



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

January 12, 2023

DIVISION MEMORANDUM
NO. 018, s. 2023

**REMINDER ON THE SUBMISSION OF THE PROCUREMENT-RELATED
REQUIREMENTS AND UPDATING OF REPORTS FOR POSTING
IN THE TRANSPARENCY SEAL (TS) PAGE
AND MONITORING THEREOF**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors/ TA Providers
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. In connection with the attached Memorandum from the Office of Undersecretary for Governance and Field Operations, this Office reminds all concerned on the **Submission of the Procurement-Related Requirements and Updating of Reports for Posting in the Transparency Seal (TS) Page and Monitoring Thereof.**
2. Personnel assigned to act on these tasks in the schools and in the division office proper are reminded to give this instruction their utmost attention.
3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For immediate dissemination and strict compliance.


OLGA C. ALONSA BE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

TRANSPARENCY SEAL BAC

OADS/DLL



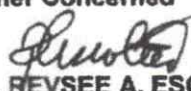


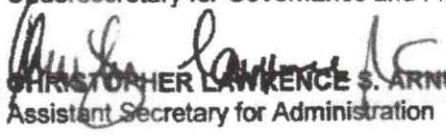
Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

MEMORANDUM
OASPA-2022-25

FOR : Regional Directors
Schools Division Superintendents
Bids and Awards Committee Chairperson
All Other Concerned

THRU : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Governance and Field Operations

FROM : 
CHRISTOPHER LAWRENCE S. ARNUCO, J.D.
Assistant Secretary for Administration 788

SUBJECT : Reminder on the Submission of the Procurement-Related Requirements and Updating of Reports for Posting in the Transparency Seal (TS) Page and Monitoring Thereof

DATE : December 20, 2022

Pursuant to the Memorandum Circular (MC) No. 2022-1 (MC 2022-1) entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order (EO) No. 80, S. 2012 and EO No. 201, s. 2016", this Memorandum serves as a reminder on the submission of procurement-related and updating of reports to be posted in the Transparency Seal (TS) Page. It should be highlighted that these requirements shall serve as grounds 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 PBB requirements with corresponding 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 01 January 2022 to 31 December 2022 in the PhilGEPS.	<u>January 30, 2023</u>	PS-PhilGEPS

Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects	Submit <u>Certificate of Compliance (COC)</u> 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 2022</i> Please refer to MC 2021-2 for the template of the CoC.	<u>Before January 31st of the fiscal year</u>	GPPB-TSO
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The following enumerates the communication channels of AO25 IATF:

- a. AO25 Secretariat at ao25secretariat@dap.edu.ph
- b. RBPMS website www.rbpmis.dap.edu.ph
- c. Telephone: (02) 8400-1469, (02) 8400-1490, (02) 8400-1582
- d. Facebook: www.facebook.com/PBBsecretariat

Moreover, all BAC Chairpersons, through their Secretariat, are enjoined to submit a copy of the Procurement Monitoring Reports submitted to GPPB-TSO through email at pmr@gppb.gov.ph.

Maintain/update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from January 1, 2022 to December 31, 2022, including the Early Procurement of FY 2022 Non-CSE items. Departments/agencies should ensure that the status of notices in the PhilGEPS System for all transactions for the period January 1, 2022 to December 31, 2022, including the Early Procurement of FY 2022 Non-CSE items, is updated on or before January 31, 2023. Failed or cancelled bid status should still be updated in PhilGEPS.

Agencies should track their status through the PhilGEPS microsite link for monitoring purposes: <https://open.philgeps.gov.ph/pbb>. In the generated Excel report, bid notices will only be tagged as COMPLY if the Notice of AWARD and the Notice to Proceed have been posted. Likewise, those NOTICES with multiple lots and PARTIALLY AWARDED, FAILED and CANCELLED NOTICES with multiple lots and PARTIALLY AWARDED, FAILED and CANCELLED NOTICES will also be considered COMPLY.

If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P 1,000,000) in the PhilGEPS due to factors that are outside of their control, the agency is no longer required to submit a letter of justification to PhilGEPS/AO25 IATF.

For questions and/or clarifications, please contact the following for specific concerns:

Queries and/or clarifications

Procurement Management Service –
Office of the Director

procms.od@deped.gov.ph
Tel No: 8633-7232

Procurement Planning and Management
Division (ProcMS-PPMD)

procms.ppm@deped.gov.ph
Tel Nos: 8636-6543 or 8638-4392

Important e-mail addresses for monitoring:

APP: appmonitoring@deped.gov.ph

PMR: pmmrmonitoring@deped.gov.ph

APCPI: apcpimonitoring@deped.gov.ph

Compliance Monitoring Form: procms.monitoring@deped.gov.ph

For strict compliance.