



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 10, 2022

OFFICE MEMORANDUM

No. **141**, s. 2022

To: Regional Office Division Chiefs/Unit Head
(CLMD, ESSD, and PAU)
All Others Concerned

PARTICIPATION TO THE SITE VISIT AND TECHNICAL EVALUATION AND REVIEW MEETING ON THE CONSTRUCTION OF THE GIRLS' EDUCATION CENTER

1. Pursuant to the official communication from the Director and Representative of the United Nations Educational, Scientific and Cultural Organization (UNESCO) received by this Office on March 9, 2022 requesting our participation and assistance during a **Site Visit and a Technical Evaluation and Review Meeting** scheduled on March 16, 2022 and March 17, 2022, respectively, relative to the construction of the Girls Education Center, the following DepEd Regional Office VIII officials and personnel shall be at the designated venues as shown below:

Date/ Venue	Activity	RO8 Participants
March 16, 2022 GEC Site (Whole day)	Site Visit led by the UNESCO and DepEd-EFD Team with the assistance of the officials from the Contractor	<ul style="list-style-type: none"> Alfredo P. Café, EPS, ALS Focal Person, CLMD Ryan Jay L. Bagon, Engineer III, ESSD
March 17, 2022 RELC, Training Hall – 1, DepEd RO8 Compound (9:30 a.m. – 11:00 a.m.)	Technical Evaluation and Review Meeting by the UNESCO and DepEd-EFD Team	<ul style="list-style-type: none"> Dr. Evelyn R. Fetalvero, CESO IV, Regional Director Dr. Bebiano I. Sentillas, CESO V, Dir. III Asst. Regional Director Dr. Harvie D. Villamor, Chief, CLMD Dr. Isidro C. Catubig, Chief, ESSD Alfredo P. Café, EPS, ALS Focal Person, CLMD Ryan Jay L. Bagon, Engineer III, ESSD Apple T. Reyes, AOIV, GSU Ms. Jasmin F. Calzita, Head, PAU

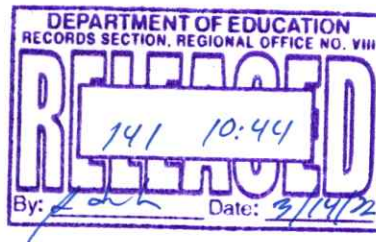
2. There is **no registration fee**. Provision of lunch for the participants will be taken cared by the UNESCO.



3. The participants are advised to observe health protocol in this kind of gathering in light of the recent COVID-19 local measures.
4. Further, the PAU shall document the activity and promote the advocacy of the project.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

CLMD-APC



Technical Evaluation and Review Meeting of the Construction of the Girls Education Centre

**9 :30AM -11 :00AM, 16 March 2022, Thursday
Meeting Room, DepEd Regional Office VIII Compound
Brgy. Candahug, Palo, Leyte**

INFORMATION NOTE

1. Participants of the technical and review meeting from UNESCO Jakarta Office and DepEd's Education Facilities Division are :
 - a. Dr. Mee Young Choi – Head of Education Unit, UNESCO Jakarta Office
 - b. Engr. Annabelle Pangan – Division Head of Education Facilities Division, DepEd
 - c. Engr. Willie Alarcon – Structural Engineer, DepEd Education Facilities Division
2. Arrival and departure of UNESCO Jakarta Office and DepEd's Education Facilities Division

Name	Arrival Date/Time in Tacloban City	Departure from Tacloban City
1. Dr. Mee Young Choi	15 March 2022 (PM)*	22 March 2022 (PM)
2. Engr. Annabelle Pangan	15 March 2022 (PM)*	17 March 2022 (PM)*
3. Engr. Willie Alarcon	15 March 2022 (PM)*	17 March 2022 (PM)*

N.B. *Specific time of arrival and departure will be provided and to be confirmed before the actual date of travel.

