



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

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Office of the Regional Director

August 25, 2020

REGIONAL MEMORANDUM
No. 253 - 2020

TIMELINES ON THE SUBMISSION OF REQUIREMENTS FOR THE 2019 AND 2020 PBB

To: OIC-Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of Divisions
All concerned

1. As agreed during the online meeting on updates on the Performance Based Bonus conducted on August 24, 2020, timelines for the submission of the required documents for the 2019 and 2020 PBB are prescribed. Details are in Annex A of this Memorandum.
2. Requirements for the 2019 PBB are due on or before August 28, 2020. Concerned Offices of the SDOs and RO are advised to accomplish and email the scanned signed copy of the Procurement Compliance Monitoring Tool For FY 2019 PBB to procms.monitoring@deped.gov.ph on or before the said date.
3. Likewise, concerned offices and personnel shall ensure compliance with the requirements and timelines for the 2020 PBB.
4. For information, guidance, and compliance.


MAY B. ECLAR PhD, CESO V
Regional Director

MBE/ea

TIMELINES FOR THE SUBMISSION OF REQUIREMENTS FOR THE 2019 AND 2020 PBB

No.	PBB REQUIREMENTS (Ref.: Office Memorandum ProcMS-OD-2020-041)	Concerned SDOs/Office	Requirement	Due Date
For 2019 PBB:				
1.	PhilGEPS	Apayao (3 Notices), Baguio City (14 Notices), Benguet (25 Notices), Kalinga (5 Notices), Mt. Province (3 Notices), Tabuk City (4 Notices), RO (1 Notice)	1. Justification for non-compliance by accomplishing the attached Procurement Compliance Monitoring Form for FY 2019 PBB; 2. Email to procms.monitoring@deped.gov.ph the scanned signed copy of the Procurement Compliance Monitoring Form	On or before August 28, 2020
2.	FY 2019 APP Non CSE	Abra, RO		
3.	FY 2020 APP CSE	Abra, Apayao, Baguio City, Benguet, Ifugao, Kalinga, Mt. Province, Tabuk City; RO		
4.	Undertaking of Early Procurement for at least 50% of the value of goods and services	Abra, Apayao, Baguio City, Benguet, Ifugao, Kalinga, Mt. Province, Tabuk City; RO		
5.	Results of the FY 2018 APCPI System	Abra		


TIMELINES FOR THE SUBMISSION OF REQUIREMENTS FOR THE 2019 AND 2020 PBB

No.	PBB REQUIREMENTS (Ref.: Office Memorandum ProcMS-OD-2020-041)	Concerned SDOs/Office	Requirement	Due Date
For 2020 PBB			(Note: Add'l Ref.: IATF MC No. 2020-1)	
I. Good Governance Conditions				
1.	Transparency Seal	All SDOs; RO	Annex 2; Posting/Updating of requirements in the TS page	On or before Oct. 1, 2020
2.	Philgeps posting	All SDOs; RO	Annex 6; Update the PhilGEPS posting of all invitations to bids and awarded contracts	On or before Jan. 29, 2021
3.	Citizen Charter	All SDOs; RO	Certificate of Compliance pursuant to Sec. 4.1 ©	On or before Dec. 4, 2020
II. Performance Targets				
4.	Streamlining and Process Improvement of the Agency's Critical Services	All SDOs; RO	Annexes 3A and (Forms A/A1)	On or before Dec. 4, 2020
5.	Citizen Charter/Client Satisfaction	All SDOs; RO	Annex 4	
6.	QMS Certification: a) Post QMS Certification in the TS Page	All SDOs; RO	Posting of valid complete set, i.e. including the registration schedule and sub-certificates which could indicate scope of registration, sites covered and validity period of QMS Certification in the TS page.	On or before Dec. 31, 2020


TIMELINES FOR THE SUBMISSION OF REQUIREMENTS FOR THE 2019 AND 2020 PBB

No.	PBB REQUIREMENTS (Ref.: Office Memorandum ProcMS-OD-2020-041)	Concerned SDOs/Office	Requirement	Due Date
7.	Sustained compliance with Audit Findings	All SDOs; RO		On or before Dec. 31, 2020
8.	Procurement Documents: a) FY 2020 APP Non CSE	All SDOs; RO All SDOs; RO All SDOs; RO	Submit to GPPB-TSO	On or before March 31, 2020
	b) Indicative FY 2021 APP Non CSE	All SDOs; RO	Posting in the TS	Not later than Sept 30, 2020
	c) Undertaking of Early Procurement for at least 50% of goods and services	All SDOs; RO	- Annex 10; Cert. of EPA Compliance; Posting of all contracts and Notice to process of all successful EPAs	w/in 30 days after the approval of the GAA
	d) Results of the 2019 APCPI System	All SDOs; RO	- Accomplish Forms from APCPI tool; Submit results to GPPB-TSO	On or before June 30, 2020
	e) FY 2021 APP-CSE	All SDOs; RO	Submit to DBM-PS; Positing in the TS	On or before Dec. 15, 2020
III	Other Cross Cutting Requirements			
9.	Submission of SALN of employees	All SDOs; RO	To be posted in the TS webpage	On or before Oct. 1, 2020
10.	Agency Review and Compliance Procedure of Statement and Financial Disclosures. Note: Department/Agencies shall submit a list of SALN non-filers using Form 1	All SDOs; RO	To be posted in the TS webpage	On or before Oct. 1, 2020

Prepared by:


ELEONORA A. ALBIDAS
 AO V

APPROVED:


MAY B. ECLAR PhD, CESO V
 Regional Director

<i>Under the FY 2019 Performance Targets (Procurement Documents) Requirement:</i>				
<p>(2) FY 2019 APP non-Common-Use Supplies and Equipment</p> <ul style="list-style-type: none"> ➤ Submission of FY 2019 APP non-CSE to GPPB-TSO at app@gppb.gov.ph 	<p>March 31, 2019</p> <p><i>Note: one-time extension pursuant to GPPB Resolution No. 02-2019</i></p>			
<p>(3) FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment</p> <ul style="list-style-type: none"> ➤ Submission of FY 2020 APP-CSE to the DBM-Procurement Service using the prescribed format. Submission will be done online by uploading the filled-out template in the PhilGEPS Virtual Store. 	<p>October 15, 2019 Moved to December 15, 2019 (Memo Circular No 2019-2)</p>			
<p>(4) Undertaking of Early Procurement for at least 50% of the value of goods and services based on the department's/agency's budget submitted to Congress consistent with the National Expenditure Program (NEP)</p> <ul style="list-style-type: none"> ➤ Submission of Certification under Oath on the compliance with EPA requirement to GPPB-TSO at earlyprocurement@gppb.gov.ph. ➤ To support Early Procurement, the Indicative FY 2020 APP-non CSE consistent with the FY 2020 NEP should be posted on the agency TS* page. The indicative APP is NOT submitted to the GPPB. 	<p>January 31, 2020</p> <p>September 30, 2019</p>			
<p>(5) Results of FY 2018 APCPI System</p> <ul style="list-style-type: none"> ▪ Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the Annexes A, B, D and the Questionnaire at apcpi@gppb.gov.ph 	<p>March 31, 2019</p>			

Prepared by:

Certified Correct:

Approved by:

BAC Secretariat

BAC Chairperson

Head of the Procuring Entity

Note: Please scan duly signed Procurement Compliance Monitoring Form for FY 2019 PPB and send to procms.monitoring@deped.gov.ph on or before August 25, 2020.
