TERMS OF REFERENCE

Consulting Services for the Architectural and Detailed Engineering Design for the Construction of Academic Building I of Philippine Science High School MIMAROPA Region Campus (located in Barangay Rizal, Odiongan, Romblon)

I. BACKGROUND

The PSHS System will be constructing its 15th Campus in Barangay Rizal, Odiongan, Romblon; starting with the construction of the Academic Building I. The budget per under FY 2016 General Appropriations Act (R.A. 10717) for the construction of the proposed Academic Building I is PHP 39,100,000.00.

The Approved Budget for the Contract of the abovementioned consulting services project is NINE HUNDRED FIFTY THOUSAND PESOS (PHP 950,000.00).

With this, the PSHS System intends to engage the technical and professional expertise of a local consultant firm/company to undertake the following general A & E work:

1. Prepare and Submit Design Standards in accordance with appropriate standards and accepted detailed engineering practice of PSHS and the Department of Public Works and Highways (DPWH), see annex A for PSHS Building Standards and Specifications. Design standards for structures shall take into account, among other things, the seismicity of the area to determine the optimum safety of structures in the event of an earthquake.

   In the event of an earthquake, the structures should withstand Magnitude 9.

2. Prepare and Submit Field Surveys and Investigation Reports which include, but not necessarily limited to the following activities: hydrographic, topographic, hydrologic, sub-surface, and other related field surveys. These field investigations shall be carried out in accordance with the design guidelines, criteria and standards adopted by the PSHS System and the DPWH. All survey and investigation works shall be prepared in a manner satisfactory to carry out accurate design and production of plans that will permit quantity estimates to be made within plus or minus ten percent (10%) of the final quantities of the completed structure.

3. Prepare a scaled model of the development.

The objective of hiring an A & E Design Consultant is to tap its expertise in developing the architectural and detailed engineering design for the proposed
II. **SCOPE OF WORK & SERVICES**

2.1. Submit a desirable A & E Design plan for the proposed construction/development project that is compliant with the minimum building and design specifications of PSHS (Annex A).

2.2. Prepare a complete set of architectural drawing consisting of the following sketches and charts:

   2.2.1. Foundation Plan – showing the layout and dimensions of slab-on-grade, basement or crawlspace walls of the site plan which indicates how the underpinning structure of the building is supported by the Earth below it.
   
   2.2.2. Framing plan – depicting the frame and structures of walls, joists, trusses and beams which would reveal the structural strength and capacity of the building.
   
   2.2.3. Roof Plan – presenting the top view of the entire roof system, including the ridges, hips, valleys, rakes, and eaves, including the location of the gutters and downspouts.
   
   2.2.4. Mechanical Plan – Indicating the location of building equipments or stationary machines, plumbing and appropriate Heating, Ventilation and Air Conditioning (HVAC) ducts, duly signed by appropriate licensed professionals.
   
   2.2.5. Electrical Plan – Showing the general and specialized electrical requirements of the building (e.g. general purpose receptacles, specialized office equipments, computer lines, etc.), lighting systems, and electrical distribution systems, including their corresponding electrical loads.
   
   2.2.6. Elevation – Showing the front, side, and rear exteriors of the building, providing a flat straight-on-view of the siding, windows, doors and the entire exterior of the building from the ground floor to the roof ridge.
   
   2.2.7. Cross-sections – Showing all the hidden details of the building through a cross section (imaginary line) through
the middle of the structure so that the interior of the walls, floors, ceilings and roof can be examined.

2.2.8. Construction Plan and Building Design—Showing the detailed construction plan of the Academic Building I, as well as the location and general design of each building.

2.2.9. Other Details—Highlighting specific areas of construction such as: foundation connections, door assemblies, and window installations, which require greater details.

2.3. Conduct a preliminary engineering study that establishes the technical feasibility of the construction project and conformance to land use and zoning guidelines prescribed by existing laws.

