

REPUBLIC OF VIETNAM

Department of National Education

Saigon May 15, 1956

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No. 6263/BD/NGV

The Secretary of State for National Education  
respectfully address  
To the President of the Republic of Viet-Nam

SAIGON

Ref: Circular No. 60 TTP/TTK of November 29, 1955 of the  
Presidency Administrative letter No 11.509-BD/NGV of  
November 15, 1955 of our Department.

Mr. President,

Following your circular re school plans our Department has carried out your instructions and has studied directly with the services interested in the building of schools. For promoting a commission including representatives of every ministry. The Direction had organized a meeting on March 28, 1956 as we had ordered, in order to reform the procedures of the building of schools, and to realize in time the projects of the Foreign Aid program.

Our Department respectfully submits to the presidential review the report of the commission and respectfully reports to the President the outlines of following details.

A. Rural Elementary schools. (in light material)

(1) Plans. Our Department requested the Direction of Public Works for South Viet-Nam to draft a sole plan with full details (Standard Plan) with that plan shall be included the estimate of basic needs for 3 categories of schools: schools with 3 class-rooms, 5 class-rooms, 8 class-rooms, in order for the provincial Public Works Services to have a model of school building specification and to save the time of the draft of a plan.

Our department shall print these plans in many copies which shall be sent to Directions and Services of National Education and service of Public Works of provinces.

(2) Building file.- The Service of Public Works of province establishes the estimate of expenditures following the original estimate of needs annexed to the sole plan, and submit it to the chief of province for his approval. The Chief of Province shall immediately summon a local Commission at the place where the school is needed and orders the execution of works (the part of local works shall be mentioned below). Expenditures for building of schools in the in the country with light materials will be settled under State Management by entrusting the funds to Chief of Province.

(3) Building. The local Building Council in places where schools are to be built, organized by Province Chief, breaks down as follows:

Undertaking section: A number of personnel of building experience from the Village Council and appointed by the Province Chief. These personnel may enjoy, by additional labor, an amount of allowance equal to the salary of a workshop supervisor.

Controlling section: A representative of the provincial Administration, a Public Works Service's representative (who might be a supervisor) in charge of setting up a check list of completed works in order to show that those works have been fully accomplished, and 2 parents of local students.

B. Secondary and Primary schools in Provinces.

The building will be done by a successful bidders

(1) Our Department requested the Direction of Public Works for South VN to draw up a pattern plan including an estimate of basic needs for 3 categories of schools: 3 class-rooms; 5 class-rooms; 8 class-rooms; schools in order to give to local Public Works services a skelton structure which can be altered easily and rapidly so as to fit with the form of each place and the accorded budget.

(2) Building record. The provincial Public Works Service establishes the building records and immediately calls for bidders and then submits the records to Province Chief for approval.

a/ In South VietNam, the bid once approved by Chief of Province, should be sent to the public Building Division (Direction of Public Works for South Viet-Nam) to be checked up then sent to our Department, then to the External Aid General Management Directorate for controlling and approval.

b/ In Central Viet-Nam and P.M.S., the bid approved by Province Chief should be sent to the North or South Public Works District for checking up, then sent to:

- the Department of National Education, then to the External Aid General Management Directorate for controlling and approval, in case the project exceeds one million piasters.

- the Direction of Education, then to the Regional External Aid Management Office for controlling and approval, in case the project remains within one million piasters.

C. Building

The building task is entrusted to a contractor who works under the control of the provincial Administration and the Public Works Service. After submitting the bid for approval. Province Chief can give order for starting immediately carrying on urgent works which the Direction of Education or the Department of National Education has recommended.

D. Special Work: Building of big Secondary Schools, Professional Schools or Universities.

About this special work, our Department has come to a decision to have the Public Building Division of the Direction of Public Works for South Viet-Nam make sketches and give them to an architect who by himself must draw up plans and work records and conduct the works. Private architect, to be entrusted with the work, has to be introduced to the Department of National Education by the Direction of Public Works for South Viet-Nam who follows the suggestion of the Architect Syndicate.

In comparing the above mentioned new procedures with old ones we find that with the new procedures the period for drawing up plans and records and for checking and approval of various offices can be reduced from 7 months down to 2 or 3 months, for instance;

Comparison

The building of rural elementary schools with light material.

<u>Old procedures</u>	#	<u>New procedures</u>
- The Public Work Service draws up plans and work estimates..	)	- Sole plan and estimate of basic work are already available. The Public Works Service establishes a detailed list of expenditures, submits to Chief of Province for approval and hands over to the local Building Council for carrying out. All this will take
. . . . . 2 months		
- The Public Works Service submits the records through the Primary Education Inspection Office, Province H.Qs., Direction of Education and the	(	

External Aid Management Directorate for approval. The records go back through the same system . . . . . 2 months.

- Bidding and establishing bid records . . . . . 1 month.

- The submitting of this record through Province H.Qs, Direction of Education, Direction of Public Works, department of National Education, Directorate of External Aid General Management or Regional Management Office for approval and the return . . . . . 2 months

Total: 7 months.

about 1 to 2 months only Expenditures are settled under National Management. The External Aid General Management Directorate will entrust the funds directly to Province Chief.

The building of Primary or Secondary Schools in provinces

<u>Old Procedures</u>	<u>New Procedures</u>
<p>- The period for drafting plans establishing work estimates obtaining the approval before bidding, establishing bids records and for submitting the record through various Directions and the Department for APPROVAL is about the same as above.</p> <p style="text-align: center;"><u>7 months</u></p>	<p>- Having already the pattern plan and the basic work estimates, the Public Works Service has only to alter slightly the plan following the form of the place, to set up detailed figure of expenditures following local prices in order to have it fit with the accorded amount, to present the plan to Province Chief for approval and to give out bid. . from 1 to 2 months.</p> <p>The setting up of bid records and the submitting it (through the Direction of Public Works our Department and the External Aid General Management Directorate only) take 1 month</p> <p style="text-align: center;"><u>Total: 3 months</u></p>

The building of big Secondary Schools, Professional Schools and Universities

The only difference that exists between new and old procedures is that the drawing up of plans, detailed figuring of expenditures, establishing of bid record and the conducting of

of works are put in the hands of a private architect owing to the fact that the Direction of Public Works is often too busy with many other works to carry out the work rapidly. So the work period can be reduced from 7 or 8 months down to 2 or 3 months (this can be fixed within the terms of the contract signed with the architect).

May we cite a concrete example by comparing the building of the National Library and Center Zone of Culture with that of the National Normal School:

<u>National Normal School</u> (the building took place in 1955)	<u>National Library and Center Zone of Culture</u> (to be built in near future)
- About 3 months for drafting the plans.	- Direction of Public Works for S.VN draws up sketches in 1 month
- 2 months for establishing records on figures of expenditures and for giving out bids.	- The private architect drafts plans and establishes figures of expenditures in 1½ to 2 months.
- 2 months for establishing bids record and for submitting it through various Departments & Directions for approval.	- 1 month for giving out bids establishing bid record and for submitting it through the Direction of Public Works, Department of National Education and the External Aid General Management Directorate for approval.
<u>7 months in total</u>	<u>3 to 4 months in total</u>

Looking back at the details above, especially about the building of rural Elementary Schools, it is required that Chief of Province, the local Representative of the Authority should have increased authorities in checking and approving the list of figures of expenditures, establishing the local Building Council, and in giving orders for carrying out the work, and should be entrusted with the funds and have right to settle expenditures under State supervision.

The simplification of formalities on building, in this case is very important since the U.S.O.M. has planned to give very abundant aid for the next year.

Besides, for the building of Primary Schools and Secondary Schools in province, the Province Chief should have right to check and approve records on technical point of view before giving out bids and should submit them to the External Aid General Management Directorate for checking and approval on financial point

of view. The Province Chief may give order for starting immediately carrying on urgent works, upon the request of the Direction of Education or the Department of National Education.

Our Department respectfully requests the President to approve the above mentioned suggestions and to give authorization for execution in order to carry out the building of schools in time with the projects of the U.S.O.M.

Believe me, yours respectfully and very truly.

SIGNED: Nguyen-Duong-DON