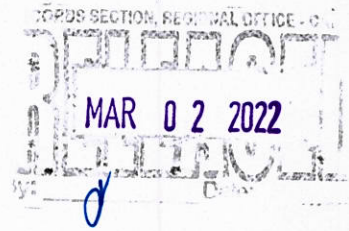




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



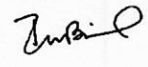
February 3, 2022

REGIONAL MEMORANDUM  
No. 0134, s. 2022

To: ALL SCHOOLS DIVISION SUPERINTENDENT  
This Region

CONDUCT OF EARLY PROCUREMENT ACTIVITIES FOR THE PROVISION  
OF LEARNING RESOURCES Q1, Q2, AND Q3 OF S.Y. 2022-2023

1. The field is hereby informed that with the approval of the FY 2022 National Expenditure (NEP), the SDOs may undertake early procurement activities (EPA) for the development, production, and delivery of Self-Learning Modules for FY 2022.
2. For details and guidance, the following are attached:
  - a. Joint Memorandum DM-OUCI-2021-539 - Advisory on the Conduct of EPA for the Development and Production of SLMs for FY 2022
  - b. DepEd Order 051 s. 2021- Guidelines on the Conduct of EPA in DepEd
  - c. Joint Memorandum DM-OUCI-2021-573 – SLM EPA help Desk
3. Immediate dissemination and compliance of this Memorandum is desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

Encls.: as stated

Reference: DepEd Memorandum DM-OUCI-2021-539 dated November 17, 2021

To be indicated in the Perpetual Index

under the following subjects:

ACQUISITION      LEARNING RESOURCE      PROCUREMENT

CLM/mfm  
02/03/2022



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2022-02-1262

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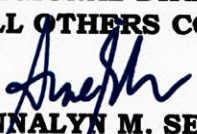


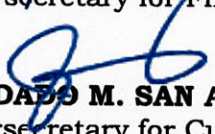
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

**JOINT MEMORANDUM**  
**DM-OUCI-2021-539**

**TO :** REGIONAL DIRECTORS  
ALL OTHERS CONCERNED

**FROM :**   
ANNALYN M. SEVILLA  
Undersecretary for Finance

**DIOSDADO M. SAN ANTONIO**  
  
Undersecretary for Curriculum and Instruction

**SUBJECT :** ADVISORY ON THE CONDUCT OF EARLY PROCUREMENT  
ACTIVITIES FOR THE DEVELOPMENT AND PRODUCTION OF  
SELF-LEARNING MODULES FOR FY 2022

**DATE :** November 17, 2021

This is to inform the Regional Offices that with the approval of the FY 2022 National Expenditure Program (NEP), the ROs may undertake early procurement activities (EPA) for the development, production, and delivery of Self-Learning Modules for FY 2022.

Provided in the Special Provision Number 16, *Quality Assurance of Learning Modules*, under the Department of Education FY 2022 National Expenditure Program, the amount Fifteen Billion One Hundred Eight Million Five Hundred Sixty-Three Thousand Pesos (Php15,108,563,000) is appropriated under **Flexible Learning Options (FLO)** shall be used for the development and production of self-learning modules (SLMs). Thus, the Regional Offices shall prioritize the procurement for the development, production, and delivery of SLMs pending the FY 2022 General Appropriations Act (GAA) enactment.

Attached to this memorandum is the indicative regional physical and financial allocation list (ANNEX A) amounting to **Twelve Billion Nine Hundred Ninety-One Million One Hundred Six Thousand Pesos (Php12,991,106,000)** which shall be released to the regional offices upon the approval of the GAA. With the indicative list, the Regional Offices may initiate early procurement activities short of award to ensure the timely availability of self-learning modules for FY 2022. However, it must be noted that contracts shall not be perfected until the GAA is passed.



Further, the conduct of EPA shall be subject to the Government Procurement Policy Board Circular No. 06-2019<sup>1</sup>, Republic Act No. 9184<sup>2</sup> and its implementing rules and regulations and other existing budgeting, accounting, auditing, and procurement rules and regulations. In addition, the assistance on the conduct of EPA may likewise be coursed through the Office of the Assistant Secretary for Procurement and Administration (OASPA).

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<sup>1</sup> Guidelines on the Implementation of Early Procurement Activities (EPA) dated July 17, 2019

<sup>2</sup> Government Procurement Reform Act

ANNEX A. REGIONAL ALLOCATION LIST OF FLEXIBLE LEARNING OPTIONS (FLO) FUNDS TO BE RELEASED TO REGIONAL OFFICES

Amounts in Thousand Pesos ('000)

| REGION | SY 2021-2022            |                         | SY 2022-2023            |                         |                         | TOTAL      |
|--------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------|
|        | 3 <sup>rd</sup> QUARTER | 4 <sup>th</sup> QUARTER | 1 <sup>st</sup> QUARTER | 2 <sup>nd</sup> QUARTER | 3 <sup>rd</sup> QUARTER |            |
| 1      | 126,012                 | 84,182                  | 290,350                 | 171,365                 | 11,887                  | 683,796    |
| 2      | 93,737                  | 62,916                  | 213,291                 | 127,731                 | 8,670                   | 506,345    |
| 3      | 270,652                 | 179,901                 | 598,534                 | 351,757                 | 24,976                  | 1,425,820  |
| 4A     | 334,008                 | 220,900                 | 732,106                 | 427,429                 | 30,739                  | 1,745,182  |
| 4B     | 93,407                  | 62,465                  | 208,384                 | 124,233                 | 8,420                   | 496,909    |
| 5      | 175,009                 | 116,690                 | 391,030                 | 232,044                 | 15,765                  | 930,538    |
| 6      | 200,293                 | 131,272                 | 469,545                 | 273,714                 | 19,748                  | 1,094,572  |
| 7      | 198,148                 | 131,258                 | 440,634                 | 259,030                 | 18,235                  | 1,047,305  |
| 8      | 135,618                 | 90,549                  | 309,865                 | 183,629                 | 12,612                  | 732,273    |
| 9      | 110,055                 | 72,578                  | 242,725                 | 140,503                 | 10,236                  | 576,097    |
| 10     | 126,623                 | 84,299                  | 275,817                 | 162,395                 | 11,434                  | 660,568    |
| 11     | 131,229                 | 86,376                  | 291,459                 | 169,240                 | 12,250                  | 690,554    |
| 12     | 130,763                 | 87,011                  | 286,585                 | 168,528                 | 11,947                  | 684,834    |
| 13     | 81,961                  | 54,663                  | 182,117                 | 107,201                 | 7,496                   | 433,438    |
| CAR    | 41,141                  | 27,491                  | 92,069                  | 54,745                  | 3,781                   | 219,227    |
| NCR    | 204,678                 | 133,509                 | 447,517                 | 258,923                 | 19,021                  | 1,063,648  |
| TOTAL  | 2,453,334               | 1,626,060               | 5,472,028               | 3,212,467               | 227,217                 | 12,991,106 |

Notes:

1. Provided in DepEd Order No. 19, s. 2021, entitled "School Calendar and Activities for School Year 2021 – 2022," 3<sup>rd</sup> and 4<sup>th</sup> Quarters of SY 2021-2022 shall commence on February 7 and April 11, 2022; and
2. For Q3 and Q4 (SY 2021-2022), all K-G3 SLMs, G4-G10 SLMs covering only the 24 subjects for Q3 and 9 subjects for Q4 (List is provided in Annex B), EPP/TLE SLMs, and SHS SLMs shall be procured/produced using the 2022 FLO Funds.