2.4. Conduct a Site Analysis and Investigation on the entire Lot that shall include the following:

   2.4.1. Relocation Survey
   2.4.2. Site Investigation
   2.4.3. Soils and Foundation Investigation
   2.4.4. Construction Materials Investigation
   2.4.5. Preparation of Environmental Impact Assessment for Critical Projects as Defined by the Department of Environment and Natural Resources (DENR)

2.5. Conduct a schedule of detailed engineering activities for the construction of the Academic Building I that shall include the following:

   2.5.1. Preparation of Building Plan, Design, and Structural Analysis
   2.5.2. Preparation of Technical Specifications
   2.5.3. Preparation of Quantity and Costs Estimates
   2.5.4. Preparation of Program of Work
   2.5.5. Preparation of Proposed Construction Schedule and Estimated Cash Flow
   2.5.6. Preparation of Utility Relocation Plan
   2.5.7. Preparation and Submission of Design Report, if applicable

2.6. Prepare and submit a Scaled Model of Development.

2.7. The CONSULTANT shall submit to the Head of Procuring Entity (HOPE), within ten (10) working days from receipt of the Notice to Proceed (NTP), the detailed approach, work plan and schedule under sections 2.1 to 2.6.
III. BASIC INFORMATION ON PROPOSED PROJECT

3.1. Location: Barangay Rizal, Odiongan, Romblon
3.2. Type of Project: Consulting Services for the Architectural and Detailed Engineering Design for the Construction of Academic Building I

IV. DURATION OF CONTRACT (45 calendar days, excluding project supervision)

4.1. Component I – Field Study and Investigation
   4.1.1. Schedule of detailed engineering activities
           Within fifteen (15) calendar days from receipt of Notice to Proceed. Refer to section 2.4

4.2. Component II - Architectural and Detailed Engineering Design
   4.2.1. Design Phase/ Schematic Design Phase
           Within thirty (30) calendar days from the completion of the approved Field Study and Investigation Reports. Refer to sections 2.2, 2.3, 2.5 and 2.6 of this document.

4.3. Component III – Project Supervision
   4.3.1. Project Supervision Phase
           Periodic supervision for the duration of the project construction phase but not more than Seven Hundred Thirty (730) calendar days from the receipt of the Notice to Proceed (NTP).

V. CONSULTANCY SERVICE REQUIREMENTS

5.1. A local consultancy firm/ company with experience in Architecture and Detailed Engineering design with the following profile:
   5.1.1. A corporate or partnership entity duly registered with the Philippines’ Securities and Exchange Commission, and where the majority shareholder is a Filipino;
   5.1.2. Must be operational for at least five (5) years;
   5.1.3. Must have at least five (5) years of consulting experience in A & E design.
   5.1.4. Must have previously handled/ managed at least three (3) A & E design with at least one (1) project whose total construction cost is worth at least Thirty-nine Million and One Hundred Thousand Pesos (P39,100,000,000).
VI. MANPOWER AND QUALIFICATION REQUIREMENTS

6.1. The CONSULTANT, as a minimum requirement of the project, must be able to provide the following manpower:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NUMBER OF PERSONNEL</th>
<th>QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Architect</td>
<td>1</td>
<td>- Licensed Architect</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At least three (3) years experience in A &amp; E Design</td>
</tr>
<tr>
<td>Structural Engineer</td>
<td>1</td>
<td>- At least three (3) years experience in Construction Supervision and Management Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Licensed structural engineer/civil engineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At least three (3) years experience in A &amp; E Design</td>
</tr>
<tr>
<td>Professional Electrical Engineer</td>
<td>1</td>
<td>- Licensed Professional Electrical Engineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At least three (3) years experience in A&amp;E Design</td>
</tr>
<tr>
<td>Sanitary Engineer</td>
<td>1</td>
<td>- Licensed Professional Sanitary Engineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At least three (3) years experience in A&amp;E Design</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>4</strong></td>
<td></td>
</tr>
</tbody>
</table>

6.2. The CONSULTANT may provide additional personnel for the proper and timely completion of the project, but at no additional cost to PSHS.

6.3. The CONSULTANT must provide the Professional Regulation Commission (PRC) License and Professional Tax Receipt (PTR) of assigned staff for this project (refer to section 6.1.), as well as any relevant proof of skills, qualifications, work experience and professional certifications that shall establish the qualifications of the staff for the job.

