



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Wangal, La Trinidad, Benguet 2601  
Website: www.depedcar.ph. Email: car@deped.gov.ph



RELEASED  
AUG 07 2017

Date : AUG 07 2017


REGIONAL ORDER  
No. 007s-2017

DEPED-CAR Time: \_\_\_\_\_

**GUIDELINES ON THE PROCUREMENT MANAGEMENT SYSTEM FOR DEPED-CAR**

TO: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. The DepEd-CAR issues the enclosed **Guidelines on the Procurement Management System** which serves as a basis for offices/committees/persons who are involved in procurement planning, contract acquisition and procurement implementation.
2. These guidelines provide the procedures, accountable persons or offices, roles and responsibilities in the procurement management system. It helps to ensure that risks are identified and managed appropriately, and objectives and benefits are achieved within budget, within time and to the required quality. It involves all areas of procurement from planning, procurement process, implementation and monitoring.
3. All previous regional policies, processes or systems related to procurement management which are inconsistent to this Regional Order are hereby repealed, rescinded, or modified accordingly.
4. This policy shall take effect immediately.
5. Immediate dissemination and strict compliance is directed.

  
**MAY B. ECLAR, PhD, CESO V**  
Officer-In-Charge  
Office of the Regional Director

Encls: As stated

To be indicated in the Perpetual index under the following subject

POLICY

ORD stf/

## GUIDELINES ON THE PROCUREMENT MANAGEMENT SYSTEM

### I. RATIONALE

In conformity with *The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, Otherwise Known as The Government Procurement Reform Act*, DepEd-CAR adheres to the thrust of promoting good governance and principles of transparency, accountability, equity, efficiency, and economy in its procurement process. Further on, the **Guidelines on the Procurement Management System** is established to ensure that necessary processes, roles and responsibilities for the standardization, and regulation of the procurement activities of DepEd-CAR and its Schools Division Offices are followed.

For this year onward, DepEd-CAR aims to improve its procurement process and provide these guidelines in support of the implementation of RA 9184.

### II. SCOPE

These guidelines shall apply to all procurement activities of the Regional Office and the Schools Division Offices.

### III. POLICY STATEMENT

In its effort to improve procurement activities in DepEd-CAR, these **Guidelines on the Procurement Management System** is issued in order to implement the provisions of RA 9184 efficiently and effectively. This policy aligns with the principle that systems of accountability of public officials directly or indirectly involved in the procurement process as well as in the implementation of procurement contracts are responsible and accountable. It is also the intent of this policy to establish monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded pursuant to the provisions of RA 9184 and its IRR, and that all these contracts are performed strictly according to specification.

### IV. PROCEDURES

The **Procurement Management System** has 3 phases:

1. Procurement planning and budgeting
2. Contract acquisition, and
3. Procurement implementation

#### 1. Procurement planning and budgeting

All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Procurement planning and budgeting ensures that the overall goal of a particular project is effectively and efficiently achieved. No procurement should be done unless it is in accordance with the Annual Procurement Plan. It precludes occasions for unnecessary government purchases and circumventions of the prescribed procurement procedures. Thus, it is essential that a **procurement planning and budgeting team** is created to ensure that all procurements should be within the budget and these should have been judiciously and meticulously planned ahead of time before any procurement happens (Rule II, Sec 7).

- 1.1 **Composition.** The procurement planning and budgeting team shall be composed of:

## REGIONAL LEVEL

**Chairperson:** Regional Director  
**Co-chairperson:** Assistant Regional Director  
**Members:**  
Chief from each RO Division  
**Secretariat:**  
Finance Division  
PPRD/Planning Unit

## DIVISION LEVEL

**Chairperson:** Schools Division Superintendent  
**Co-chairperson:** Assistant Schools Division Superintendent  
**Members:**  
SGOD and CID Chief  
End Users/Program Focal Person  
**Secretariat:**  
Finance Unit (Budget Officer)  
Planning Officer

## SCHOOL LEVEL (IUs)

**Chairperson:** School Head  
**Members:**  
Department Heads  
Administrative Officer  
Faculty Representative  
Accountant/Bookkeeper  
**Secretariat:**  
Supply Officer

## SCHOOL LEVEL (Non - IUs)

**Chairperson:** School Head  
**Members:**  
Faculty President  
Bookkeeper in charge of the Cluster Schools  
**Secretariat:**  
Property Custodian

**1.2 Roles and Responsibilities.** The procurement planning and budgeting team shall have the following responsibilities:

- 1.2.1 lead in the preparation of the work and financial plan (WFP), project procurement management plan (PPMP), specifications of goods, market surveys and prices to ensure that standards for these goods are followed by the Regional Office, Schools Division Offices, and schools; and,
- 1.2.2 conduct workshops for Division Chiefs/focal persons in the preparation of WFP, PPMP, and other requirements needed in procurement.