**ANNEX B. LIST OF 24 SUBJECTS FOR QUARTER 3 AND 9 SUBJECTS FOR QUARTER 4**

| Quarter 3 |             |
|-----------|-------------|
| NO.       | SUBJECT     |
| 1.        | Math 4      |
| 2.        | ESP 4       |
| 3.        | Arts 4      |
| 4.        | Filipino 5  |
| 5.        | ESP 5       |
| 6.        | PE 5        |
| 7.        | Science 6   |
| 8.        | Math 6      |
| 9.        | AP 6        |
| 10.       | ESP 6       |
| 11.       | PE 6        |
| 12.       | Filipino 7  |
| 13.       | AP 7        |
| 14.       | ESP 7       |
| 15.       | Music 7     |
| 16.       | PE 7        |
| 17.       | Math 8      |
| 18.       | Filipino 8  |
| 19.       | AP 8        |
| 20.       | Filipino 9  |
| 21.       | Music 9     |
| 22.       | Arts 9      |
| 23.       | Math 10     |
| 24.       | Filipino 10 |

| Quarter 4 |         |
|-----------|---------|
| NO.       | SUBJECT |
| 1.        | ESP 4   |
| 2.        | Music 4 |
| 3.        | Arts 4  |
| 4.        | PE 5    |
| 5.        | PE 6    |
| 6.        | Arts 7  |
| 7.        | PE 7    |
| 8.        | AP 8    |
| 9.        | PE 8    |



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



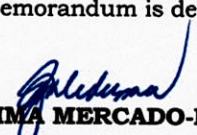
November 11, 2021

REGIONAL MEMORANDUM  
No. 1018, s. 2021

To: ALL SCHOOLS DIVISION SUPERINTENDENT  
This Region

CONDUCT OF EARLY PROCUREMENT ACTIVITIES FOR THE  
DEVELOPMENT AND PRODUCTION OF SELF-LEARNING MODULES FOR FY 2022

1. The field is hereby informed that with the approval of the FY 2022 National Expenditure (NEP), the SDOs may undertake early procurement activities (EPA) for the development, production, and delivery of Self-Learning Modules for FY 2022.
2. For details and guidance, the following are attached:
  - a. Joint Memorandum DM-OUCI-2021-539 - Advisory on the Conduct of EPA for the Development and Production of SLMs for FY 2022
  - b. DepEd Order 051 s. 2021- Guidelines on the Conduct of EPA in DepEd
  - c. Joint Memorandum DM-OUCI-2021-573 – SLM EPA help Desk
3. Immediate dissemination and compliance of this Memorandum is desired.

  
**MA. GEMMA MERCADO-LEDESMA**  
Regional Director

Encls.: as stated

Reference: DepEd Memorandum DM-OUCI-2021-539 dated November 17, 2021

To be indicated in the Perpetual Index

under the following subjects:

ACQUISITION      LEARNING RESOURCE      PROCUREMENT

CLM/mfm  
12/14/2021



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Republic of the Philippines  
Department of Education  
CARAGA REGION

December 13, 2021

**MA. GEMMA MERCADO-LEDESMA**

Regional Director  
Department of Education  
J. Rosales Ave., Butuan City

Dear RD Ledesma:

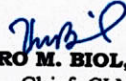
This is to respectfully request for the **Authority to do Early Procurement Activity (EPA)** by the SDOs for the Q3 and Q4 budget allocation amounting to Php 81,961,000.00 and Php 54,663,000.00 respectively, indicated in the Joint Memorandum DM-OUCI-2021-539, dated Nov. 17, 2021 for the **printing of Quarter 3 and Quarter 4 SLMs** for K-3, EPP/TLE, and SHS, and line items- 24 subject (for Q3) and 9 subject (for Q4) for S.Y. 2021-2022. Below is the budget allocation per division:

| DIVISION          | K-SHS enrolment |           |         | Allocation/SDO |               |
|-------------------|-----------------|-----------|---------|----------------|---------------|
|                   | Elementary      | Secondary | TOTAL   | Q3             | Q4            |
| Agusan del Norte  | 46106           | 46,106    | 92,212  | 8,856,340.00   | 5,906,640.00  |
| Agusan del Sur    | 108472          | 108,472   | 216,944 | 20,836,006.00  | 13,896,348.00 |
| Bayugan City      | 17077           | 17,077    | 34,154  | 3,280,261.00   | 2,187,735.00  |
| Bislig City       | 13849           | 13,849    | 27,698  | 2,660,206.00   | 1,774,195.00  |
| Butuan City       | 53015           | 53,015    | 106,030 | 10,183,465.00  | 6,791,752.00  |
| Cabadbaran City   | 11729           | 11,729    | 23,458  | 2,252,982.00   | 1,502,602.00  |
| Dinagat Island    | 17339           | 17,339    | 34,678  | 3,330,588.00   | 2,221,299.00  |
| Siargao           | 18712           | 18,712    | 37,424  | 3,594,322.00   | 2,397,194.00  |
| Surigao City      | 21140           | 21,140    | 42,280  | 4,060,708.00   | 2,708,245.00  |
| Surigao del Norte | 33596           | 33,596    | 67,192  | 6,453,338.00   | 4,303,984.00  |
| Surigao del Sur   | 76613           | 76,613    | 153,226 | 14,716,322.00  | 9,814,892.00  |
| Tandag City       | 9040            | 9,040     | 18,080  | 1,736,462.00   | 1,158,114.00  |
| Grand Total:      | 426688          | 426,688   | 853,376 | 81,961,000.00  | 54,663,000.00 |

Attached is a copy of **Joint Memorandum DM-OUCI-2021-539 - Advisory on the Conduct of Early Procurement Activities for the Development and Production of SLMs for 2022** sub-ARO No. OSEC-13-21-3591 for guidance.

Very truly yours,

**MARIPAZ F. MAGNO**  
EPS-LR Manager

Noted:   
**ISIDRO M. BIOL, JR., PhD.**  
Chief, CLMD

**FE L. ALEGADO**  
Chief, Finance

Approved:

  
**MA. GEMMA MERCADO-LEDESMA**  
Regional Director



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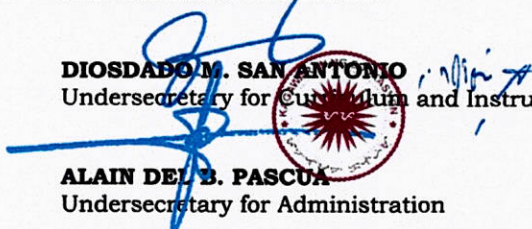


Republic of the Philippines  
**Department of Education**  
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

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**JOINT MEMORANDUM**  
**DM-OUCI-2021-573**

**TO :** REGIONAL DIRECTORS  
ALL OTHERS CONCERNED

**FROM :** DIOSDADO M. SAN ANTONIO  
Undersecretary for Curriculum and Instructions  
  
ALAIN DEL B. PASCUA  
Undersecretary for Administration

**SUBJECT :** SLM EARLY PROCUREMENT ACTIVITY HELP DESK

**DATE :** November 29, 2021

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This memo is in line with the call for ROs/field offices to undertake early procurement activities (EPA) to develop, produce, and deliver Self-Learning Modules for FY 2022.

ROs/field offices conducting EPA must consider for their guidance and information the provisions of DepEd Order No. 51 s. 2021 entitled "Guidelines on the Conduct of Early Procurement Activities (EPA) at the Department of Education."

DepEd Order No. 51 s. 2021 prescribes the scope, documents required, the procedures needed to be undertaken, bidding activities until the monitoring of activities for EPA.