6.4. There shall be no replacement of identified Architect and/or Structural Engineer assigned in the project until after fifty percent (50%) of the personnel man-months have been served, except for justifiable reason/s. Any replacement shall be approved by the Head of the Procuring Entity (HOPE).
VII. RESPONSIBILITIES OF PSHS

The BAC shall:

7.1. Receive/review/evaluate/recommend approval of the detailed architectural drawings and sketches mentioned in Section 2.2 within five (5) calendar days from receipt thereof;
7.2. Receive/review/evaluate/recommend approval of documents pertaining to the engineering and technical studies conducted as mentioned in Section 2.3 within five (5) calendar days from receipt thereof;
7.3. Receive/review/evaluate/recommend approval of documents pertaining to the site analysis and investigation activities conducted as mentioned in Section 2.4, within five (5) calendar days from receipt thereof;
7.4. Receive the detailed engineering activities/work plan and schedule for the Academic Building I as mentioned in Section 2.5.
7.5. Receive/review/evaluate/recommend approval of the Master Plan and the Scaled Model of Development as mentioned in Section 2.6 within five (5) calendar days from receipt thereof;
7.6. Give prompt notice to the CONSULTANT, if there is any defect, modification or changes in the project scope;
7.7. Notify the CONSULTANT of its designated contracts;
7.8. Provide the CONSULTANT access to PSHS facilities subject to approval by the Head of Procuring Entity (HOPE) to enable the CONTRACTOR to perform their assigned tasks.
7.9. Provide the consultant with specific information and description about the location, particularly its boundaries and limits.

The HOPE shall:
7.10. Act within Five (5) days on the proposed Conceptual Project Design as recommended by the BAC, for review and evaluation;
7.11. Act within Five (5) days on the proposed detailed work plan, architectural drawings, and engineering plan with the corresponding costs and related documents as mentioned in Sections 2.2 to 2.6 subject for review and evaluation;

VIII. CONFIDENTIALITY OF DATA

8.1. The ownership and all rights thereto of all designs, drawings, specifications and copies thereof including electronic files, prepared and furnished by the CONSULTANT in the performance of the services subject of the Agreement shall be vested with PSHS.
IX. SERVICE LEVEL AGREEMENT

9.1. PSHS shall maintain a Service Level Agreement (SLA) with the CONSULTANT, with provisions for liquidated damages in case of their non-compliance. The Liquidated Damages is equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of Liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, with prejudice to other courses of action of remedies open to it.

X. WARRANTIES OF THE CONSULTANT

10.1. The CONSULTANT warrants that it shall conform strictly to the terms and conditions of these Terms of Reference.

10.2. The CONSULTANT warrants, represents and undertakes reliability of the service and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of PSHS. It shall employ highly skilled, well-behaved and honest employees with ID displayed conspicuously while working within the compound. The CONSULTANT shall not employ PSHS employees or their relatives to work in any category of the project whatsoever.

10.3. The CONSULTANT shall comply with the laws governing employees compensation, PhilHealth, Social Security and/or labor standards and other laws, rules and regulations applicable to its personnel employed on account of contracted services. The CONSULTANT shall pay its personnel not less than the minimum wage and other benefits mandated by law.

10.4. The CONSULTANT, in the performance of its services, shall secure and maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives of the Regulatory Authorities and Commissions.

10.5. The CONSULTANT’s personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.

10.6. The CONSULTANT shall coordinate with any authorized and/or designated PSHS personnel in the performance of their jobs.

10.7. The CONSULTANT shall be liable for loss, damage, or injury that may be due directly through the fault or negligence of its personnel. It shall assume responsibility thereof and the PSHS shall be specifically released from any responsibility arising there from.

10.8. The CONSULTANT shall neither assign, transfer, pledge nor subcontract any part or interest therein.

10.9. The CONSULTANT shall render service at no cost to PSHS in case of any extension of the contract duration.
XI. TERMS OF PAYMENT

11.1. The CONSULTANT shall be paid based on the percentage of work completed with a reasonable time from the submission of all the required documents, subject to the required Expanded Withholding Tax (EWT) of two percent (2%) and Final Withholding VAT of five percent (5%).

11.2. Payments shall be made upon completion and acceptance of work in each component:

Component I
Field Study and Investigation, fifteen (15) calendar days

Component II
Architectural and Detailed Engineering Design, thirty (30) calendar days

Post Warranty Security (refer to RA 9184 and IRR)

Component III
Project Supervision Phase,
Periodic supervision for the duration of the project construction phase but not more than Seven Hundred Thirty (730) calendar days from the receipt of the Notice to Proceed (NTP).

