



Republic of the Philippines
Department of Education
 OFFICE OF THE DIRECTOR
 Procurement Management Service



MEMORANDUM
 OM-ProcMS.OD-2021-103
 December 07, 2021

TO : All Regional Directors
 School Division Superintendents Concerned

FROM : *[Signature]*
 ATTY. MARCELO H. BRAGADO, JR.
 Director IV

Subject : **Reminder on the Compliance to the submission of Procurement-related documents relative to the Grant of Performance-Based (PBB) for FY 2021**

With reference to Memorandum Circular 2021-1 dated 03 June 2021, *Guidelines on the Grant of the PBB FY 2021* and *Memorandum Circular 2021-2, Supplemental Guidelines on the Grant of the PBB for FY 2021* dated 25 October 2021 under *Executive Order No. 80, S. 2012* and *Executive Order No. 201, S. 2016*, all Procuring Entities are directed to comply with the requirements relative to procurement, specified below:

Procurement Documents	Requirements	Deadline of Submission
Certificate of Compliance	Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO. <i>Note: Early Procurement Activities should be conducted in FY 2021.</i>	On or before 31 January of the fiscal year

Dep
 Room 510

Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION

DEPARTMENT OF EDUCATION
 RECORDS SECTION REGIONAL OFFICE - CAR
 RECEIVED
 DEC 16 2021
 BY: _____ TIME _____

December 16, 2021

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

For information, guidance and immediate compliance.

FOR THE REGIONAL DIRECTOR:

[Signature]
CORNELIA D. ADACI-DULNUAN
 Supervising Administrative Officer
 Administrative Division



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Procurement Documents	Requirements	Deadline of Submission
FY 2021 APP-non CSE	Submit FY 2021 APP-non CSE to GPPB-TSO.	March 31, 2021
Results of APCPI system for FY 2020 Procurement Transactions	Submit Results of the APCPI system for FY 2020 Procurement Transactions to GPPB-TSO	June 30, 2021
FY 2022 APP-CSE	Submit the FY 2022 APP-CSE thru the PhilGEPS Virtual Store	August 31, 2021
Indicative FY 2022 APP-non CSE	Posting of Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage	September 30, 2021
Maintain / update the agency Transparency Seal (TS)	Maintain / update the agency Transparency Seal (TS) under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	October 01, 2021
Update procurement requirements in the PhilGEPS	Update all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the PhilGEPS .	January 29, 2022

You may refer to AO25 IATF and their website <https://www.rbpms.dap.edu.ph/policies-issuances/> for quick reference on the implementation timeline of FY 2021 PBB. For other inquiries/clarifications, you may also contact the listed offices below:

Name of Office	Contact Number/s	Email Addresses
GPPB-Technical Support Office (TSO)	(02) 7900-6741 to 44	<i>For APP:</i> app@gppb.gov.ph ; <i>PMR:</i> pmr@gppb.gov.ph ;

		<p><i>APCPI:</i></p> <p>apcpi@gppb.gov.ph</p> <p><i>Other concerns:</i></p> <p>monitoring@gppb.gov.ph</p>
<p>PhilGEPS</p> <p><i>Marketing and Sales Division</i></p>	<p>(02) 8640-6906 up to 09</p> <p>(02) 8689-7750 local 4019</p>	<p>agency@ps-philgeps.gov.ph</p> <p>appcse.helpdesk@ps-philgeps.gov.ph</p>
<p>AO 25 Secretariat</p>	<p>(02) 8400-1490, 8400-1469, 8400-1582</p> <p>Text Hotline: 0920 498-9121 (Smart)</p>	<p>ao25secretariat@dap.edu.ph</p>
<p>DepEd – Procurement Management Services (Office of the Director)</p>	<p>(02) 86337232</p>	<p><i>For APP:</i></p> <p>appmonitoring@deped.gov.ph</p> <p><i>PMR:</i></p> <p>pmmrmonitoring@deped.gov.ph</p> <p><i>APCPI:</i></p> <p>apcpimonitoring@deped.gov.ph</p> <p><i>Other concerns:</i></p> <p>procms.od@deped.gov.ph</p>

For strict and immediate compliance.

Encl.

Memorandum Circular 2021-1 dated June 03, 2021

Memorandum Circular 2021-2 dated October 25, 2021