3. Accommodation (board & lodging) of the visitors from UNESCO and DepEd Central Office in Tacloban City shall be taken cared of the travelling visitors on their own.
4. Venue of the meeting/meeting room shall be provided and arranged by DepEd Regional Office VIII that can accommodate 15 meeting participants up to a maximum of 20 persons.
5. Snacks (in the form of light lunch including water and juice drinks) shall be provided to meeting participants and the cost shall be shouldered by UNESCO. DepEd Regional Office VIII meanwhile shall be responsible to arrange with the service provider to order food and UNESCO will pay the cost.
6. Transport provision and assistance to UNESCO and DepEd's Education Facilitations Division team shall be provided by UNESCO's contractor, VistaGreen Builders, Inc. VistaGreen will be responsible to pick up guests from the local airport and bring to their respective hotels in Tacloban City. Likewise, VistaGreen shall also assist in picking up the guests from the hotel to the construction site everyday during their visit including to their meetings as scheduled and bring them back to their respective hotels after the activities.
7. The Technical Evaluation and Review Meeting agenda is provided in the concept note as reference to the meeting participants.
8. The **site visit on March 16, 2022** will be carried out by UNESCO and DepEd-EFD team accompanied by the Contractor of the GEC construction and DepEd R8-ALS Focal Person and Regional Engineer and other relevant persons in the construction of the building.

-END-

Technical Evaluation & Review Meeting of the Construction of the Girls Education Centre

"Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project"

16-17 March 2022 | Wednesday & Thursday

GEC Construction Site & Meeting Room, Office of the Regional Director, DepEd Regional Office VIII
Barangay Candahug, Palo, Leyte

CONCEPT NOTE

1. Background

UNESCO supports the Philippine Government through the Department of Education in its Alternative Learning System (ALS) Programme with the implementation of the "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines" Project with the overall goal of improving quality of life for girls living in poverty particularly supporting out-of-school girls registered in ALS for their further education opportunities or future job chances. The project is envisioned to contribute in the attainment of Sustainable Development Goals (SDG) in particular SDG 4 in the Philippines with the generous financial assistance of the Korea International Cooperation Agency (KOICA).

The establishment of the Girls Education Centre located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Brgy. Candahug in Palo, Leyte in the Philippines is a key component of the project. It is a one-stop educational hub where out-of-school girl-learners will be able to avail holistic support and opportunities to improve their lives through continuing learning and life skills training under ALS programme. Tacloban City and its vicinity including Palo in Leyte are the project's pilot areas.

Actual construction of the Girls Education Centre commenced in April 2021 with the official ground-breaking ceremony and thereafter construction of the GEC building is on-going. A slight delay was encountered in the construction due to the revision of the foundational structure of the building as a response to the significant challenge of a weak soil condition at the rear side of the GEC building site as a result further of the joint-sectional survey conducted of the site. With the final revision of the foundational structural design completed, the construction activities resumed in October 2021.

Under the contract with the engaged building contractor, VistaGreen, a monitoring and technical evaluation of the progress of the construction of the GEC building shall be undertaken in order to determine and confirm the 25% actual accomplishment of the construction as part of the initial evaluation. Together with UNESCO, the Department of Education through the Education Facilities Division's team as technical team support in the construction of GEC shall undertake the monitoring and technical evaluation of the progress of the on-going construction. This particular task will involve visit to the construction site and undertake actual check and then followed by a review and evaluation meeting between UNESCO and DepEd together with the building contractor. Further, after the initial evaluation, a subsequent technical review and evaluation will likewise be undertaken prior to the full completion of the GEC building.

2. Objectives

The technical review and evaluation meeting aims to:

- 1) Check the progress of the on-going construction and determine the level of accomplishment based on the construction workplan and schedule of the Contractor;
- 2) Specify and indicate observations, technical points based on quality of work following the quality assurance measures and recommendations formed and developed from the actual site inspection and visit;
- 3) Discuss the result of the actual site monitoring and progress check by the team involved and develop specific agreements in terms of carrying out recommended steps to be undertaken.

