



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

OUPro No. 7 / 3 s. 2023

**MEMORANDUM**

TO : **Undersecretaries  
 Assistant Secretaries  
 Regional Directors  
 Bureau and Service Directors  
 Schools Division Superintendents  
 All others concerned**

FROM : *Gerard L. Chan*  
**ATTY. GERARD L. CHAN, CESO I**  
 Undersecretary for Procurement  
*Omar V. Romero*  
**ATTY. OMAR V. ROMERO**  
 Assistant Secretary for Procurement

SUBJECT : **REQUEST FOR SUBMISSION OF UPDATES RELATIVE TO  
 PROCUREMENT CONTRACTS/AGREEMENTS WITH THE  
 RECOGNIZED GOVERNMENT PRINTERS**

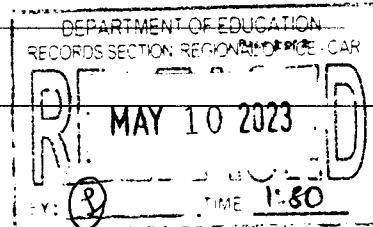
DATE : May 2, 2023

In line with its mandate under DepEd Order No. 1, s. 2023,<sup>1</sup> dated January 9, 2023, and to assist the End user Strands, in their preparation for and conduct of procurement, this Office inquires into the status of contracts entered into by the Department of Education (DepEd) with Recognized Government Printers (RGPs)

For background information and to assist in the evaluation of the status of procurement contracts/agreements with RGPs, the Procurement Strand respectfully requests the CO Bureaus and Services, Regional Offices (ROs), and Schools Division Offices (SDOs) with schools/implementing units (IUs), to submit updates and relevant information relative to procurement contracts/agreements with RGPs in the last five (5) years or within years 2019 to 2023.

<sup>1</sup> Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities.

**ATTY. GERARD L. CHAN, CESO I**  
 Undersecretary for Procurement  
 R-103 Road Building, DepEd Complex, Meralco Avenue, Pasig City  
 Telephone No. (02)8633 7224; Fax No. (02) 3633 7940; Email



May 9, 2023

To: **Schools Division Superintendents  
 Schools Division Offices  
 All Others Concerned**

For information and strict compliance.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/Regional Director

For the Regional Director:

*Ronald B. Castillo*  
**RONALD B. CASTILLO, CESO V**  
 Assistant Regional Director



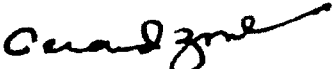
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT


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OUPro No. 773, s. 2023

**MEMORANDUM**

TO : **Undersecretaries  
Assistant Secretaries  
Regional Directors  
Bureau and Service Directors  
Schools Division Superintendents  
All others concerned**

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

  
**ATTY. OMAR V. ROMERO**  
Assistant Secretary for Procurement

SUBJECT : **REQUEST FOR SUBMISSION OF UPDATES RELATIVE TO  
PROCUREMENT CONTRACTS/AGREEMENTS WITH THE  
RECOGNIZED GOVERNMENT PRINTERS**

DATE : May 2, 2023

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In line with its mandate under DepEd Order No. 1, s. 2023,<sup>1</sup> dated January 9, 2023, and to assist the End-user Strands, in their preparation for and conduct of procurement, this Office inquires into the status of contracts entered into by the Department of Education (DepEd) with Recognized Government Printers (RGPs).

For background information and to assist in the evaluation of the status of procurement contracts/agreements with RGPs, the Procurement Strand respectfully **requests the CO Bureaus and Services, Regional Offices (ROs), and Schools Division Offices (SDOs) with schools/implementing units (IUs), to submit updates and relevant information relative to procurement contracts/agreements with RGPs in the last five (5) years or within years 2019 to 2023.**

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<sup>1</sup> Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities.

