



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

DEPARTMENT OF EDUCATION  
 EL SALVADOR CITY- RECORDS SECTION  
**RELEASED**  
 FEB 08 2024  
 Time: 1:08 By: [Signature] Control #:

8 February 2024

DIVISION MEMORANDUM  
 No. 060, s. 2024

**REITERATION OF THE PROCUREMENT PROCESS FLOW IN COMPLIANCE WITH RA 9184**

To: **Asst. Schools Division Superintendent**  
**Chief Education Supervisors, CID and SGOD**  
**Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**Administrative Officer II**  
**Canvassers**  
**End-Users/Program Holders**  
**Division Personnel**  
**All Others Concerned**  
*This Division*

1. This is to reiterate, reinforce, and ensure compliance with the stipulated procurement process as mandated by Republic Act No. 9184, also known as the Government Procurement Reform Act. The process shall be strictly followed as delineated below:

<b>PROCUREMENT PROCESS FLOW</b>			
<b>No.</b>	<b>Document to Attach</b>	<b>In-charge in Preparation of document</b>	<b>Signatory</b>
1	APP & PPMP (to attach Sub-ARO for downloaded funds)	End-User & Budget Office	SDS, Budget Officer, Accountant, SGOD Chief, and End-User
2	Activity Design (for training/seminars only)	End-User	SDS, Accountant, Budget Officer, HRD Focal Person, End-user
3	a. Pre-Repair Inspection (For repairs only) b. Program of Works (POW), Bill of Quantities/ Detailed Cost Estimates	End-User	SDS/Hope, Accountant, Budget Officer and End-User

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4	a. RIS b. PR - to attach detailed specifications, pictures, and menu for training	End-User	SDS (with the initial of Budget Officer), End-User, Supply Officer
5	Agency Procurement Request and Certificate of Non-Availability of Stocks (CNAS) for APP-CSE items or Certificate of Non-PS Items	BAC Secretariat	PS DBM or Supply Officer
6	Request for Quotation (RFQ/ Canvass form). To attach a business permit and philGEPS registration.	BAC Secretariat	BAC Chairperson and Canvasser
7	For Procurement above Php. 50,000.00 should attach the following: a. Bid Notice Abstract (PhilGEPS Posting) b. Website Posting (screenshot) c. Bulletin Board (Certification & Picture)	BAC Secretariat	Not Applicable
8	Duly notarized Omnibus Sworn Statement (OSS) for procurement above Php. 50,000.00 only.	BAC Secretariat	Prospective Bidders/ Suppliers
9	Abstract of Bids	BAC Secretariat	BAC Members
10	Resolution to Award (RTA)	BAC Secretariat	BAC Members with the approval of HoPE/SDS
11	Notice of Award (NOA)	BAC Secretariat	SDS/HoPE
12	Purchase Order (PO)	Supply Officer	SDS/HoPE & Accountant
		To serve the PO to the Supplier	Liaison Officer

BAC/CCN



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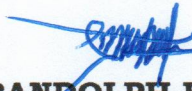
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SCHOOLS DIVISION OF EL SALVADOR CITY

13	Obligation Request and Status (ORS)	Budget Officer	Budget Officer & SDS/ HoPE
14	IAR, RIS	Supply Officer	Inspectorate Team
15	a. Billing Statement (training) b. Attendance (training) c. Picture of Meals & Snacks served during training d. Delivery Receipt (Goods) e. Warranty (Goods) f. Certificate of License to Operate or Certification from the manufacturer as the authorized distributor/dealer (medicines only) g. Post inspection Report for Repair	End-User for a,b,c,g  Supply Officer or Liaison Officer for d, e, & f.	Supplier

2. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be 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.
3. This memorandum shall take effect until further revoked by this office.
4. This is for your information, guidance and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

PROCESS FLOW      PROCUREMENT      BAC

BAC/CCN



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