XII. PRE-TERMINATION OF CONTRACT

12.1. The contract for the Consultancy Services for the Architectural and Detailed Engineering (A&E) may be pre-terminated by the PSHS for any violation of the terms of the contract. In case of pre-termination, the CONSULTANT shall be informed by the PSHS thirty (30) days prior to such termination.

12.2. In case of pre-termination, the CONSULTANT shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting and Auditing Manual (GAAM) and forfeiture of the performance security.

12.3. The PSHS shall have the right to blacklist the CONSULTANT in case of pre-termination.
TERMS OF REFERENCE
Consulting Services for the Architectural and Detailed Engineering Design for the Construction of Academic Building I of Philippine Science High School MIMAROPA Region Campus (located in Barangay Rizal, Odiongan, Romblon)

Annex A: PSHS Building Standards and Specifications

PSHS BUILDING SPECIFICATIONS AND STANDARDS

The Philippine Science High School System
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Republic of the Philippines
1. INTRODUCTION

To ensure effective and consistent delivery of its services for all its stakeholders, the Philippine Science High School System (PSHS) prescribes minimum standards and specifications for sites and facilities, in all its campuses nationwide.

These standards apply to all new facilities that are to be constructed or to existing facilities that are to be expanded.

The standards are based on a desired nominal capacity of Thirty (30) students per class, which remain fixed, subject only to changes being made in the physical space that would affect the nominal capacity and adjustments in the space standards.

The development of these standards also took into account how the physical facilities of the school support the instructional and educational goals of PSHS and the needs of the community it serves.

1.1 Aims and Objectives

The specifications and standards aim to serve the following purpose:

1.1.1 Serve as planning and development tool for site selection, land acquisition and developing design standards.

1.1.2 Assist PSHS infrastructure Technical Working Group (TWG) and consultants in designing and planning for new campuses, or expanding existing ones.

1.1.3 Guide PSHS officials in evaluating existing facilities for functional adequacy that serve as basis for developing sound, long-range building plans.

Note: The minimum specifications and standards set forth in this guidelines do not supersede or take precedence over existing laws and codes stipulated in the National Building Code of the Philippines and the provisions under Republic Act 544 – Civil Engineering Law.

2. LOCATION OF SCHOOL SITE

Prospective location must be able to provide favorable ratings on the following criteria:

2.1 Location and Environment

The ideal location must offer a conducive and safe environment for learning and is located far away from places of disturbances and natural hazards.

Locations near shopping malls, gambling dens, cockpits, cinema houses, videoke bars, jails, industrial zones, military quarters, public markets, slaughter houses, garbage dumps and similar other places that disrupt students' studies and expose students to health risks are avoided. Likewise, sites near fault lines, coastal areas, steep slopes, volcanoes and other similar geohazards are discouraged due to safety risks.
Sites that offer reasonable land development cost and are near "natural laboratories" are not only preferred but are given premium scores as well.

2.2. Topography
Preference is given to sites where the contour of the land is leveled and has no irregular boundaries.

2.3. Size
The ideal Lot Size for the school is at least Five (5) hectares. However, if the Five (5) hectare requirement cannot be met due to scarcity of land or high property prices, particularly of prime lots, then lot sizes of at least Two (2) hectares may be considered.

2.4. Accessibility
The ideal location should provide easy access to other provinces within the region, and access to basic services, facilities and utilities, including access to Higher Education Institutions (HEI) and/or research institutions.

Locations near economic or industrial zones are given premium considerations.

3. MODE OF LAND ACQUISITION

3.1. Donation
The site for the establishment of the Campus should be acquired through donation. PSHS System accepts land donations from private schools, private persons, and all government agencies including city government and municipalities of the Republic of the Philippines.

Acceptance of the donation will be made through a public document in the form of a Deed of Donation. The Board of Trustees or as delegated to the Executive Director or the Campus Director may accept the donation for and in behalf of the Republic of the Philippines.

3.2. Presidential Proclamation
Public land may be reserved for the establishment of PSHS Campus via proclamation of the President of the Republic of the Philippines.

