



Republic of the Philippines
Department of Education
CARAGA REGION



June 30, 2023

REGIONAL MEMORANDUM

No. 0596, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING OF REGIONAL OFFICES' AND FIELD OFFICES' COMPLIANCE TO
AGENCY ACCOUNTABILITIES, SUBMISSION OF PROCUREMENT-RELATED
REQUIREMENTS AND UPDATING OF REPORTS

1. Please refer to the attached Memorandum OUPro No. 1084, s. 2023 signed by Atty. Gerard L. Chan, Undersecretary for Procurement re: Monitoring of Regional Offices' and Field Offices' Compliance to Agency Accountabilities, Submission of Procurement-Related Requirements and Updating of Reports.
2. **For the Organizational Structure of Procuring Entities** in the Field Offices, all Schools Division Offices (SDOs) are required to submit and email the following to the Regional Office through procurement_caraga@deped.gov.ph **on or before July 6, 2023:**
 - a. Procurement Organizational Chart of SDO and Implementing Units (IUs) under its jurisdiction;
 - b. Copy of Order/Memorandum designating or reconstituting the Bids and Awards Committee (BAC) and its Secretariat.
3. **For the Updated Directory**, all SDOS are required to update their directory of personnel who have roles in government procurement (i.e. Head of Procuring Entity, BAC, BAC Secretariat, Technical Working Group (TWG), by accomplishing the form provided through this link: <https://docs.google.com/forms/OfficialProcurementDirectory>.
4. **For Compliance to Agency Accountabilities**, please refer to Page 3-4 of the above-cited memo.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-06-09237

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

5. For appropriate action and immediate compliance.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROCUREMENT

MONITORING OF REGIONAL OFFICES'

PRO/edm
06/30/2023



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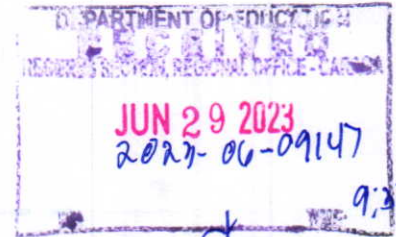


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT

MEMORANDUM

OM-OUPro-2023-1064

TO : Regional Directors
Schools Division Superintendents
Bids and Awards Committee Chairperson
All Others Concerned



FROM : *Gerard L. Chan*
ATTY. GERARD L. CHAN, CESO I
Undersecretary for Procurement

SUBJECT : **MONITORING OF REGIONAL OFFICES' AND FIELD OFFICES' COMPLIANCE TO AGENCY ACCOUNTABILITIES, SUBMISSION OF PROCUREMENT-RELATED REQUIREMENTS AND UPDATING OF REPORTS**

Date : June 19, 2023

The Procurement Strand (ProcS), created pursuant to Department of Education (DepEd) Order No. 001, s. 2023, is mandated to ensure that the DepEd's conduct of its procurement activities are compliant with Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (RIRR). Consistent with this mandate, the Office of the Undersecretary for Procurement (OUPro), Office of the Assistant Secretary (OASP), and the Central Office Divisions under the Strand, establish a mechanism to monitor the compliance of the Field Offices (FOs), as Procuring Entities (PEs), with the Agency Accountabilities embodied under the said RIRR and procurement-related issuances.

Organizational Structure of Procuring Entities in the Field Offices

In order to gather information regarding the PEs' organizational structure, i.e., whether the procurement unit is an organic office or an ad hoc committee,¹ to further assess the PEs' capability to perform its mandate in accordance with the law.

¹ RA 9184, Revised Implementing Rules and Regulations

Section 14. 1 The HoPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, the HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM. The Secretariat shall have the following functions and responsibilities: x x x

For this purpose, the Regional Offices (ROs) are enjoined to submit the following:

1. Procurement Organizational Chart of its Office, as well as the Schools Division Offices (SDOs) and Implementing Units (IUs) under its jurisdiction;
2. Copy of Order/Memorandum designating or reconstituting the Bids and Awards Committee (BAC) and its Secretariat;
3. Updated Directory of personnel who have roles in government procurement (i.e. Head of Procuring Entity, BAC, BAC Secretariat, Technical Working Group [TWG]), by accomplishing the form provided through this link: <https://docs.google.com/forms/OfficialProcurementDirectory>.

Items 1 and 2 above should be sent through email at ppmd.monitoring@deped.gov.ph.

Monitoring of Procurement for Non-Common-Use Supplies and Equipment (Non-CSE) and CSE through the Procurement Monitoring Report (PMR) Sheet

With reference to Memorandum No. OM-OASPA-0-09-002 dated August 22, 2022, signed and co-signed by then Assistant Secretary for Procurement and Administration and Undersecretary for Governance and Field Operations, Christopher Lawrence S. Arnuco, J.D. and Atty. Revsee A Esobedo, respectively, with the subject "*Submission of the Procurement-related Requirements and Updating of Reports for posting in the Transparency Seal (TS) and Monitoring thereof*" (copy attached), ROs and SDOs, through their respective BAC Secretariat/procurement personnel, are enjoined to accomplish the Procurement Monitoring Report (PMR) Sheets for CY 2023. Data requested consist of all projects listed in the respective CY 2023 Annual Procurement Plan (APP), including supplemental APPs, if any, and the status of each project (whether ongoing, awarded, failed or cancelled), the estimated budget (Approved Budget for the Contract [ABC]), source of funds, among others, as well as the APP – CSE vis-à-vis the Agency Procurement Requests (APR) issued for this purpose. The google forms may be accessed by your respective procurement units through this link: <https://drive.google.com/drive/CY2023ProcurementMonitoringReport>.

At the end of the semester, the Head of Procuring Entity (HoPE) shall submit the PMR in electronic format to the Government Procurement Policy Board (GPPB) within fourteen (14) calendar days after the end of each semester at pmr@gppb.gov.ph, copy furnished the Procurement Management Service at pmrmonitoring@deped.gov.ph.

Monitoring of Downloaded Funds

As you will note the PMR sheet via One Drive consists of columns for Sub-ARO Number and Program Funds (Column G and H), as well as a column for Obligation Request Slip (ORS) under Column Q. In order to identify and monitor CO funds that were downloaded to recipient FOs, you are advised to indicate whether the procurement project are under Direct Release or downloaded by CO through Sub-ARO, in close coordination with your Finance Unit/Office, and if the contract was awarded, indicate the amount and the ORS number. Further, kindly accomplish the

Section 14.2 In case of an existing ad hoc Secretariat, the HoPE shall assign full-time support staff to their BAC Secretariat. The head of the Secretariat in central offices shall be at least a fifth (5th) ranking permanent employee or, if not available, a permanent employee of lower rank; or shall be at least a third (3rd) ranking permanent employee in bureaus, regional offices and sub-regional/ district offices, or if not available, a permanent employee of lower rank. x x x

attached template (Annex A), and email to pmmmonitoring@deped.gov.ph. Regional Directors are hereby enjoined to ensure compliance of the SDOs with the foregoing, as well as the Agency Accountabilities prescribed below.

Compliance to Agency Accountabilities

To ensure compliance with the existing government-mandated laws and standards, particularly in relation to agency accountabilities, all officials and staff concerned are enjoined to enforce, implement, and monitor compliance with the requirements summarized under Section 5.0 of the Memorandum Circular 2022-1(MC 2022-1) entitled “Guidelines of the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 under Executive Order (EO) No. 80. S. 2012 and EO No. 201, s. 2016,” and IATF AO25 issuance thereafter.

Relative thereto, this serves as a reminder on the submission of procurement-related requirements and updating of reports to be posted in the Transparency Seal (TS) Page. Noteworthy, that these requirements shall be the basis in determining the eligibility of responsible units and individuals on the grant of PBB per MC 2022-1 issued by the Inter Agency Task Force on the Harmonization of National Government Monitoring, Information and Reporting Systems. Below is the list of the requirements and its deadlines:

Accountability	Requirements	Deadline of Submission	Validating Agency
PhilGEPS posting of all invitations to bid and awarded contracts	Update all procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the PhilGEPS. <i>Please refer to the Guidelines on PhilGEPS Posting (Annex 7 of MC 2022-1)</i>	January 30, 2024	PS-PhilGEPS
CY 2023 Annual Procurement Plan Non-common Used Supplies and Equipment (APP-NCSE)	Submit FY 2023 APP-non CSE to GPPB-TSO through email at: app@gppb.gov.ph Copy furnished: appmonitoring@deped.gov.ph	January 31, 2023 For FY 2024: January 31, 2024	GPPB-TSO
Posting of Indicative FY 2024 APP non-CSE	Posting of Indicative FY 2024 APP-non CSE in the agency's Transparency Seal webpage	September 30, 2023 (upon approval of the NEP)	DBM-OCIO
CY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store per Annex 8 of MC 2022-1.*	September 30, 2022 For FY 2024: September 30, 2023	PS-DBM

Note: The Procurement Service – Department of Budget and Management (PS-DBM) reiterates that hard copy or manual submission will not be accepted. log-in to Virtual Store to download the 2023 APP-CSE template using this link: <https://philgeps.gov.ph/home>. For the procedural guidelines in uploading APP-CSE, visit the PhilGEPS website at <https://ps-philgeps.gov.ph/home/>

Results of FY 2023 Annual Agency Procurement Compliance and Performance Indicators (APCPI) System	Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO through email at apcpi@gppb.gov.ph . Copy furnished: apcpimonitoring@deped.gov.ph	March 30, 2024	GPPB-TSO
Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects	Submit <u>Certificate of Compliance (CoC)</u> that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO. <i>Note: Early Procurement Activities should be conducted in FY 2023. Please refer to MC 2021-2 for the template of the CoC.</i>	Before January 31 st of the fiscal year	GPPB-TSO
Updating of Transparency Seal (TS)	Maintain/Update the agency Transparency Seal (TS) The TS page should be accessible by clicking the TS logo on the home page.	TBA	DBM-OCIO

A **Procurement Strand Help Desk** shall be created for easier access to documents and to serve as a communication platform for procurement-related matters, link to be sent to all procurement practitioners through email using the Official Directory details.

For questions and/or clarifications, kindly contact the following:

• Office of the Undersecretary for Procurement	oupro@deped.gov.ph Tel. no. (02)8633-7224
• Procurement Management Service – Office of the Director	procms.od@deped.gov.ph Tel nos. (02)8636-6542 or (02)8633-7232
• Procurement Planning and Management Division (ProcMS-PPMD)	procms.ppmd@deped.gov.ph Tel. nos. (02)8636-6543 or (02)8638-4392

For strict compliance.

Copy furnished:

Imelda G. Celso

OIC, Supervising Auditor
Department of Education 1 Audit Group
Commission of Audit