A "Help-Desk" to be managed by the Procurement Management Service (ProcMS) will be created and made available should the regional offices see any need for guidance on matters relating to the conduct of the procurement of SLMs. The following link shall be the platform to be used for this purpose:

[https://bit.ly/ProcMSHelpDesk\\_SLM2022](https://bit.ly/ProcMSHelpDesk_SLM2022)

Thank you.





Republic of the Philippines  
**Department of Education**

25 NOV 2021

DepEd ORDER  
No. **051**, s. 2021

**GUIDELINES ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES (EPA)  
AT THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Conduct of Early Procurement Activities (EPA) at the Department of Education**, consistent with Section 7.6 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, other related issuances pertaining to its implementation; and directives under the Department of Budget and Management (DBM) Circular Letter 2018-8 dated July 30, 2018. The EPA allows facilitation of the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the General Appropriations Act (GAA).
2. This DepEd Order is anchored on the rationale embodied in said issuances— those programs, activities, and projects are fully implemented within the validity period of the national budget.
3. The conduct of EPA, as a strategy to fast-track procurement, is a condition for the grant of the Performance-Based Bonus (PBB) as embodied under Memorandum Circular 2020-1. While this is no longer required in determining the overall PBB eligibility of agencies in 2021, compliance with the Guidelines shall be used as the basis in determining the eligibility of responsible units and individuals.
4. This shall take effect immediately and shall remain to be in force unless otherwise repealed/amended.
5. For more information and assistance, please contact the **Procurement Management Service**, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [procms.ppm@deped.gov.ph](mailto:procms.ppm@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this Order is directed.



To authenticate this document,  
please scan the QR code.  
DEPED-OSEC-651185



  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS  
POLICY  
PROCUREMENT  
RULES AND REGULATIONS

WNFO/SMMMA/APA/MPC, DO Conduct of EPA with ASCM  
0330 - November 11, 2021

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**GUIDELINES ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES (EPA)  
AT THE DEPARTMENT OF EDUCATION**

**I. RATIONALE**

One of the major reforms of the Department of Budget and Management (DBM) to support its thrust to increase economic growth rate to 8% in 2022, and the massive investment on public infrastructure program to realize this goal, was the proposed Budget Reform Program (BRP) which aims to transform the budgeting system from obligation-based to annual cash-based appropriations (ACBA) in FY 2019. It envisioned to make every peso of the national budget count and lead to actual delivery of programs and projects.

The ACBA puts a leash on budget implementation to just one year; hence, annual budgets should only contain the projected budget requirements of programs, activities and projects that can be implemented and paid for within the period from January to December of the fiscal year.

Section 7.6 of the 2016 revised Implementing Rules and Regulations of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, provides the legal reference for the conduct of early procurement activities (EPA). Specifically, the provision states:

7.6 *"To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget, appropriations ordinance or loan agreements in the case of (FAPs), as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake EPA.*

*Procuring Entities are encouraged to undertake EPA to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services. The conduct of EPA for nationally funded procurement projects may commence as early as the submission of the (NEP) to Congress, usually in July. No EPA may be conducted without an indicative APP duly approved by the Head of the Procuring Entity (HoPE) and the Multi Year Contracting Authority (MYCA) issued by the DBM, in the case of multi-year projects. This will facilitate the awarding of procurement contracts upon approval and effectivity of their respective funding sources or the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules."*

Early procurement is one of the measures in the transition from the obligation-based budget to ACBA to deliver a 12-month contract within the fiscal year. Agencies, therefore, were enjoined to undertake early procurement under DBM Circular Letter 2018-8 prescribing the Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP). The Government Procurement Policy Board (GPPB) issued GPPB Circular No. 05-2018 dated May 18, 2018, and, consequently, GPPB issued Circular 06-2019 dated July 17, 2019 to prescribe the Guidelines on the Implementation of Early Procurement Activities (EPA).



This was emphasized in DBM-DoF-NEDA Joint Circular (JC) No. 2017-1 dated June 30, 2017, Annex A.3, which provides that as early as August of the current year, agencies may already start the conduct of early procurement procedures for projects and activities in NEP for the budget year.

Despite the above-mentioned issuances on the conduct of EPA, which is anchored on Section 7.6 of the revised IRR of RA 9184, it has been observed and monitored that EPA has not yet been fully implemented in the Department. It is therefore imperative to set these guidelines for information, wide dissemination, and compliance.

## **II. SCOPE OF THE POLICY**

1. These Guidelines shall apply to all Offices, Bureaus, Divisions, and Units of the Central Office (CO), and all Regional Offices (RO), Schools Division Offices (SDOs) and Implementing Units (IU) of the Department.
2. These Guidelines shall cover all types of procurement of goods, infrastructure projects and consulting services funded out of or by the GAA, or loan agreement in case of Foreign-Assisted Projects (FAPs).
3. EPA is applicable for Procurement Projects undertaken through Competitive Bidding and Alternative Methods of Procurement, except the following:
  - a. Repeat Order (Sec. 51);
  - b. Shopping (Sec. 52);
  - c. Negotiated Procurement - Emergency Cases (Sec. 53.2);
  - d. Negotiated Procurement - Take-Over of Contracts (Section 53.3); and
  - e. Negotiated Procurement - Small Value Procurement (Sec. 53.9).
4. Procurement Projects to be funded from lump-sum funds in the NEP wherein the recipients and the corresponding amounts have not been identified or approved, such as contingent funds, are excluded from the conduct of EPA.

## **III. DEFINITION OF TERMS**

1. **Early Procurement Activities (EPA)** – refers to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of their respective funding sources.
2. **Head of the Procuring Entity (HoPE)** – refers to the head of the agency, and the head of each decentralized unit shall be considered as the HoPE. Thus, the HoPE in the CO shall be the Secretary, the Regional Director in the ROs, the Schools Division Superintendent in the SDOs, and the Principals in the IUs.
3. **Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. It shall be described, detailed, and scheduled in the Project Procurement Management Plan (PPMP) prepared by the agency which shall be consolidated in the PE's APP.



4. **Procuring Entity (PE)** – refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines (NGA), including Government Owned and Controlled Corporation (GOCC), Government Funding Institutions (GFI), State Universities and Colleges (SUC), and Local Government Units (LGU) procuring goods, infrastructure projects and consulting services.<sup>1</sup> For purposes of these Guidelines, the PEs shall be the CO, ROs, SDOs, and IUs of the Department.

#### **IV. POLICY STATEMENT**

This Order shall prescribe the guidelines on the conduct of EPA to hasten procurement of resources and ensure utilization of budget within the budget year.