## 1.3 Timeliness

Planning and Budgeting:

**Preparation of WFP and PPMP:** September  
**Meeting of Planning and Budgeting team:** 1<sup>st</sup> week of October  
**Submission of PPMP to BAC:** on or before October 30 of the Current Year  
**Submission of Annual Procurement Plan - Common Use Supplies and Equipment (APP-CSE) to DBM Procurement Service:** on or before November 29 of the Current year

**Submission of APP for the ensuing year to GPPB:** on or before December 31 of the Current year

\*Conduct of workshops on the preparation of the WFP and PPMP: as the need arises.

## 2. Contract acquisition

Contract acquisition covers the procurement process as stipulated in Rule V of *The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, The Government Procurement Reform Act*. This phase is handled by the Bids and Awards Committee (BAC), Technical Working Group (TWG) and the BAC Secretariat.

## 3. Procurement Implementation Team (PrIT)

3.1 **Composition.** The following compose the PrIT

### REGIONAL LEVEL

**Chairperson:** Division Chief/Program owner  
**Vice Chairperson:** QAD EPS assigned by the Chief  
**Members:**  
SAO, Finance Division  
PDO, ORD  
Legal Officer/Special Investigator  
Concerned Inspection Team

### DIVISION LEVEL

**Chairperson:** Chief/Unit Head/Program Owner  
**Vice Chairperson:** SMME SEPS  
**Members:**  
End User  
Division Accountant  
Division Legal Officer  
Concerned Inspection Team to be designated by the HOPE

### SCHOOL LEVEL

**Chairperson:** School Head  
**Members:**  
School Inspection Team to be designated by the School Head (3)  
Property Custodian (1)  
Teacher Representative (1)  
PTA President

### 3.2 Roles and Responsibilities

The Procurement Implementation Team (PrIT) members are expected to have diverse set of expertise as required by the project. Generally, the PIT will have the following roles and responsibilities:

- a) The Chairperson shall:
  - a.1. convene the Procurement Implementation Team to discuss the status of the project; and
  - a.2. act as conduit between the HOPE/BAC and the project recipients.
- b) The team shall:
  - b.1. conduct regular meeting;

- b.2. monitor and evaluate the status of the project;
- b.3. receive and validate feedback from the End-users or other stakeholders;
- b.4. gather reports from the supplier/contractor;
- b.5. render technical expertise;
- b.6. submit status report to the HOPE;
- b.7. issue certificate of project completion; and
- b.8. perform duties and functions as stipulated in Annex D,E,F of the 201 Revised IRR of RA 9184

#### **Concerned Inspection Team**

The concerned inspection team shall conduct periodic and end of project inspection and provide status reports to the Procurement Inspection Team (PrIT).

#### **3.3 Timelines**

##### **Procurement Implementation:**

**Meeting of PrIT:** as soon as Notice to Proceed (NTP) is issued

##### **Monitoring and evaluation of project status:**

###### **Pre-implementation:**

###### **a. For Infrastructure Projects:**

Meeting with End user, supplier, concerned Inspection Team – within 7 days after receipt of NTP.

###### **b. For goods and services:**

Pre-delivery inspection – as specified in the contract

###### **Implementation:**

###### **a. Infrastructure projects – continuing inspection at least thrice within the contract duration**

###### **Post implementation:**

###### **a. For infrastructure – before the release of the retention fee**

###### **b. For goods and services – before the release of the retention / full payment**

#### **V. Monitoring and Evaluation**

The Regional Office Quality Assurance Division and the SGOD-Monitoring and Evaluation Unit will regularly monitor the implementation of this Regional Order and give feedback during the quarterly Regional/Division Monitoring and Evaluation Assessment. Likewise, technical assistance or guidance on the implementation of these guidelines shall be coordinated by the Field Technical Assistance Division for the Regional Office and the SGOD for the SDOs.

#### **VI. References**

1. DO 74, s. 2016 - 2016 Revised Implementing Rules and Regulations of Republic Act 9184 (Government Procurement Reform Act)
2. The 2016 Revised Implementing Rules and Regulations of Republic Act 9184

#### **VIII. Effectivity**

This Regional Order shall take effect immediately upon its approval.