The requirements for acquiring a school site by Presidential Proclamation are as follows:

3.2.1. A resolution by the SangguniangPangalawigan/Panlungsod/Bayan requesting the President of the Philippines to set aside the public land for the school, and the authority for its survey by the Department of Environment and Natural Resources (DENR) or by duly licensed surveyor.
3.2.2. A certification by the provincial/city/municipal treasurer or by the campus accountant as to the availability of funds for the survey of the school site.

3.3. Gratuitous Conveyance
Real property belonging to the government may be conveyed by way of gift, sale, lease, or exchange through the following modes:

3.3.1. Conveyance by the President of the Republic of the Philippines, in the case of real property belonging to the national government.

3.3.2. Conveyance by the provincial governor by virtue of a resolution by the SangguniangPanlalawigan (SP) authorizing the governor to execute the conveyance, in the case of real property owned by the provincial government.

3.3.3. Conveyance by the SangguniangPanlunsod/ Bayan through a resolution addressed to the national or local government for approval.

4. AREA OF MEASUREMENT

4.1. Playground/Open Field
A space should be allocated for playgrounds for physical education activities of students. A minimum of Six (6) square meters per student is required.

4.2. Athletic Field
The field should provide adequate space for sports activities, preferably with the following features:

4.2.1. A standard 400 meters oval track.
4.2.2. A baseball diamond with sides measuring 27.4 meters (90 feet long).
4.2.3. A softball diamond with sides measuring 90-120 meters (100-130 yards) long and 45-90 meters wide (50-100 yards).
4.2.4. A soccer football field measuring 90-120 meters (100 – 130 yards) long and 45-90 meters (50-100 yards) wide.
4.2.5. A hard surface basketball court measuring 26 x 14 meters (85 x 46 feet).
4.2.6. A volleyball court measuring 18 meters long and 9 meters wide (60 x 30 feet).
4.2.7. A lawn tennis court measuring 23.77 meters long and 8.23 meters wide (73 x 27 feet) for Singles competition. For Doubles competition a wider court is used: 10.97 meters (36 feet) wide.

5. MAIN WALK
The primary access from the front gate to the main building should be at least 3 meters wide.

6. FOOTPATH
The secondary access road between the different zones and buildings within the school compound should be between one (1) or two (2) meters wide.
7. STANDARD DRIVEWAY
The intended access road to vehicle inside the campus should be at least four (4) meters wide.

8. SCHOOL FENCE & GUARD HOUSE
The campus must be secured with a permanent fence, preferably with concrete fences, around the perimeter of the campus, and guard houses that are strategically located to provide optimal security from stray animals and trespassers.

9. SCHOOL GATE
The school gate securing the main entrance of the front area of the school should be, both, functional and attractive. The school gates should be sturdy and provide effective locking mechanisms.

10. PLACEMENT AND LAYOUT
The recommended orientation of school buildings in the Philippines is: Northwest-West to Southeast-east axial direction. This positioning takes into consideration the direction of sunlight and prevailing winds. The proper orientation of buildings is essential in order to take advantage of natural light and air currents as well as to minimize the exposure of building users to direct sunlight and noise coming from other buildings.

11. SCHOOL BUILDINGS
The following are the minimum standards required for the different buildings of PSHS and their corresponding dimensions.

<table>
<thead>
<tr>
<th>Type of Building</th>
<th>No. of Room</th>
<th>Minimum Space/ Student (Sq.m.)</th>
<th>Dimension (Floor Area sq.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ACADEMIC BUILDING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Classroom</td>
<td>16</td>
<td>2.1</td>
<td>9 x 7 (63)</td>
</tr>
<tr>
<td>b) Audio-Visual Room</td>
<td>1</td>
<td>1.4</td>
<td>20 x 7 (140)</td>
</tr>
<tr>
<td>c) Faculty Room</td>
<td>1</td>
<td>5.0 / Faculty</td>
<td>na</td>
</tr>
<tr>
<td>d) Guidance Office</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>e) Discipline Officer</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>f) SSD Office</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>g) CISD Office</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>h) Clinic (Medical &amp; Dental)</td>
<td>1</td>
<td>na</td>
<td>8 x 7 (56)</td>
</tr>
<tr>
<td>l) Academic Consultation and Intervention Room</td>
<td>1</td>
<td>na</td>
<td>9 x 7 (63)</td>
</tr>
<tr>
<td>B. Science Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Physics/ Integrated Science Lab</td>
<td>2</td>
<td>3.2</td>
<td>14 x 7 (98)</td>
</tr>
<tr>
<td>b) Chemistry</td>
<td>2</td>
<td>3.2</td>
<td>14 x 7 (98)</td>
</tr>
<tr>
<td>c) Biology</td>
<td>2</td>
<td>3.2</td>
<td>14 x 7 (98)</td>
</tr>
<tr>
<td>d) Food Technology</td>
<td>1</td>
<td>3.2</td>
<td>14 x 7 (98)</td>
</tr>
</tbody>
</table>
### Type of Building