#### **V. GUIDELINES AND PROCEDURES**

##### **A. Preparatory Activities**

1. The PEs shall complete all the appropriate preparatory activities prior to the approval of the indicative APP. These include, but are not limited to, cost-benefit analysis, feasibility studies, and market research for goods and services, and detailed engineering designs (DED), regulatory clearances, and right of way acquisitions for civil works projects. These are some of the tools used to assess the project's feasibility and viability, and to measure the advantages/benefits of the project while taking into consideration the costs associated with it. For civil works projects, no bidding and award of contract shall be made unless the detailed engineering investigations, surveys, and designs have been sufficiently carried out and duly approved in accordance with the provisions of the IRR (Section 17.6, revised IRR, RA 9184).
2. Upon issuance of the budget call, the End-user Units shall formulate their respective PPMPs for their different programs, activities, and projects. The PPMPs shall then be submitted to the respective Budget Division/Office for evaluation to ensure consistency with the DepEd's budget proposal and existing budgeting rules.
3. The PPMPs included in the budget proposal, as harmonized with the NEP, shall be forwarded to the Procurement Management Service, in case of the Central Office, or BAC Secretariat, in case of Field Offices, for consolidation into an indicative APP, and to the BAC for final recommendation of the appropriate procurement modality. The indicative APP and budget proposal shall be submitted to the Secretary/HoPE for approval, and to other oversight bodies, in this case, the DBM.
4. The indicative APP shall be posted on the DepEd Transparency Seal pursuant to DBM Circular Letter No. 2018-8 dated July 30, 2018, not later than August 31, or at a date as may be specified in future issuances, upon approval of the NEP.
5. The bidding documents issued for the procurement at hand as posted in the PhilGEPS should clearly state that the Procurement Project is undertaken through EPA. It must likewise ensure that the prospective bidders are properly informed, through the bidding documents and during the pre-bid conference, of

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<sup>1</sup> Rule 1, Section 5, Revised Implementing Rules and Regulations of RA 9184



all the implications of a Procurement Project undertaken through EPA. This shall include, but is not limited to, the:

- a. rules and procedure of EPA;
- b. fixed price rule in procurement;
- c. extension of the bid validity and security;
- d. validity of the eligibility requirements prior to the award of contract;
- e. conditions of award; and
- f. date of earliest delivery.

6. The Certificate of Availability of Funds shall not be required prior to the commencement of EPA.<sup>2</sup>

**B. Commencement of Bidding Activities, Short of Award**

1. All PEs shall undertake EPA from October to December of the current year, upon submission of the NEP for the fiscal year to Congress. Pursuant to DBM Circular Letter No. 8-2018, at least 50% of the value or volume of the planned procurement for the budget year should undergo early procurement, after PEs have identified those activities and projects that are needed to be implemented in the first semester and those procurement activities that are deemed difficult or risky.<sup>3</sup> No EPA may be conducted without an indicative APP duly approved by the HoPE, and the Multi-Year Contracting Authority (MYCA) issued by the DBM, in the case of multi-year projects.
2. Procurement activities, from posting of the procurement opportunity, if required, until recommendation of the BAC to the HoPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, shall be conducted pending approval of their respective funding sources, to wit:
  - a. For Procurement Projects that are included in the DepEd budget (source agency) but shall be released directly to another agency (recipient agency), such as the DPWH in the case of School Buildings, pursuant to a special provision in the NEP, the special provision shall be the basis of the recipient agency to conduct EPA.

Such projects shall be included in the indicative APP of the recipient agency.

- b. For Procurement Projects funded in the DepEd budget (source agency) but to be implemented by another agency (recipient agency), if any, a Memorandum of Understanding (MOU) between them shall be the basis of the recipient agency for the conduct of EPA. The MOU shall state that the source agency:
    - (i) has proposed funds in the NEP for a Procurement Project.
    - (ii) identifies the recipient agency as the implementing unit for the said Procurement Project; and
    - (iii) authorizes the recipient agency to undertake EPA for the said Procurement Project.

<sup>2</sup> GPPB Resolution No. 05-2018, 18 May 2018, Issuance of Certificate of Availability of Funds (CAF) for Early Procurement Activities

<sup>3</sup> DBM Circular Letter No. 8-2018



Such Procurement Projects shall be included in the indicative APP of the recipient agency.

- c. For Procurement Projects funded by forthcoming sub-allotments from the Central Office (CO) or Centrally Managed Items, the written approval, in whatever form, from the CO identifying the implementing unit therefor with the corresponding amount and authorizing the conduct of EPA shall be the basis for the conduct of said activity.
  - d. In any instance, DepEd, as well as recipient agencies/ROs/SDOs shall facilitate preparation and processing of documentary requirements to ensure that the release of funds or sub-allotments shall be timely prepared to enable the implementing agency or unit to award the contract within the prescribed period.
3. The conduct of EPA from posting to recommendation of the BAC to the HoPE as to the award of the contract shall observe the procedures and mandatory timelines set forth in the 2016 revised IRR of RA 9184, including the period for re-bidding which shall be within fifteen (15) days after each declaration of failure of bidding, which may be extended up to thirty (30) days upon approval of the HoPE.
  4. The issuance of the Notice of Award (NOA) may, however, be done only upon approval or enactment of the respective appropriations or budget authorization document and based on the amount authorized therein. If the PE cannot award the contract due to the delay in the approval of the funding source, the PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration.

A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended.

If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

#### **C. Award of Contract**

1. Notwithstanding the mandatory procurement timelines provided in Section 37 of RA No. 9184, Procurement Projects undertaken through EPA may be awarded only upon approval and effectivity of the GAA or loan agreement. Apart from the approval and effectivity of the GAA, or loan agreement, PEs shall not award contracts for Procurement Projects requiring Special Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released.
2. Prior to award, and as soon as the funding source has been approved, the indicative APP shall be revised and approved in accordance with Section 7.2 of the revised IRR of RA 9184. The final approved APP shall be submitted to the GPPB on or before the end of January of the budget year, and shall be posted in the Transparency Seal, in accordance with Executive Order No. 662, as amended.
3. Accordingly, pending approval and effectivity of the GAA, or the loan agreement in the case of FAPs, the following periods shall be tolled or suspended:
  - a. the fifteen-day (15 day) period for the HoPE to approve the Resolution of the BAC and to issue the Notice of Award provided under Section 37; and



- b. the three-month (3-month) period within which to complete the procurement process, from the opening of bids up to the award of contract, under Section 38 of RA No. 9184.
  4. The period for the award of contract and termination of the procurement process shall begin to run again upon the approval and effectivity of the GAA, or loan agreement.
- It shall not commence anew but rather, grants the HoPE the balance of the remaining period to award the contract or terminate the procurement process.
5. If the amount authorized for a Procurement Project has been reduced, the PE may still make an award if the contract price to be awarded is within the amount authorized in the GAA, or loan agreement regardless of the posted ABC.
  6. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA or loan agreement is lower than the amount of contract to be awarded.
  7. In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of the revised IRR of RA 9184, which grants the HoPE the right not to award the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government.

## VI. MONITORING AND EVALUATION

1. The respective APP of PEs shall reflect the Projects undertaken through EPA under a column separate from the regular procurement activities using the revised APP Form from the GPPB website.
2. It shall be reported in the Procurement Monitoring Report (PMR) of the PEs using the revised form for PMR which may be downloaded from the GPPB website.
3. Under Indicator 9 on Compliance with Procurement Timeframes under Pillar III of the Agency Procurement Compliance and Performance Indicators (APCPI), the PE's compliance shall be adjusted considering the tolling of the periods as allowed.
4. The foregoing reports shall be submitted to the oversight agencies in accordance with the provisions of the Revised IRR of RA 9184 and related issuances, i.e. GPPB Resolution No. 11-2020 dated 20 May 2020, and to the following:

| Report | Oversight Agencies                                       | DepEd ProcMS                                                               |
|--------|----------------------------------------------------------|----------------------------------------------------------------------------|
| APP    | <a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a>     | <a href="mailto:appmonitoring@deped.gov.ph">appmonitoring@deped.gov.ph</a> |
| PMR    | <a href="mailto:pmr@gppb.gov.ph">pmr@gppb.gov.ph</a>     | <a href="mailto:pmrmonitoring@deped.gov.ph">pmrmonitoring@deped.gov.ph</a> |
| APCPI  | <a href="mailto:apcpi@gppb.gov.ph">apcpi@gppb.gov.ph</a> | <a href="mailto:apcpi@deped.gov.ph">apcpi@deped.gov.ph</a>                 |

For purposes of monitoring, a separate issuance by the Office of the Assistant Secretary for Procurement (OASPA) or Procurement Management Service-Office of the Director (ProcMs-OD) shall be issued to inform DepEd PEs on other monitoring forms and tools to be submitted. This notwithstanding, the following offices are enjoined to monitor compliance of the respective PEs under their jurisdiction, i.e., Office of the Director – Procurement Management Service, for the Central Office; Office of the Regional Director, for ROs and SDOs.



