may get wet in the storage room <input type="checkbox"/> Storage room has cracks or openings between walls and roofs <input type="checkbox"/> Flooring is above ground <input type="checkbox"/> Cement bags are stacked close together
3. Were cements that already solidified or which contain lumps of caked cement still being used? <i>Ginagamit pa rin ba ang mga sementong namuo-muo at nagkatipak-tipak na?</i>			Observations:
4. Were cements salvaged from discarded or used bags still being used? <i>Ginagamit pa rin ba ang mga tira-tirang semento?</i>			Observations:
5. Did they mix cement with clean water? <i>Malinis na tubig ba ang hinahalo sa semento?</i>			Indicators: <input type="checkbox"/> no oil / no slat / no acid / no álcali / no grass  Observations:
6. Were quality coarse aggregates (gravel) used? <i>Tamang kalidad ba ang ginagamit na graba?</i>			Indicators: <input type="checkbox"/> Color is blue, not brown / Clean, no mixture of soil or clay / Hard, strong and durable; do not break easily / Free from any adherent coatings or crystals
7. Were quality fine aggregates (sands) used? <i>Tamang kalidad ba ang ginagamit na buhangin?</i>			Indicators: <input type="checkbox"/> Must come from the river, not sea (color: black) / Sands from different sources are not combined together
8. Was the correct proportion of water, cement and aggregates followed in the construction of columns and beams? <i>Sinusunod ba ang tamang panumbasan sa paghahalo ng tubig, semento at aggregates?</i>			Indicators: <input type="checkbox"/> Water: 15%-20% / Cement: 7%-14% / Aggregates: 66%-78%  Observations:
9. Were the materials in good shape? <i>Nasa maayos na kondisyon ba ang mga materyales?</i>			Indicators: <input type="checkbox"/> no rust / no cracks and laminations / no surface irregularities or mill scale  Observations:
10. Were the type, size and quantity of materials in accordance with the Program of Works? <i>Ayon ba sa Program of Works ang uri, sukat at bilang ng materyales?</i>			TYPE:                      SIZE:                      QTY:
11. Were the materials stored properly? <i>Maayos ba ang pag-iimbak sa mga materyales?</i>			Indicators: <input type="checkbox"/> Placed on a platform or above ground <input type="checkbox"/> It does not pose danger or injury to people  Observations:



II. CONSTRUCTION STAGE			
Monitoring Points	Yes	No	Details
<b>Activity 3: Masonry</b>			
1. Was the size of hollow blocks used in accordance with the Program of Works?  <i>Ayon ba sa Program of Works ang sukat ng hollow blocks?</i>			Program of Works: Actual:  Observations:
2. Was the size of steel bars used in accordance with the Program of Works?  <i>Ayon ba sa Program of Works ang sukat ng steel bars?</i>			Program of Works: Actual:  Observations:
3. Was the size of wires used in accordance with the Program of Works?  <i>Ayon ba sa Program of Works ang sukat ng wires?</i>			Program of Works: Actual:  Observations:
<b>Activity 4: Carpentry</b>			
2. Did the contractor buy the right number, size, and shape of materials as stated in the Program of Works?  <i>Ayon ba sa Program of Works ang bilang, sukat at hugis ng mga biniling materyales?</i>			Observations
3. Were the timber materials in good condition?  <i>Ang mga kahoy ba ay nasa maayos na kondisyon?</i>			Indicators: <input type="checkbox"/> no loose knots / no split / no worm hole / no decay / no warp / no ring separation
4. Were the materials stored properly?  <i>Maayos ba ang pagkaimbak ng mga materyales?</i>			
<b>Activity 5: Painting</b>			
1. Was the paint of good quality? <i>Maayos ba ang kalidad ng pintura?</i>			Indicators: <input type="checkbox"/> no excessive setting / no curdling / no caking / no gelling or thickening / no color separation / no lumps and skins
2. Did the paint brush easily? <i>Madali bang lumapat ang pintura?</i>			Indicators: <input type="checkbox"/> with good levelling properties / no running or sagging when applied to smooth vertical surface



III. POST CONSTRUCTION STAGE			
Monitoring Points	( - )	( + )	Comments / Observations
<b>1. Process</b>			
Was construction completed within schedule? <i>Natapos ba ang konstruksyon ayon sa schedule?</i>			Start: End:
Was a joint Final Inspection conducted? <i>Nagsagawa ba ng joint Final Inspection?</i>			When: Inspection Team members: <input type="checkbox"/> DPWH <input type="checkbox"/> DepED <input type="checkbox"/> Barangay <input type="checkbox"/> PTCA <input type="checkbox"/> CSO
Were defective works rectified within 15 days? <i>Naayos ba ang mga maling trabaho sa loob ng 15 araw?</i>			Defects rectified: 1. 2. 3.
Was construction completed according to specifications? <i>Natapos ba ang konstruksyon ayon sa mga takdang specifications?</i>			Lacking: 1. 2. 3.
<b>2. Structure</b>			
Concreting Wall & Column Footings Tie Beams/Beams Floor Slab Columns			
Roofing & Accessories Trusses/Rafters Purlins Corrugated GI Sheet Teckscrew			
Doors and Windows Panel Doors Flush Doors Doors Steel Casement Windows	Steel		
Plumbing Works Pipes Fittings Fixtures			
Painting Works Roofings Interior & Exterior Walls Ceiling Doors & Windows			
Painting Works Roofings Interior & Exterior Walls Ceiling Doors & Windows			



### III. POST CONSTRUCTION STAGE

#### 3. Conducive to Learning

Monitoring Points	( - )	( + )	Comments / Observations
<b>Indicators</b>			
<b>Sanitation:</b> Was the school building site sanitary?  <i>Malinis ba ang pinagtagayuan ng mga silid-aralan?</i>			What are the threats? How are they addressed?
Is the school building free from health threats?  <i>Ang mga silid-aralan ba ay walang banta sa kalusugan?</i>			
<b>Safety:</b> Does the school building have safety features?  <i>Mayroon bang safety features ang silid-aralan?</i>			- Emergency exit - Security Grills Ramp
Were there safety risks in the construction of the SBP?  <i>Nagkaroon ba ng mga banta sa kaligtasan noong itinatayo ang mga silid-aralan?</i>			
<b>Others:</b> What other aspects of the school building is either commendable or should still be improved?  <i>Ano pang aspeto ng silid-aralan ang kapuri-puri o kaya naman ay dapat pa ipagbuti?</i>			Commendable:  Still needs improvements:

#### 4. Immediate Concerns of the School

<b>Others:</b>			
What are the school's immediate concerns?  <i>Ano pa ang ibang mahahalagang pangangailangan ng eskwelahan?</i>			