<table>
<thead>
<tr>
<th>Type of Building</th>
<th>No. of Room</th>
<th>Minimum Space/Student (Sq.m.)</th>
<th>Dimension (Floor Area Sq.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ADMINISTRATION BUILDING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Campus Director's (CD) Office</td>
<td>1</td>
<td>na</td>
<td>8 x 7 (56)</td>
</tr>
<tr>
<td>b) CD Secretary Office</td>
<td>1</td>
<td>6.0 / person</td>
<td>13 x 7 (91)</td>
</tr>
<tr>
<td>c) Conference Room</td>
<td>1</td>
<td>na</td>
<td>3 x 7 (21)</td>
</tr>
<tr>
<td>d) Admin. Officer's Office</td>
<td>1</td>
<td>6.0 / person</td>
<td>8 x 7 (56)</td>
</tr>
<tr>
<td>e) Accountant's Office</td>
<td>1</td>
<td>6.0 / person</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>f) Budget Office</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>g) Cashier's Office</td>
<td>1</td>
<td>6.0 / person</td>
<td>8 x 7 (56)</td>
</tr>
<tr>
<td>h) Registrar's Office</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>i) Admin Aide/ Utility Room</td>
<td>1</td>
<td>na</td>
<td>3 x 7 (21)</td>
</tr>
<tr>
<td>j) Supply Office w/ Store Room</td>
<td>1</td>
<td>na</td>
<td>8 x 7 (56)</td>
</tr>
<tr>
<td>k) MIS Office</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>l) Employee Union Office</td>
<td>1</td>
<td>6.0 / person</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>m) Alumni Office</td>
<td>1</td>
<td>6.0 / person</td>
<td>3 x 7 (21)</td>
</tr>
<tr>
<td>n) COA Auditor Office</td>
<td>1</td>
<td>na</td>
<td>3 x 7 (21)</td>
</tr>
<tr>
<td>o) Bids and Awards Committee (BAC) Office</td>
<td>1</td>
<td>na</td>
<td>8 x 7 (56)</td>
</tr>
<tr>
<td>p) Records Room</td>
<td>1</td>
<td>na</td>
<td>4 x 7 (28)</td>
</tr>
<tr>
<td>q) Display Room</td>
<td>1</td>
<td>na</td>
<td>3 x 7 (21)</td>
</tr>
<tr>
<td>r) Pantry</td>
<td>1</td>
<td>na</td>
<td>9 x 7 (63)</td>
</tr>
<tr>
<td>s) Material Recovery Facility</td>
<td>1</td>
<td>na</td>
<td></td>
</tr>
</tbody>
</table>

### Research Building

- **e) Research (Specialization)**
  - 2
  - Minimum Space: 3.2
  - Dimension: 14 x 7 (98)

- **f) Green House**
  - 1
  - Minimum Space: na
  - Dimension: 4 x 7 (28)

- **g) Animal House**
  - 1
  - Minimum Space: na
  - Dimension: 4 x 7 (28)

- **h) Observatory Room**
  - 1
  - Minimum Space: na
  - Dimension: 14 x 7 (98)

### Lab Building

- **C. COMPUTER LABORATORY**
  - 3
  - Minimum Space: 3.2
  - Dimension: 14 x 7 (98)

- **D. AD TECH**
  - 1
  - Minimum Space: 1.4
  - Area: 420 sq.m.

- **E. LIBRARY**
  - 1
  - Minimum Space: 1.4
  - Area: 420 sq.m.