## **VII. REFERENCES**

1. Rule II, Section 7 of the CY 2016 Revised Implementing Rules and Regulations of RA 9184
2. DBM Circular Letter 2018-8 dated July 30, 2018, Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP)
3. GPPB Circular No. 05-2018 dated May 18, 2018, Issuance of Certificate of Availability of Funds (CAF) for Early Procurement Activities
4. GPPB Circular 06-2019, July 17, 2019 Guidelines on the Implementation of Early Procurement Activities
5. DBM-DoF-NEDA Joint Circular (JC) No. 2017-1 dated June 30, 2017, National Government Fiscal Calendar, Annex A.3
6. GPPB Resolution No. 11-2020 dated 20 May 2020, Approving the Electronic Submission of Annual Procurement Plans, Procurement Monitoring Reports and Agency Procurement Compliance and Performance Indicator Results, and Posting and Extension of Deadline for Submission of Annual Procurement Plans and Procurement Monitoring Reports

## **VIII. EFFECTIVITY**

This Order shall take effect immediately upon issuance and shall be filed with the University of the Philippines – Office of the National Administrative Register (UP-ONAR).

It shall remain to be in force unless otherwise repealed/amended.



Republic of the Philippines  
**Department of Education**

25 NOV 2021

DepEd ORDER  
No. **051**, s. 2021

**GUIDELINES ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES (EPA)  
AT THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Conduct of Early Procurement Activities (EPA) at the Department of Education**, consistent with Section 7.6 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, other related issuances pertaining to its implementation; and directives under the Department of Budget and Management (DBM) Circular Letter 2018-8 dated July 30, 2018. The EPA allows facilitation of the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the General Appropriations Act (GAA).
2. This DepEd Order is anchored on the rationale embodied in said issuances— those programs, activities, and projects are fully implemented within the validity period of the national budget.
3. The conduct of EPA, as a strategy to fast-track procurement, is a condition for the grant of the Performance-Based Bonus (PBB) as embodied under Memorandum Circular 2020-1. While this is no longer required in determining the overall PBB eligibility of agencies in 2021, compliance with the Guidelines shall be used as the basis in determining the eligibility of responsible units and individuals.
4. This shall take effect immediately and shall remain to be in force unless otherwise repealed/amended.
5. For more information and assistance, please contact the **Procurement Management Service**, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [procms.pprmd@deped.gov.ph](mailto:procms.pprmd@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this Order is directed.



  
**LEONOR MAGTOLIS BRIONES**  
Secretary



Encl.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS  
POLICY  
PROCUREMENT  
RULES AND REGULATIONS

WNHO/SMM A/APA/MPC, DO Conduct of EPA with ASCM  
0330 - November 11, 2021

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**GUIDELINES ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES (EPA)  
AT THE DEPARTMENT OF EDUCATION**

**I. RATIONALE**

One of the major reforms of the Department of Budget and Management (DBM) to support its thrust to increase economic growth rate to 8% in 2022, and the massive investment on public infrastructure program to realize this goal, was the proposed Budget Reform Program (BRP) which aims to transform the budgeting system from obligation-based to annual cash-based appropriations (ACBA) in FY 2019. It envisioned to make every peso of the national budget count and lead to actual delivery of programs and projects.

The ACBA puts a leash on budget implementation to just one year; hence, annual budgets should only contain the projected budget requirements of programs, activities and projects that can be implemented and paid for within the period from January to December of the fiscal year.

Section 7.6 of the 2016 revised Implementing Rules and Regulations of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, provides the legal reference for the conduct of early procurement activities (EPA). Specifically, the provision states:

7.6 "To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget, appropriations ordinance or loan agreements in the case of (FAPs), as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake EPA.

*Procuring Entities are encouraged to undertake EPA to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services. The conduct of EPA for nationally funded procurement projects may commence as early as the submission of the (NEP) to Congress, usually in July. No EPA may be conducted without an indicative APP duly approved by the Head of the Procuring Entity (HoPE) and the Multi Year Contracting Authority (MYCA) issued by the DBM, in the case of multi-year projects. This will facilitate the awarding of procurement contracts upon approval and effectivity of their respective funding sources or the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules."*

Early procurement is one of the measures in the transition from the obligation-based budget to ACBA to deliver a 12-month contract within the fiscal year. Agencies, therefore, were enjoined to undertake early procurement under DBM Circular Letter 2018-8 prescribing the Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP). The Government Procurement Policy Board (GPPB) issued GPPB Circular No. 05-2018 dated May 18, 2018, and, consequently, GPPB issued Circular 06-2019 dated July 17, 2019 to prescribe the Guidelines on the Implementation of Early Procurement Activities (EPA).



This was emphasized in DBM-DoF-NEDA Joint Circular (JC) No. 2017-1 dated June 30, 2017, Annex A.3, which provides that as early as August of the current year, agencies may already start the conduct of early procurement procedures for projects and activities in NEP for the budget year.

Despite the above-mentioned issuances on the conduct of EPA, which is anchored on Section 7.6 of the revised IRR of RA 9184, it has been observed and monitored that EPA has not yet been fully implemented in the Department. It is therefore imperative to set these guidelines for information, wide dissemination, and compliance.

## **II. SCOPE OF THE POLICY**

1. These Guidelines shall apply to all Offices, Bureaus, Divisions, and Units of the Central Office (CO), and all Regional Offices (RO), Schools Division Offices (SDOs) and Implementing Units (IU) of the Department.
2. These Guidelines shall cover all types of procurement of goods, infrastructure projects and consulting services funded out of or by the GAA, or loan agreement in case of Foreign-Assisted Projects (FAPs).
3. EPA is applicable for Procurement Projects undertaken through Competitive Bidding and Alternative Methods of Procurement, except the following:
  - a. Repeat Order (Sec. 51);
  - b. Shopping (Sec. 52);
  - c. Negotiated Procurement - Emergency Cases (Sec. 53.2);
  - d. Negotiated Procurement - Take-Over of Contracts (Section 53.3); and
  - e. Negotiated Procurement - Small Value Procurement (Sec. 53.9).
4. Procurement Projects to be funded from lump-sum funds in the NEP wherein the recipients and the corresponding amounts have not been identified or approved, such as contingent funds, are excluded from the conduct of EPA.

## **III. DEFINITION OF TERMS**

1. **Early Procurement Activities (EPA)** – refers to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of their respective funding sources.
2. **Head of the Procuring Entity (HoPE)** – refers to the head of the agency, and the head of each decentralized unit shall be considered as the HoPE. Thus, the HoPE in the CO shall be the Secretary, the Regional Director in the ROs, the Schools Division Superintendent in the SDOs, and the Principals in the IUs.
3. **Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. It shall be described, detailed, and scheduled in the Project Procurement Management Plan (PPMP) prepared by the agency which shall be consolidated in the PE's APP.



4. **Procuring Entity (PE)** – refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines (NGA), including Government Owned and Controlled Corporation (GOCC), Government Funding Institutions (GFI), State Universities and Colleges (SUC), and Local Government Units (LGU) procuring goods, infrastructure projects and consulting services.<sup>1</sup> For purposes of these Guidelines, the PEs shall be the CO, ROs, SDOs, and IUs of the Department.

#### **IV. POLICY STATEMENT**

This Order shall prescribe the guidelines on the conduct of EPA to hasten procurement of resources and ensure utilization of budget within the budget year.

#### **V. GUIDELINES AND PROCEDURES**

##### **A. Preparatory Activities**

1. The PEs shall complete all the appropriate preparatory activities prior to the approval of the indicative APP. These include, but are not limited to, cost-benefit analysis, feasibility studies, and market research for goods and services, and detailed engineering designs (DED), regulatory clearances, and right of way acquisitions for civil works projects. These are some of the tools used to assess the project's feasibility and viability, and to measure the advantages/benefits of the project while taking into consideration the costs associated with it. For civil works projects, no bidding and award of contract shall be made unless the detailed engineering investigations, surveys, and designs have been sufficiently carried out and duly approved in accordance with the provisions of the IRR (Section 17.6, revised IRR, RA 9184).
2. Upon issuance of the budget call, the End-user Units shall formulate their respective PPMPs for their different programs, activities, and projects. The PPMPs shall then be submitted to the respective Budget Division/Office for evaluation to ensure consistency with the DepEd's budget proposal and existing budgeting rules.
3. The PPMPs included in the budget proposal, as harmonized with the NEP, shall be forwarded to the Procurement Management Service, in case of the Central Office, or BAC Secretariat, in case of Field Offices, for consolidation into an indicative APP, and to the BAC for final recommendation of the appropriate procurement modality. The indicative APP and budget proposal shall be submitted to the Secretary/HoPE for approval, and to other oversight bodies, in this case, the DBM.
4. The indicative APP shall be posted on the DepEd Transparency Seal pursuant to DBM Circular Letter No. 2018-8 dated July 30, 2018, not later than August 31, or at a date as may be specified in future issuances, upon approval of the NEP.
5. The bidding documents issued for the procurement at hand as posted in the PhilGEPS should clearly state that the Procurement Project is undertaken through EPA. It must likewise ensure that the prospective bidders are properly informed, through the bidding documents and during the pre-bid conference, of

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<sup>1</sup> Rule 1, Section 5, Revised Implementing Rules and Regulations of RA 9184



all the implications of a Procurement Project undertaken through EPA. This shall include, but is not limited to, the:

- a. rules and procedure of EPA;
- b. fixed price rule in procurement;
- c. extension of the bid validity and security;
- d. validity of the eligibility requirements prior to the award of contract;
- e. conditions of award; and
- f. date of earliest delivery.

6. The Certificate of Availability of Funds shall not be required prior to the commencement of EPA.<sup>2</sup>

**B. Commencement of Bidding Activities, Short of Award**

1. All PEs shall undertake EPA from October to December of the current year, upon submission of the NEP for the fiscal year to Congress. Pursuant to DBM Circular Letter No. 8-2018, at least 50% of the value or volume of the planned procurement for the budget year should undergo early procurement, after PEs have identified those activities and projects that are needed to be implemented in the first semester and those procurement activities that are deemed difficult or risky.<sup>3</sup> No EPA may be conducted without an indicative APP duly approved by the HoPE, and the Multi-Year Contracting Authority (MYCA) issued by the DBM, in the case of multi-year projects.
2. Procurement activities, from posting of the procurement opportunity, if required, until recommendation of the BAC to the HoPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, shall be conducted pending approval of their respective funding sources, to wit:
  - a. For Procurement Projects that are included in the DepEd budget (source agency) but shall be released directly to another agency (recipient agency), such as the DPWH in the case of School Buildings, pursuant to a special provision in the NEP, the special provision shall be the basis of the recipient agency to conduct EPA.  
  
Such projects shall be included in the indicative APP of the recipient agency.
  - b. For Procurement Projects funded in the DepEd budget (source agency) but to be implemented by another agency (recipient agency), if any, a Memorandum of Understanding (MOU) between them shall be the basis of the recipient agency for the conduct of EPA. The MOU shall state that the source agency:
    - (i) has proposed funds in the NEP for a Procurement Project.
    - (ii) identifies the recipient agency as the implementing unit for the said Procurement Project; and
    - (iii) authorizes the recipient agency to undertake EPA for the said Procurement Project.

<sup>2</sup> GPPB Resolution No. 05-2018, 18 May 2018, Issuance of Certificate of Availability of Funds (CAF) for Early Procurement Activities

<sup>3</sup> DBM Circular Letter No. 8-2018



Such Procurement Projects shall be included in the indicative APP of the recipient agency.

- c. For Procurement Projects funded by forthcoming sub-allotments from the Central Office (CO) or Centrally Managed Items, the written approval, in whatever form, from the CO identifying the implementing unit therefor with the corresponding amount and authorizing the conduct of EPA shall be the basis for the conduct of said activity.
  - d. In any instance, DepEd, as well as recipient agencies/ROs/SDOs shall facilitate preparation and processing of documentary requirements to ensure that the release of funds or sub-allotments shall be timely prepared to enable the implementing agency or unit to award the contract within the prescribed period.
3. The conduct of EPA from posting to recommendation of the BAC to the HoPE as to the award of the contract shall observe the procedures and mandatory timelines set forth in the 2016 revised IRR of RA 9184, including the period for re-bidding which shall be within fifteen (15) days after each declaration of failure of bidding, which may be extended up to thirty (30) days upon approval of the HoPE.
  4. The issuance of the Notice of Award (NOA) may, however, be done only upon approval or enactment of the respective appropriations or budget authorization document and based on the amount authorized therein. If the PE cannot award the contract due to the delay in the approval of the funding source, the PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration.

A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended.

If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

#### **C. Award of Contract**

1. Notwithstanding the mandatory procurement timelines provided in Section 37 of RA No. 9184, Procurement Projects undertaken through EPA may be awarded only upon approval and effectivity of the GAA or loan agreement. Apart from the approval and effectivity of the GAA, or loan agreement, PEs shall not award contracts for Procurement Projects requiring Special Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released.
2. Prior to award, and as soon as the funding source has been approved, the indicative APP shall be revised and approved in accordance with Section 7.2 of the revised IRR of RA 9184. The final approved APP shall be submitted to the GPPB on or before the end of January of the budget year, and shall be posted in the Transparency Seal, in accordance with Executive Order No. 662, as amended.
3. Accordingly, pending approval and effectivity of the GAA, or the loan agreement in the case of FAPs, the following periods shall be tolled or suspended:
  - a. the fifteen-day (15 day) period for the HoPE to approve the Resolution of the BAC and to issue the Notice of Award provided under Section 37; and



- b. the three-month (3-month) period within which to complete the procurement process, from the opening of bids up to the award of contract, under Section 38 of RA No. 9184.
  4. The period for the award of contract and termination of the procurement process shall begin to run again upon the approval and effectivity of the GAA, or loan agreement.
- It shall not commence anew but rather, grants the HoPE the balance of the remaining period to award the contract or terminate the procurement process.
5. If the amount authorized for a Procurement Project has been reduced, the PE may still make an award if the contract price to be awarded is within the amount authorized in the GAA, or loan agreement regardless of the posted ABC.
  6. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA or loan agreement is lower than the amount of contract to be awarded.
  7. In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of the revised IRR of RA 9184, which grants the HoPE the right not to award the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government.

## VI. MONITORING AND EVALUATION

1. The respective APP of PEs shall reflect the Projects undertaken through EPA under a column separate from the regular procurement activities using the revised APP Form from the GPPB website.
2. It shall be reported in the Procurement Monitoring Report (PMR) of the PEs using the revised form for PMR which may be downloaded from the GPPB website.
3. Under Indicator 9 on Compliance with Procurement Timeframes under Pillar III of the Agency Procurement Compliance and Performance Indicators (APCPI), the PE's compliance shall be adjusted considering the tolling of the periods as allowed.
4. The foregoing reports shall be submitted to the oversight agencies in accordance with the provisions of the Revised IRR of RA 9184 and related issuances, i.e. GPPB Resolution No. 11-2020 dated 20 May 2020, and to the following:

| Report | Oversight Agencies | DepEd ProcMS               |
|--------|--------------------|----------------------------|
| APP    | app@gppb.gov.ph    | appmonitoring@deped.gov.ph |
| PMR    | pmr@gppb.gov.ph    | pmrmonitoring@deped.gov.ph |
| APCPI  | apcpi@gppb.gov.ph  | apcpi@deped.gov.ph         |

For purposes of monitoring, a separate issuance by the Office of the Assistant Secretary for Procurement (OASPA) or Procurement Management Service-Office of the Director (ProcMs-OD) shall be issued to inform DepEd PEs on other monitoring forms and tools to be submitted. This notwithstanding, the following offices are enjoined to monitor compliance of the respective PEs under their jurisdiction, i.e., Office of the Director - Procurement Management Service, for the Central Office; Office of the Regional Director, for ROs and SDOs.

## **VII. REFERENCES**

1. Rule II, Section 7 of the CY 2016 Revised Implementing Rules and Regulations of RA 9184
2. DBM Circular Letter 2018-8 dated July 30, 2018, Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP)
3. GPPB Circular No. 05-2018 dated May 18, 2018, Issuance of Certificate of Availability of Funds (CAF) for Early Procurement Activities
4. GPPB Circular 06-2019, July 17, 2019 Guidelines on the Implementation of Early Procurement Activities
5. DBM-DoF-NEDA Joint Circular (JC) No. 2017-1 dated June 30, 2017, National Government Fiscal Calendar, Annex A.3
6. GPPB Resolution No. 11-2020 dated 20 May 2020, Approving the Electronic Submission of Annual Procurement Plans, Procurement Monitoring Reports and Agency Procurement Compliance and Performance Indicator Results, and Posting and Extension of Deadline for Submission of Annual Procurement Plans and Procurement Monitoring Reports

## **VIII. EFFECTIVITY**

This Order shall take effect immediately upon issuance and shall be filed with the University of the Philippines – Office of the National Administrative Register (UP-ONAR).

It shall remain to be in force unless otherwise repealed/amended.





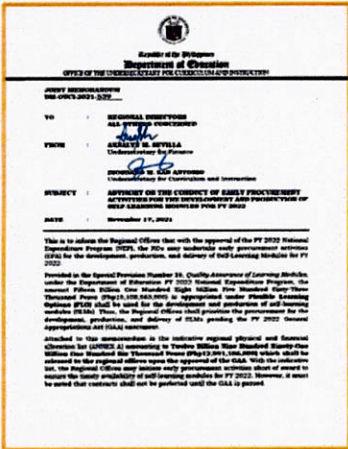
BLR-CLMD COORDINATION MEETING

November 16, 2021



1

ADVISORY ON THE CONDUCT OF EPA



**OFFICE OF THE ASSISTANT SECRETARY FOR CURRICULUM AND INSTRUCTION**

**ADVISORY**

**TO :** REGIONAL DIRECTORS  
**ALL RDOs CONCERNED**

**FROM :** **ARMANDO M. REVILLA**  
Undersecretary for Planning

**SUBJECT :** **AFFIDAVIT ON THE CONDUCT OF EARLY PROCTURENT ACTIVITY FOR THE DEVELOPMENT AND PROTECTION OF BEST LEARNING OPPORTUNITIES FOR FY 2022**

**DATE :** November 17, 2021

This is to advise the Regional Office that with the approval of the FY 2022 National Expenditure Program (NEP), the RDOs may undertake early procurement activities (EPA) for the development, production, and delivery of Best Learning Opportunities for FY 2022.

Provided in the Special Provision Number 16, Quality Assurance of Learning Materials under the Department of Education FY 2022 National Expenditure Program, the amount of P100,000,000.00 (One Hundred Million Pesos) shall be used for the development and production of self-learning materials (SLMs). Thus, the Regional Office shall provide the procurement for the development, production, and delivery of SLMs pending the FY 2022 National Expenditure Program (NEP) appropriation.

Attached to this memorandum is the indicative regional plan and financial statement for LAMPASAL regarding to Undersecretary for Planning and the Office for Planning and Development (OPD) FY 2022, which shall be submitted to the regional office upon the approval of the GAA. With the indicative list, the Regional Office may submit early procurement activities sheet of award to secure the timely availability of self-learning materials for FY 2022. However, it must be noted that contracts shall not be perfected until the GAA is passed.

Further, the conduct of EPA shall be subject to the Government Procurement Policy Board Circular No. 18-2019, Republic Act No. 9154 and its implementing rules, and regulations and other existing budgeting, accounting, auditing, and procurement laws and regulations. In addition, the execution of the conduct of EPA may likewise be required through the Office of the Assistant Secretary for Procurement and Administration (ASPA).

Very truly yours,  
\_\_\_\_\_  
Undersecretary for Planning and Development

DEPARTMENT OF EDUCATION

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| REGIONAL ALLOCATION LIST OF FLEXIBLE LEARNING OPTIONS (FLO)<br>FUNDS TO BE RELEASED TO REGIONAL OFFICES |                         |                         |                         |                         |                         |            |
|---------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------|
| Amounts in Thousand Pesos ('000)                                                                        |                         |                         |                         |                         |                         |            |
| REGION                                                                                                  | SY 2021-2022            |                         | 1 <sup>st</sup> QUARTER | SY 2022-2023            |                         | TOTAL      |
|                                                                                                         | 3 <sup>rd</sup> QUARTER | 4 <sup>th</sup> QUARTER |                         | 2 <sup>nd</sup> QUARTER | 3 <sup>rd</sup> QUARTER |            |
| 1                                                                                                       | 126,012                 | 84,182                  | 290,350                 | 171,365                 | 11,887                  | 683,796    |
| 2                                                                                                       | 93,737                  | 62,916                  | 213,291                 | 127,731                 | 8,670                   | 506,345    |
| 3                                                                                                       | 270,652                 | 179,901                 | 598,534                 | 351,757                 | 24,976                  | 1,425,820  |
| 4A                                                                                                      | 334,008                 | 220,900                 | 732,106                 | 427,429                 | 30,739                  | 1,745,182  |
| 4B                                                                                                      | 93,407                  | 62,465                  | 208,384                 | 124,233                 | 8,420                   | 496,909    |
| 5                                                                                                       | 175,009                 | 116,690                 | 391,030                 | 232,044                 | 15,765                  | 930,538    |
| 6                                                                                                       | 200,293                 | 131,272                 | 469,545                 | 273,714                 | 19,748                  | 1,094,572  |
| 7                                                                                                       | 198,148                 | 131,258                 | 440,634                 | 259,030                 | 18,235                  | 1,047,305  |
| 8                                                                                                       | 135,618                 | 90,549                  | 309,865                 | 183,629                 | 12,612                  | 732,273    |
| 9                                                                                                       | 110,055                 | 72,578                  | 242,725                 | 140,503                 | 10,236                  | 576,097    |
| 10                                                                                                      | 126,623                 | 84,299                  | 275,817                 | 162,395                 | 11,434                  | 660,568    |
| 11                                                                                                      | 131,229                 | 86,376                  | 291,459                 | 169,240                 | 12,250                  | 690,554    |
| 12                                                                                                      | 130,763                 | 87,011                  | 286,585                 | 168,528                 | 11,947                  | 684,834    |
| 13                                                                                                      | 81,961                  | 54,663                  | 182,117                 | 107,201                 | 7,496                   | 433,438    |
| CAR                                                                                                     | 41,141                  | 27,491                  | 92,069                  | 54,745                  | 3,781                   | 219,227    |
| NCR                                                                                                     | 204,678                 | 133,509                 | 447,517                 | 258,923                 | 19,021                  | 1,063,648  |
| TOTAL                                                                                                   | 2,453,334               | 1,626,060               | 5,472,028               | 3,212,467               | 227,217                 | 12,991,104 |

Notes:

1. Provided in DepEd Order No. 19, s. 2021, entitled "School Calendar and Activities for School Year 2021 – 2022." 3<sup>rd</sup> and 4<sup>th</sup> Quarters of SY 2021-2022 shall commence on February 7 and April 11, 2022; and
2. For Q3 and Q4 (SY 2021-2022), all K-G3 SLMs, G4-G10 SLMs covering only the 24 subjects for Q3 and 9 subjects for Q4 (List is provided in Annex B), EPP/TLE SLMs, and SHS SLMs shall be procured/produced using the 2022 FLO Funds.

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| SPECIAL PROVISION ON SLMs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY 2021 GAA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FY 2022 NEP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FY 2022 PROPOSAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>19. Quality Assurance of Learning Modules.</b> The DepEd shall ensure the quality assurance protocols are in place and being strictly implemented at every level of production of self-learning modules (SLMs), whether they emanate from the Central Office or from private schools and other learning institutions. They shall be free from any errors and other mishaps. The DepEd error watch initiative shall work proactively, and not only conduct conformance review to erroneous learning modules only already released to the students but also to those that are still in the early stages of production. Erroneous modules shall be immediately rectified or withdrawn and replaced without hampering the learning schedule of students.</p> <p>In order to avoid incidents similar to this, the quality of learning modules shall be included as a key performance indicator in the succeeding budget of the DepEd.</p> | <p><b>16. Quality Assurance of Learning Modules.</b> The amount of Fifteen Billion One Hundred Eight Million Five Hundred Sixty Three Thousand Pesos (P15,108,563,000) appropriated herein under the Flexible Learning Options shall be used for the development and production of self-learning modules (SLMs).</p> <p>The DepEd shall ensure that quality assurance protocols are in place and being strictly implemented at every level of production of SLMs, whether they emanate from the Central Office or from private schools and other learning institutions. The learning modules shall be free from any errors and other mishaps. The DepEd error watch initiative shall work proactively, and not only conduct conformance review to erroneous learning modules already released to the students but also to those that are still in the early stages of production. Erroneous modules shall be immediately rectified or withdrawn and replaced without hampering the learning schedule of the students.</p> <p>In order to avoid incidents similar to this, the quality of learning modules shall be included as a key performance indicator in the succeeding budget of the DepEd.</p> | <p><b>14. Quality Assurance of Learning Resources.</b> The DepEd shall ensure that quality assurance protocols are in place and being strictly implemented at every level of production of Self-Learning Modules (SLMs) for use in DepEd schools, whether they emanate from the field offices or central office. The Department endeavors to ensure that the SLMs shall be free from any errors and other mishaps.</p> <p>The DepEd shall create a technical working group that shall work proactively, issue errata on erroneous learning modules already released to the learners, and work collaboratively with learning resource evaluators to ensure error-free learning modules. Erroneous modules shall be immediately rectified or withdrawn and replaced without hampering the learning schedule of the learners.</p> <p><i>Note: Based on the most recent proposed amendment to the FY 2022 NEP Special Provision in the letter to Senator Gatichian appealing to not cut the FY 2022 FLO budget (for signature of the Secretary)</i></p> |

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UNDERSEC

JOINT MEMORANDUM  
DM-OCIC-2021-565

TO : REGION  
ALL OTI

FROM : ANWALY  
Undersec

SUBJECT : ADDENDUM  
335 ON  
ACTIVITY  
OF SLMs

DATE : November

Joint Memorandum No. OM-undertake early procurement Learning Modules for FY 2022

In view of the upcoming open SLMs for said quarters should

A note provided under Annex that:

"For Q3 and Q4 (BY covering only the 24 is provided in Annex procured/produced)

While the note implies prior field offices that already has produce other SLMs other Depending on the region contextualized BE-LCP, the produced.

Finally, while the field offices however emphasized that can

circumstances to minimize reproduction of paper-based learning resources, such as the following:

a) Enrollment size and use of different strategies in distributing SLMs such as batching and switching;

b) The number of retrieved and reusable SLMs;

c) Procured tablets, storage devices, and other electronic learning resources;

d) Available gadgets of learners at home;

e) Access to online learning management systems.

Thank you.

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EPA HELP LINE/DESK

• A "Help-Desk" to be managed by the Procurement Management Service (ProcMS) for guidance on matters relating to the conduct of the procurement (EPA) of SLMs. The following link shall be the platform to be used for this purpose:  
[https://bit.ly/ProcMSHelpDesk\\_SLM2022](https://bit.ly/ProcMSHelpDesk_SLM2022)

• For guidance on what LR's can be procured via EPA, the same may be forwarded to BLR

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## RECOMMENDED LRs for EPA

- Needed Q3 and Q4 SLMs are the recommended LRs to be entered under EPA
- Q1 and Q2 may thereafter be planned next year depending on the provisions of the GAA which may allow purchase of gadgets and funding of other BE-LCP related activities

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## Updates on Q3 and Q4 SLMs

- Q3: 38 AMPs released out to 46 Slices
- Q4: 30 AMPs released out of 61 Slices
- Several RTPs are pending conformance review and soon AMPs shall be issued, thereafter mass printing and delivery shall follow.

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### Procurement Developments for CO Procured Q3 SLMs

- As reported previously, CO planned to procure additional Q3 SLMs from private publishers to complete the 1:2 ratio
- However, due to procurement constraints, CO was only able to add around .7 to the ratio thus making the Q3 SLM ratio 1:2.3 with the .3 remaining to be lacking
- It is recommended that ROs/SDOs either include in their EPA the determined quantities of said Q3 SLMs and funded from balances of Q3/4 or from Q1, thereafter, CO shall download funds to cover on what was used.

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### General Reminders

- A. Reporting of number of SLMs/Tablets/Storage Devices/Las must continuously be updated under the SOE
- B. Amounts spent to produce/procure the aforementioned LRs must be reported timely in the SOE

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## General Reminders

- C. In determining quantities of SLMs to be printed, it is however emphasized that consideration must be had on the available resources and circumstances to minimize reproduction of paper-based learning resources, such as the following:
- a. Enrollment size and use of different strategies in distributing SLMs such as **batching and switching**;
  - b. The number of retrieved and reusable SLMs in the inventory forms;
  - c. Procured tablets, storage devices, and other electronic learning resources;
  - d. Available gadgets of learners at home;
  - e. Access to online learning management systems.
  - f. Amounts spent to produce/procure the aforementioned LRs must be reported timely in the SOE