



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY  
FOR PROCUREMENT AND ADMINISTRATION

MEMORANDUM  
OASPA-A-0222-114

FEB 17 2022

TO: Regional Directors  
Minister, Basic, Higher and Technical Education, BARMM  
Schools Division Superintendents  
All Others Concerned

FROM: **ATTY. SALVADOR C. MALANA**  
Assistant Secretary  
Procurement and Administration

SUBJECT: INVITATION TO ATTEND THE INTRODUCTORY CERTIFICATE IN PUBLIC PROCUREMENT (LEVEL 2) BY THE CHARTERED INSTITUTE OF PROCUREMENT SUPPLY (CIPS)

DATE : 07 February 2022

The DepEd Procurement Professionalization Program (3Pro) - Basic Course was conducted on 02-05 November 2021 (Cluster 1), 17-19 November 2021 (Cluster 2), and 07-09 December 2021 (Cluster 3), involving the procurement-related officials and personnel from the various levels of governance in the Department of Education.

The 3Pro is a component of a broader competency-building program that is being implemented in the DepEd under the Procurement Performance Enhancement Program (PPEP). It is part of the procurement competency framework which is designed to ensure that all levels of governance in the Department of Education have the requisite knowledge, skills, and competencies to effectively manage the procurement system and practice. The program aims to develop a culture of continuous improvement in procurement management across the DepEd system.

During the course assessment completion

To:

**Schools Division Superintendents  
All Schools Division Office  
All Others Concerned**

For information and guidance.

For the Regional Director:

**MAKSIM A. BOTILAS PhD**  
Chief Administrative Officer  
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ADMIN/MAB/BAA/mp

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During the aforementioned Basic Course, the participants were given a 20-item post-course assessment to initially determine the level of learning obtained by them after completion of the Basic Course. A **Pre-Course (Intermediate) Assessment** will

supplement this and shall be conducted to further measure the level of competence and the extent of knowledge acquired during the Basic Course as well as to test the readiness and ability of the participants to take on the learnings in the higher Intermediate Course.

The aforementioned test shall be accessed and shall be answered by the prospective participants in the Professional Development – Learning Management System (PD-LMS), under the course entitled "**Pre-Course (Intermediate) Assessment**", starting from **Feb. 07-13, 2022**. Once scores are determined, the participants shall be immediately notified of their scores.

The participants who passed the assessment by obtaining at least 75% weighted score [i.e., 30% Post-Basic Course Assessment and 70% Pre-Course (Intermediate) Assessment] shall be eligible to participate in the 3Pro Intermediate Course. The participant who garnered the highest passing weighted score in their respective regions will be provided a slot in the **Introductory Certificate in Public Procurement (Level 2)** by the Chartered Institute of Procurement Supply (CIPS) slated on **21-24 February 2022**.

The said CIPS Level 2 certificate program is an accredited procurement training course provided by UNDP which is globally recognized in providing learnings in public procurement. The said programs aims to provide the participants with: a) a clear understanding of the principles of effective public procurement, the generic procurement process and the role of corporate and transactional procurement; b) the capability to plan, implement and evaluate a sourcing process appropriate to the value/risk of the category being procured; and c) knowledge of what rules and procedures govern on public procurement – and why they exist.

The following topics are expected to be discussed during the CIPS course:

- a. The principles of UN and public procurement
- b. Procurement planning and strategy
- c. The procurement practises and processes
- d. Engaging and managing stakeholders
- e. Writing specifications and terms of reference
- f. Selection of methods (RFQ, ITB and RFP)
- g. Preparation of solicitation documents
- h. Market analysis and identifying suppliers
- i. Sourcing and advertisement
- j. Bid receipt and opening
- k. Evaluating bids and proposals
- l. Contract approval process
- m. Committee submissions and approvals
- n. Contract award and management
- o. Contract management terms and skills
- p. Performance monitoring
- q. Ethics and integrity in procurement

Enclosed is a copy of the lists of participants who attended the 3-day DepEd 3Pro Basic Course Level, for your reference.



For any concerns and/or clarifications, kindly send your queries to [procurement.trainings@deped.gov.ph](mailto:procurement.trainings@deped.gov.ph) or at telephone number (02) 8634-1169.

For appropriate action and immediate compliance.

*Encl: As stated.*

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