- **F. CAFETERIA**
  - 1
  - Minimum Space: 1.4
  - Area: 420 sq.m.

- **G. ACTIVITY CENTER**
  - Can accommodate 600 persons

- **H. GYMNASIUM**
  - Can accommodate 600 persons

- **I. AUDITORIUM**
  - Can accommodate 216 students

- **J. BOYS DORMITORY**
  - Can accommodate 216 students

- **K. GIRLS DORMITORY**
  - Can accommodate 216 students

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**Note:** The table represents the minimum space and dimensions for various rooms and offices within the building. The data includes the number of rooms, minimum space per student, and the area in square meters (sq.m.).
12. Standards for Instructional and Administrative Spaces

12.1. Regular Classroom Standards
Each regional campus must have a minimum of at least 16 regular classrooms to accommodate 540 students, and 42 regular classrooms for the Main Campus to accommodate the 1,440 students from Grades 7 to 12. The minimum floor area per classroom is 63 square meters which is based on 30 students per class at 2.1 square meters space per student.

The classrooms should be flexible enough to support the use of multi-media and technology devices to enhance the learning process and allow other instructional activities.

12.2. Science Laboratory Standards
PSHS regional campuses must have a minimum of at least 2 Laboratory Rooms for each discipline i.e. Physics/IS, Chemistry, Biology and Research, with a minimum space per student of 3.2 sq.m, or a total floor area of 98 sq.m. For the Main campus a minimum of at least 6 laboratory for each discipline is required.

Each laboratory must have at least a chemical storage and preparation room with a floor area of 4 x 7 (28) square meters, and fitted with acoustics, air conditioning and ventilation units, plumbing, electrical, lighting, safety and sanitary facilities.

Laboratory room must be furnished with the following facilities/equipment:

- Fixed Demonstration Table
- Sliding Marker Board
- Teacher Wardrobe
- Computer Stations
- Fume Hood
- Storage Cabinets
- Student Workstation
- Trough
- Sink (Hot and Cold Water)
- Eyewash Station
- First Aid Kit
- Emergency Shower
- Safety Goggles
- Provisions for Persons with Disabilities

The Laboratory Rooms must also be supported by a Green House and an Animal House with a floor area of at least 35 square meters each; constructed in a separate area adjacent to the Laboratory Rooms.

13. Faculty/Administrative Staff Office
The minimum requirement for the faculty/administrative staff office space is 5 square meters per person. The offices should be carefully planned and laid out in proper operational relationship with each other to achieve maximum efficiency.
14. CAFETERIA/CANTEEN
The School Cafeteria/Cafeteria must have a minimum floor space of 420 sq. m. It should have the capacity to accommodate at least 540 students and must have the following component areas: Dining, kitchen, storage, cleaning/washing and office.

15. GYMNASIUM
The gymnasium should have the capacity to accommodate a minimum of 600 persons, with One (1) regular size full court for basketball and volley ball, and fitted with bleachers, stage, storage room, and sanitary facilities.

16. DORMITORY
The dormitory design for boys and girls should have the capacity to accommodate 216 students for the regional campuses and 576 for the Main campus. It should have the following minimum component areas: office and reception area, guest room, staff room, storage area, pantry/kitchen, study room, computer room and recreation area.

17. METHOD OF PROCUREMENT/CONSTRUCTION
Procurement of building supplies and/or award of construction contracts must comply with Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act." In case of donations from private organizations (foreign or local), the donor can decide on the mode of construction to be undertaken (refer to section 3 for modes of donation).

18. Insurance of School Buildings
All school buildings which are permanent in structure shall be insured with the General Insurance Fund, under the administration of the Government Service Insurance System (GSIS), against fire, flood, typhoon, earthquake and other natural calamities.

19. REPAIR AND MAINTENANCE OF SCHOOL BUILDINGS
To prolong the life span of the school's physical facilities, regular maintenance and repair program must be undertaken. School buildings should be regularly inspected to determine if necessary repairs and replacements should be made. Budget allocation for repair and maintenance could be taken from the Maintenance and Other Operating Expenses (MOOE) account of respective campuses.

Old buildings that remain structurally sound but are worn due to years of exposure to the environment need to be renovated so that they can be restored to their original condition. Funding for renovation should be included in the Capital Outlay budget of respective campuses.

Reference: