1.0 REFERENCES

a. Presidential Decree No. 1445;
b. Republic Act No. 8150;
c. Revised Implementing Rules and Regulations of Republic Act No. 9184;
d. Republic Act No. 11260;
e. Generic Procurement Manual Volume 3;
f. DPWH Department Order No. 197 dated October 7, 2016;
g. DPWH Department Order No. 80 dated June 8, 2017;
h. DPWH Department Order No. 52 dated May 20, 2019;
i. DPWH Department Order No. 91 dated March 14, 2002
j. Minimum Standards for the Design of BJMP Jails (2018);
k. BJMP-DL-SOP-26 dated January 23, 2019;
l. PNP Reference Memorandum Circular No. 2012-008.

2.0 RATIONALE

It is the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned [1].

Prepared by: ALBERTO M MARIANO
Jail Chief Inspector
Chief, Real Property Div, DL

Reviewed by: DENNIS U ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations of the Jail Bureau/QMR

Approved by: ALLAN S IRAL, CESE
Jail Director
Chief, BJMP

Noted by: LUISITO C MUÑOZ, CESE
Jail Chief Superintendent
Director for Logistics

"Changing Lives, Building a Safer Nation"
General Appropriation Act of FY 2018 provided the BJMP with One Million Five Hundred Thousand Pesos (Pphp 1,500,000.00) for Survey, Research, Exploration and Development Expenses[2] that can be utilized only for site survey of the infrastructure project. However, the above mentioned appropriation, because of the bulk of projects that requires underground investigation, is not sufficient to accommodate the number of projects. The situation leads our regional engineers to assume only soil bearing capacities just to complete the detailed structural plans of their projects so that the procurement could commence as scheduled. As a result of the assumption, some of the projects, when implemented, need to have some revisions if the actual result of the soil investigation is lower than what is assumed which affected the total duration of the project and ultimately resulted to the delay in the utilization of funds.

Further, as provided in the Revised IRR of RA No. 9184, no bidding and award of contract shall be made unless the Detailed Engineering Investigations (DEI), surveys and designs including the acquisition of the Right of Way (ROW) for the project have been sufficiently carried out and duly approved in accordance with the standards and specifications prescribed by the HoPE concerned or his duly authorized representative, pursuant to the recommendation of the end-user or implementing unit [3].

Additionally, our regional engineers and even the engineers in the National Headquarters cannot regularly conduct inspections to check on the actual situation at the construction sites because of unavailability of funds. This situation again affected the quality of projects delivered by the contractors considering the inadequate monitoring from our designated site engineers.

With the given situations, it is the responsibility of the Bureau to ensure that there shall be an allocated fund for the conduct of DEI which involves the preparation and completion of plans and a separate budget for project monitoring during implementation so that the best quality, exact duration and use of these projects will be attained within projected schedule thereby improving the Bureau’s utilization of infrastructure funds.

3.0 OBJECTIVE:

- To improve the performance of Engineering works on the preparation of detailed engineering and supervision of infrastructure project of the BJMP;

"Changing Lives, Building a Safer Nation"
MEMORANDUM CIRCULAR

TO THE BJMP-NHQ AND ALL REGIONAL OFFICES TO CONDUCT DETAILED ENGINEERING STUDY AND INCLUDE THE BUDGET FOR ADMINISTRATIVE OVERHEAD TO THE TOTAL INFRASTRUCTURE PROJECT COST PRIOR TO THE REQUEST FOR ALLOCATION OF FUNDS

- To have accurate result to be used in concept design and detailed planning stage of the Facility Development Process (FDP) (See Annex "A");

- To eliminate Variation Orders and delays in the implementation of infrastructure projects;

- To authorize the BJMP National Headquarters to identify projects to be funded by the unutilized funds generated from all the infrastructure projects nationwide; and

- To fully utilize allotted budget for infrastructures within the given utilization period.

4.0 DEFINITION OF TERMS

Allotment - Authorization issued by the Department of Budget and Management (DBM) to an agency through the General Appropriation Act as an Allotment Order (GAAAQO) starting FY 2017 formerly (Agency Budget Matrix - ABM) or Special Allotment Release Order (SARO) which allows the latter to incur obligations for specified amounts contained in a legislative appropriation.

Bubble Diagram – is a diagramatic representation of spaces, usually in circular shapes used by Architects/Designers in understanding the relationship of different functional areas and circulation of occupants within the facility.

Detailed Engineering Investigation (DEI) – in the context of jail construction, the determination of the viability of the lot with respect to the requirements of the project at hand which includes the following but not limited to the conduct of site survey and investigation, geotechnical and foundation investigation, construction materials investigation, environmental impact study, preparation of design plans, preparation of project specifications, preparation of quantity and cost estimate, preparation of program of works and construction schedule, preparation of utility relocation plan (if needed), preparation and submission of design reports, preparation of minimum construction safety and health program, preparation of bidding documents, right of way acquisition and value engineering studies. The fund for the conduct of DEI shall be treated as Maintenance and Other Operating Expenses (MOOE).

Engineering Administrative Overhead[4]: Appropriation for infrastructure projects authorized in the guidelines that shall be used solely for project preparation and
implementation which shall include but not limited to project supervision expenses and similar operational cost. These engineering and administrative overhead expenditures shall be part of the total project cost and shall not exceed three percent (3%) of the projected Approved Budget for the Contract (ABC) of the project (sum of direct and indirect components of the project).


**Feasibility Study** – a thorough research and study of the site to validate if it will comply with the requirements identified in the Project Brief. (Refer to BJMP-DL-SOP-26 dated January 23, 2019)

**Infrastructure Projects** - for the purpose of these guidelines or this circular the construction and/or improvement/ expansion of jail facilities, BJMP offices in the national headquarters, regional and provincial levels including the construction and/or improvement/expansion of facilities under administration, visitation, commitment, security, health, accommodation, food services, development program and livelihood activities, essential services and utilities and solid waste management areas identified in the handbook on Minimum Standards for the Design of BJMP Jails.

**Lowest Calculated and Responsive Bid (LCRB)** – the Lowest Calculated Bid (LCB) that passes all the criteria for post qualification.

**Maintenance and Other Operating Expenses (MOOE)** - an expenditure category/ expense class for support to the operations of government agencies such as expenses for supplies and materials, transportation and travel, utilities (water, power and etc), research activities and repair and improvements.

**Programming Checklist** – is a document describing the specification and the definite needs of different functional areas of a proposed jail facility.

**Space Matrix** – is a tabulated list of functional components of a proposed jail facility, defining their required space area and quantity.

**Unobligated Releases** – funds transferred from the DBM that remain unused by a particular government agency.
Unutilized Funds – the remaining funds from a specific project programmed to be implemented within a specified period of time.

5.0 GENERAL GUIDELINES

5.1. The Detailed Engineering Investigation which includes the activities as mentioned under 4.0 of this policy will be applied to existing and newly acquired lots of the BJMP either titled, donated or under usufruct.

5.2. The determination of the projected cost for the conduct of detailed engineering shall be done by the Directorate for Logistics for projects in the National Headquarters and/or other projects at the level of the region as the Chief, BJMP may direct the Logistics Division for projects implemented at the level of the region. The projected cost shall only be considered as valid when a thorough market study was conducted by the concerned offices.

5.3. The budget requirements for the conduct of DEI shall be included in the Project Procurement Management Plan (PPMP) of the National Headquarters and those in the regional offices. The regional offices shall forward their budget requirements for the conduct of DEI to the National Headquarters for consolidation and inclusion in the next fiscal year's budget proposal for Survey, Research, Exploration and Development Expenses.

5.4. The budget request to be submitted to the NHQ for consolidation and request for funds to the DBM shall be accompanied by a Project Proposal and Project Brief containing the following:

Project Proposal

a. If the project is for the construction of NHQ, Regional Office or Provincial Jail Administrator’s Office

1. Project Proposal document containing justification/s on the need of the proposed project citing specific location, cost-benefit analysis if necessary, etc.
b. If the project is for the construction and/or expansion of jail facilities

1. Jail Assessment Report
2. Project Proposal document

Project Brief

a. If the project is for the construction of NHQ, Regional Office or Provincial Jail Administrator’s Office:

1. Programming checklist showing the list of offices to be provided and the specific needs of each office
2. Space matrix showing the total space requirement of the project
3. Bubble diagram
4. Project Brief document

b. If the project is for the construction and/or expansion of jail facilities

1. Programming checklist showing the list of facilities to be constructed and the specific needs of each facility
2. Space matrix showing the total space requirement of each facility to be constructed
3. Bubble diagram providing a diagrammatic information on the adjacency of each facilities and the flow or movement of PDL, visitors and personnel inside the jail compound
4. Project Brief document

5.5. Once the budget for the conduct of detailed engineering investigation will be approved, the total allocation shall be forwarded to the concerned regional offices to proceed with the activity. The result of underground investigation and survey shall be used by the designers to come-up with the detailed plans and other documents to complete the requirements of the DEI and to be ready for the implementation phase.

5.6. The completion of the DEI shall be, as much as possible, before February of the succeeding year so that the funding requirement for the implementation phase will be included in the budget request for the next Fiscal Year (See Annex ‘B’);
MEMORANDUM CIRCULAR

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>GUIDELINES ON THE POLICY ON PREPARATION, IMPLEMENTATION AND UTILIZATION OF FUNDS FOR INFRASTRUCTURE PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB-TOPIC</td>
<td>REQUIRING THE BJMP-NHQ AND ALL REGIONAL OFFICES TO CONDUCT DETAILED ENGINEERING STUDY AND INCLUDE THE BUDGET FOR ADMINISTRATIVE OVERHEAD TO THE TOTAL INFRASTRUCTURE PROJECT COST PRIOR TO THE REQUEST FOR ALLOCATION OF FUNDS</td>
</tr>
</tbody>
</table>

---

5.7. The determination of total estimated project cost for implementation shall contain the Engineering and Administrative Overhead (EAO) which shall not exceed three percent (3%) of the projected total project cost (sum of direct and indirect components of the project). The EAO shall be used purposely for project monitoring and supervision by the project monitoring team in the National Headquarters and the team created at the level of the region. The budget ceiling to be used for the procurement activity shall be ninety-seven percent (97%) of the total estimated project cost.

