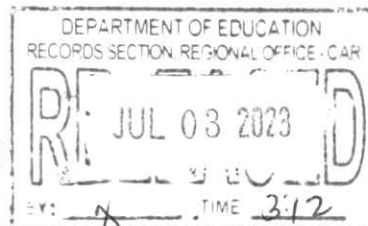




Republic of the Philippines
Department of Education
Cordillera Administrative Region



June 30, 2023

REGIONAL MEMORANDUM

No. 320-2023

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

To: Assistant Regional Director
Schools Division Superintendents
School Implementing Units
Regional, Division, and IUsBAC Members
Regional, Division, and IUsBAC Secretariats
Regional, Division, and IUsBAC TWG
All others Concerned

1. In reference to memorandum no.OM-OUPro-2023-1054 from DepEd Central Office, the Procurement Strand (ProcS) is mandated to ensure that the DepEd's procurement activities are compliant with Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (RIRR). Consistent with this mandate, the Regional Offices (ROs) and Schools Division Offices (SDOs) are enjoined to submit reports and/or other related procurement documents.

2. 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, to further assess the PEs' capability to perform its mandate in accordance with the law. The following shall be submitted in the link/template provided for each items.

- a. Procurement Organizational Chart of the Schools Division Offices (SDOs) and Implementing Units (IUs) under its jurisdiction; (*please see attachment 1 for the template to be used*)
- b. Copy of Order/Memorandum designating or reconstituting the Bids and Awards Committee (BAC) and its secretariats to be sent to this link:

Note: For items 1 and 2, please send to this link:



<https://drive.google.com/drive/folders/1lhUvsvyjbhuCTO4NOLdaftPSgcZ8S-1RYon> or before July 10, 2023 in both pdf and excel format.
Label of document: SDO_School

- c. 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](https://docs.google.com/forms/OfficialProcurementDirectory).

3. With reference to Memorandum No. OM-OASPA-0-09-002 dated August 22, 2022, "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.

4. The PMR sheet via One Drive consists of columns for Sub-ARO Number and Program Funds (Column G and H), as well as 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 attached template (Annex A), and email to pmrmonitoring@deped.gov.ph.

5. 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 for 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.

6. 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. Please refer to the Guidelines on PhilGEPS Posting (Annex 7 of MC 2022-1)	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, 2024	GPPB-TSO
Posting of Indicative FY 2024 APP non-CSE	Posting fo 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 Annula 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
Results of FY 2023 Annual Agency Procurement Compliance and Performance	Submit Results of the APCPI System for FY 2021 Procurment Transactions to GPPB-TSO through email at apcpi@gppb.gov.ph Copy Furnished: apcpimonitoring@deped.gov.ph	March 30, 2024	GPPB-TSO

Indicators (APCPI) System			
Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects	Submit Certificates fo Compliance (COC) that the agency conducted Early Procurement Activities for at least 50% fo the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO. Note: Early Procurement Activities should be conducted in FY 2023. Please refer to MC 2021-2 for the template of the COC	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

7. A **Procurement Strand Help Desk** shall be created for easier access to documents and to serve as a communication paltform 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.ppm@deped.gov.ph Tel Nos. (02)8636-6543 or (02)8638-4392

8. For information and strict compliance.


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



Attachement 1

Division: _____

School: _____

No.	Name	Position	Remarks (Organic office/ad hoc committee)
1		BAC Chairperson	
2		BAC Vice Chairperson	
3		BAC member	
4		BAC member	
5		BAC member	
6		BAC member	
7		BAC Secretariat Chairperson	
8		BAC Secretariat	
9		BAC Secretariat	
10		BAC Secretariat	
11		BAC TWG	
12		BAC TWG	
13		BAC TWG	