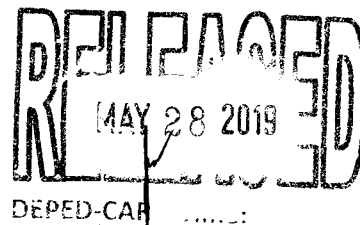


ADVISORY TO PS WALK-IN CLIENT AGENCIES



Dear Sir/Ma'am:

Greetings!

This to respectfully share the attached Advisory to Walk-in Client Agencies Buying Common-Use Supplies & Equipment (CSEs).

For your information and guidance.




Thank you.

Very truly yours,

SHEILA MARIE G. RODRIGUEZ  
PMO III

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Procurement Service Depot-CAR  
Telefax : (074) 446-8139

	Republic of the Philippines Department of Education Cordillera Administrative Region Wangal, La Trinidad, Benguet	
	ADVISORY	May 27, 2019
To : The Schools Division Superintendents This Region		
For information, dissemination and guidance.		
 MAY B. ECLAR, Ph.D.CESO V Regional Director		

# ADVISORY TO ALL WALK-IN CLIENT AGENCIES BUYING CSEs

ADV2019-003

This is to reiterate the following policies of the Procurement Service in processing the orders of government agencies for common supplies and equipment (CSE)



**1. Single or consolidated APRs shall only be accepted for common use items or the items appearing in the PS Catalogue. APRs for I.T. hardware (Mithi) and software (Microsoft) should be prepared separately from common use items.**

Agencies shall prepare their APRs based on the quantities of items with reference to their submitted approved Annual Procurement Plan for Common Supplies and Equipment for 2019. Agencies are advised against preparing disaggregated APRs per division or bureau.



**2. No modification of Delivery Receipts (DRs).**

Upon issuance by PS of the DR, agencies will not be allowed to change, replace and add items and quantities. Amendment shall be made through submission of new APRs.

**3. All APRs received and processed within the day shall be considered as complete transactions.**

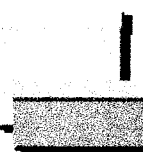
All APRs submitted and received are processed within the day, are either for pick-up or will be scheduled for delivery. Upon issuance of the DR, items indicated in the subject APR but not covered by the DR are out-of-stock or not currently catered items and will not be treated as a pending deliverable by the PS and agencies may therefore procure from other sources in accordance with the implementing rules and procedures of RA 9184.

The funds, however, for the undelivered items are under each agency's single fund balance which may be utilized for future procurement when the items originally required becomes available or if other items will be required. A new APR for such purpose should be prepared and submitted to the PS as new transactions. Agencies may also opt to request for a refund of the excess payments to the PS Comptroller.

**4. No staggered pickup or delivery of CSE items.**

Upon issuance of DR, the agency shall receive the items either for pick up or have it delivered to their designated area of delivery. Staggered pick-up or delivery shall not be allowed. In case the agency is unable to receive the ordered items for reasons that its vehicle cannot accommodate the load, PS will cancel the item/s that the agency is unable to receive and pick-up and return the stocks to our inventory.

Accordingly, the funds for the returned item/s items shall automatically credited to the agency's single fund balance and may be used for future purchase and upon submission of new APR.



Website: [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)

For Procurement Service concerns: (02) 689 - 7750 | [helpdesk@ps-philgeps.gov.ph](mailto:helpdesk@ps-philgeps.gov.ph)

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