The **ROs shall ensure the submission of their respective regions**, covering the RO, SDOs and schools/IUs with RGP procurement contracts/agreements within said period. **Submissions per region shall be made not later than May 12, 2023, through email** at [procms.od@deped.gov.ph](mailto:procms.od@deped.gov.ph), copy furnish [oupro@deped.gov.ph](mailto:oupro@deped.gov.ph) and [oasp@deped.gov.ph](mailto:oasp@deped.gov.ph), using the attached templates (Template 1 for CO Bureaus and Services; Templates 2 and 3 for ROs and SDOs with Schools/IUs). **The excel file (editable file) shall also be submitted.**

For concerns or clarification, the Procurement Strand may be reached through the Office of the Director, Procurement Management Service at [procms.od@deped.gov.ph](mailto:procms.od@deped.gov.ph) or telephone number 8633 - 7232 with Mr. Jeremiah D. Gaddi, Technical Assistant II, as a focal person.

STRAND: \_\_\_\_\_

**STATUS OF PROCUREMENT CONTRACTS/AGREEMENTS  
WITH RECOGNIZED GOVERNMENT PRINTERS (RGPs)**

Bureau/Service _____								
Date of Procurement Contract/ Agreement	Contract/Project Description*	Name of RGP	Contract Period**	Contract Amount	Status***	Encountered issues/concerns or Advantages obtained/positive experience		Comments/ Recommendations/ Other Relevant Information
						Issues/ concerns	Advantages/ Best practices	
1.								
2.								
<b>Bureau/Service _____</b>								
1.								
2.								
<b>Bureau/Service _____</b>								
1.								
2.								

\*[E.g., Procurement of Printing and Delivery of SLMs for Quarter 4 of SY 2021]  
 \*\*Period and covered dates (e.g., 4 Months: March 15, 2020 to July 15, 2020)  
 \*\*\* Indicate specific status (e.g., if contract/agreement was regularly terminated/closed without issues/concerns; if contract period has been extended, or contract was not extended but with pending transaction/matter)

Submitted by: \_\_\_\_\_  
 (Undersecretary / Assistant Secretary)

Date: \_\_\_\_\_

REGION \_\_\_\_\_

**STATUS OF PROCUREMENT CONTRACTS/AGREEMENTS  
WITH RECOGNIZED GOVERNMENT PRINTERS (RGPs)**

Regional Office \_\_\_\_\_

Date of Procurement Contract/ Agreement*	Contract/Project Description*	Name of RGP	Contract Period**	Contract Amount	Status***	Encountered issues/concerns or Advantages obtained/positive experience		Comments/ Recommendations/ Other relevant information
						Issues/concerns	Advantages/best practices	
1.								
2.								
3.								

\*Start from the most recent year (e.g., 2023, 2022, 2021...)

\*(E.g., Procurement of Printing and Delivery of SLMs for Quarter 4 of SY 2021)

\*\*Period and covered dates (e.g., 4 Months: March 15, 2020 to July 15, 2020)

\*\*\* Indicate specific status (e.g., if contract/agreement was regularly terminated/closed without issues/concerns; if contract period has been extended, or contract was not extended but with pending transaction/matter)

Submitted by: \_\_\_\_\_  
Regional Director  
(or authorized representative)

Date: \_\_\_\_\_

Schools Division Office of \_\_\_\_\_  
 Region \_\_\_\_\_

SDO (Proper)							
Date of Procurement Contract/ Agreement	Contract/Project Description*	Name of RGP	Contract Period**	Contract Amount	Status***	Encountered issues/concerns or Advantages obtained/positive experience	Comments/ Recommendations/ Other Relevant Information
						Issues/ concerns	
1.							
2.							
<b>School/IU: _____</b>							
1.							
2.							
<b>School/IU: _____</b>							
1.							
2.							

\*E.g., Procurement of Printing and Delivery of SLMs for Quarter 4 of SY 2021)  
 \*\*Period and covered dates (e.g., 4 Months: March 15, 2020 to July 15, 2020)  
 \*\*\* Indicate specific status (e.g., if contract/agreement was regularly terminated/closed without issues/concerns; if contract period has been extended, or contract was not extended but with pending transaction/matter)

Submitted by: \_\_\_\_\_  
 Schools Division Superintendent  
 (or authorized representative)

Date: \_\_\_\_\_