

REVISED GUIDELINES ON THE CONSTRUCTION OF DAY CARE CENTERS

KKPP DEPARTMENT ORDER NO. 31, S. 1994, July 18, 1994

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Pursuant to Section 6 (a) of R.A. 6972, the following guidelines hereby amends Administrative Order No. 116, Series of 1991 on the construction of day care centers as provided for under the 1994 General Appropriations Act (RA 7663):

I.

Area Selection

1. Priority shall be given to targetted barangays under the Comprehensive Integrated Delivery of Social Services (CIDSS) where there are no day care centers or those only using other facilities such as chapel, classroom,private residences as day care center unless the sponsors of the Congressional initiative have identified preferred barangays.
2. Target areas should preferably have a lot owned by the barangay/municipality/province or with a provision for tenure of at least ten years.
3. The area where the center is to be constructed should be accessible and preferably near a Rural Health Center.

II.

Requirements

1. A project proposal shall be required from the barangay with the Barangay Council as proponent and shall be submitted to the DSWD Field Office concerned. It shall contain the following.
 - a. Rationale/Justification
 - b. Proposed Site/Location
 - c. Description to include:
 - c.1. objectives/purpose
 - c.2. manpower: who will undertake the construction e.g. Parents Committee, barangay volunteers, etc.
 - c.3. purchase, management and control of construction materials
 - c.4. safekeeping and maintaining an inventory of materials
 - d. Work Plan
- Activities
- Responsible Person/Agency

Time Frame

1. identify site

Barangay Council

July

e. Bill of Materials

2. Documents such as a Memorandum of Agreement on the lease of lot should be attached to the proposal, if appropriate.
3. Construction of the center shall follow the standards and floor plan developed by the Bureau, which is appended hereto. The building is typhoon resistant.
4. Memorandum of Agreement between the barangay/municipality/province and the DSWD shall include the schedule of completion, liquidation of funds and submission of status reports. It shall likewise state the ownership of the day care center by the barangay and the technical assistance to be provided by the Field Office.

III.

Funding

A. Project Cost

1. Construction cost of a Day Care Center in the barangay shall not be more than 160,000 which shall cover the cost of materials, labor and finishings.
2. Construction of day care center sponsored by solons in selected barangays shall receive the amount as allocated by the sponsors. If the allotted amount is less, please raise additional funds. If the amount is more than 156,658.05 purchase of playground or other equipment may be done.

B. Flow of Funds

1. Funds shall be sub-alloted to the Field Offices which shall directly disburse to the payee, e.g. hardware, etc. subject to COA audit rules and regulations.

C. Liquidation — Liquidation of funds shall be submitted by the Field Offices to the Central Office within one year with summary of expenses supported by official receipts.

IV.

Monitoring and Reporting

1. Monitoring

1.1 Monitoring on the progress of construction work shall be the responsibility of the Field Office in coordination with the Local Government Executive

2. Reporting

2.1 Quarterly reports shall be provided to the Central Office on the progress of the project including disbursement

of funds.

For strict compliance.

Adopted: 18 July 1994

(SGD.) CORAZON ALMA G. DE LEON

Secretary

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