3. Outcomes

The expected outcomes from the meeting are:

- 1) Levelling off the understanding on the actual physical accomplishment of the construction of the GEC building thus far and with clear field/ground understanding of the situation in the construction site;
- 2) Monitoring the actual physical accomplishments against the expected deliverables of the contractor based on agreed timelines;
- 3) Verifying and certifying the completion of the 25% accomplishment of the construction of the building;
- 4) Addressing issues and challenges encountered by the contractor in the on-going construction activities as part of the review and evaluation of the progress.

4. Key Participants

No	Names	Position	Remarks
A	UNESCO		
1	Dr. Mee Young Choi	Head of Education Unit/Programme Specialist	
2	Remegio Alquitran	National Project Officer	
3	Engr. Karen L. Roa	Project Construction Manager	
B	Department of Education- Education Facilities Division		
1	Engr. Annabelle Pangan	Chief of Division, EFD	
2	Engr. Willie Alarcon	Structural Engineer	
C	Department of Education- Regional Office VIII		
1	Dr. Evelyn Fetalvero	Regional Director	
2	Dr. Bebiano Sentillas	Assistant Regional Director	
3	Dr. Harvie Villamor	Chief, CLMD	
4	Dr. Isidro Catubig	Chief, ESSD	
5	Mr. Alfred Cafe	Regional ALS Focal Person, CLMD	
6	Engr. Ryan L. Bagon	Regional Engineer, ESSD	
7	Ms. Apple Reyes	Admin Officer, Administrative Division	
E	VistaGreen Builders, Inc.		
1	Engr. Avito Opiniano	President	
2	Engr. Danavee Macalalag	Project Manager	
3	Engr. Geniel Letran	Project Engineer	
4	Engr. Jesusa B Ponferrada	Site Office Engineer	

A total of 16 participants are expected to attend the meeting for the review and evaluation of the status of the on-going construction of the GEC building.

5. Date and Venue

Date and Time : 16-17 March 2022 | Wednesday & Thursday
 Venue : GEC Construction Site, DepEd Regional Office VIII Compound
 Meeting Room, Office of the Regional Director, DepEd Regional Office VIII
 Brgy. Candahug, Palo, Leyte

6. Contact Person

Ms. Bea Agarao, National Project Coordinator, UNESCO Jakarta; mk.agarao@unesco.org

Mr. Remegio A. Alquitran, National Project Officer, UNESCO Jakarta; r.alquitran@unesco.org

7. Agenda

Time	Session	In-Charge/Responsible
DAY 1: Wednesday, 16 March 2022 – Actual Site Visit		
10:00 – 12:00	Site Visit/Field Work in the Construction Location - Progress Check and Evaluation	DepEd-EFD & UNESCO
12:00 -02:00	Lunch Break	
2:00 – 4:00	Continuation: Site Visit/Field Work in the Construction Location	DepEd-EFD & UNESCO
DAY 2: Thursday, 17 Thursday 2022 – Technical Review & Evaluation Meeting		
Session 1: Welcoming and Key Remarks		
09:30 – 09:40	Introduction of Meeting Participants/Acknowledgment	MC
09:40 - 09:45	Welcoming remarks	Dr Evelyn Fetalvero , Regional Director, DepEd Regional Office VIII
09:45 – 09:50	Brief Remarks	Dr. Mee Young Choi , Head of Education Unit, UNESCO Jakarta
Session 2: Meeting Proper		
09:50 – 09:55	Objective of the Meeting	MC
09:55 – 10:10	Report on the Result of the monitoring and evaluation of the accomplishment of the on-going construction	Engr. Annabelle Pangan Engr. Willie Alarcon DepEd-EFD Team
10:10 – 10:20	Comments & Remarks from DepEd Regional Office	DepEd Regional Office VIII Staff/Representative
10:20 – 10:30	Comments & Remarks from VistaGreen	VistaGreen Builders, Inc. Staff/Representative
10:30 – 10: 50	Discussions and Sharing	Participants
10:50 – 11:00	Closing Remarks	Dr Bebiano Sentillas , Assistant Regional Director, DepEd Regional Office VIII Dr Mee Young Choi , Head of Education Unit, UNESCO Jakarta

MC: **Mr Remegio Alquitran**, National Project Officer, UNESCO Jakarta

--END--