5.8. The project monitoring teams at the regional levels shall submit their claims for project supervision expenditures to the NHQ with complete and valid supporting documents duly evaluated by the Accounting Division prior to submission. The NHQ Accounting Service shall charge the claims for monitoring expenses of the region to the 3% EAO component of each project.

5.9. Any unutilized funds from EAO shall be used for the construction of a single project or multiple projects either in the NHQ or in the regions to be identified by the Directorate for Logistics with the approval of the command group.

5.10. Allotments to be issued to regional offices for their construction projects shall be based on the result of the procurement activity or after the determination of the Lowest Calculated and Responsive Bid (LCRB). The pre-determined contract cost shall immediately be submitted to the NHQ thru the Directorate for Logistics for the issuance of the corresponding Allotment Advice by the Directorate for Comptrollership.

5.11. In the same way, any unobligated amount generated after the conduct of procurement activities in all regional offices shall be used to fund the construction of a single project or multiple projects at the level of the region only. The single or multiple project to be identified by the Directorate for Logistics with the approval of the command group shall also include a separate fund for EAO which will be used in the monitoring of these projects.

5.12. All releases, fund transfers, disbursement, reimbursements and preparation of books of accounts made pursuant to this shall be subject to pertinent laws, rules, and government budgeting, accounting and auditing procedures.

"Changing Lives, Building a Safer Nation"
6.0 SEPARABILITY CLAUSE

If any provision of this memorandum circulars is rescinded or modified accordingly by subsequent rule, any section not affected by such rescission, modification or declaration shall remain in force and in effect.

7.0 REPEALING CLAUSE

All other existing issuances which are inconsistent with these guidelines are hereby rendered rescinded or modified accordingly.

8.0 EFFECTIVITY

This Memorandum Circular (MC) shall take effect upon the approval of the Chief, BJMP.

9.0 MONITORING CLAUSE

To ensure that the given objectives are met, it is vital that during the planning stage, all documents required under BJMP-DL-SOP-26 dated January 23, 2019 (BJMP Standard Procedures on Jail Planning and Design) must be completed and submitted to the National Headquarters through the Directorate for Logistics for checking and consolidation.

During the implementation stage, the Regional Engineer (RE) shall conduct weekly inspections for monthly reporting to the Regional Project Monitoring Team (RPMT). The RPMT then shall validate the report submitted by the RE by conducting monthly project inspections prior to submission to the National Project Monitoring Team (NPMT). The NPMT shall conduct quarterly inspections to all projects submitted by the RPMT for validation.

The NPMT shall submit inspection and validation reports to the Command Group for information and approval of the Chief, BJMP for any action recommended. (See Annex "C").
GUIDELINES ON THE POLICY ON PREPARATION, IMPLEMENTATION AND UTILIZATION OF FUNDS FOR INFRASTRUCTURE PROJECTS

REQUIRING THE BJMP-NHQ AND ALL REGIONAL OFFICES TO CONDUCT DETAILED ENGINEERING STUDY AND INCLUDE THE BUDGET FOR ADMINISTRATIVE OVERHEAD TO THE TOTAL INFRASTRUCTURE PROJECT COST PRIOR TO THE REQUEST FOR ALLOCATION OF FUNDS

Prepared by: ALBERTO M MARIANO
Jail Chief Inspector
Chief, Real Property Div, DL

Reviewed by: DENNIS U ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations of the Jail Bureau/QMR

Approved by: ALLÁN S IRAL, CESE
Jail Director
Chief, BJMP


"Changing Lives, Building a Safer Nation."
PROJECTED TIMELINE FOR FDP

- **AUG**: Project Proposal
- **SEPT**: Feasibility Study
- **OCT**: Concept and Detailed Planning/Design
- **NOV**: Previous Year
- **DEC**: Current Year
- **JAN**: Submission of Proposal to NHIQ for Construction outlay
- **FEB**: Technical Budget Hearing at DBM
- **MAR**: Approval of NEP
- **APR**: Budget Deliberation at Senate and Congress
- **MAY**: Approval of GAA
- **JUN**: Award and Implementation
- **JUL**: Succeeding Year
- **AUG**: Early Procurement
- **SEPT**: **OCT**: **NOV**: **DEC**:
Process Flow
MONITORING PROCESS

Planning Stage
All Documents enumerated in the Jail Design handbook must be submitted to NHQ (Directorate for Logistics) for consolidation.

Implementation
- Conduct of project monitoring by regional engineer every week
- Monthly report to RPMT

RPMT (Region)
- Validate the monthly report from regional engineer
- Monthly inspection of project for validation

NPMT
- Validate data submitted by RPMT every month
- Quarterly project inspection for validation

COMMAND GROUP
- Information and recommendation based from the NPMT submitted report
- Approval of action recommended

Annex “C”