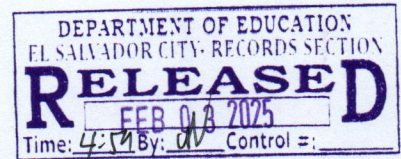




Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

February 3, 2025

**DIVISION MEMORANDUM**

No. 040, s. 2025

**SUBMISSION OF PROCUREMENT MONITORING REPORT (PMR) FOR  
THE FIRST AND SECOND QUARTER OF FY 2025  
AND FOR THE SUCCEEDING YEARS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Non-Teaching Personnel in Schools  
BAC Secretariat in Schools  
All Others Concerned  
This Division

1. Relative to the Division's semestral compliance with the **Government Procurement Policy Board (GPPB)**, this Office hereby directs the schools to submit the Procurement Monitoring Report (PMR) on or before the following schedule annually:

1<sup>st</sup> Semester: Every **July 6** of the current year

2<sup>nd</sup> Semester: Every **January 6** of the following year

2. Schools must update their *assigned sheets* in the provided *soft copy links* for the 1st and 2nd Semester PMR. While additional rows may be added as needed, no modifications to the template from the GPPB, format, or columns are allowed to ensure uniformity in reporting. These files will serve as the primary soft copy reference for submission and review.

PMR FY 2025 1<sup>st</sup> Semester:  
<https://bit.ly/elsaPMR2025-1>

to be submitted on  
**July 6, 2025**

PMR FY 2025 2<sup>nd</sup> Semester:  
<https://bit.ly/elsaPMR2025-2>

to be submitted on  
**January 6, 2026**

3. Further, a **signed hard copy** of the PMR must be prepared and uploaded to the designated online folder (*link in No. 5*) for the respective 1st or 2nd Semester reporting period. This hard copy serves as the official document for compliance and audit purposes.



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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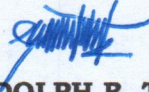


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4. The PMR signed hard copy must include the appropriate signatories: Prepared by the **BAC Secretariat**, Recommended for Approval by the **BAC Chairperson**, and Approved by the **Head of the Procuring Entity**. Ensuring proper endorsement is essential for adherence to procurement regulations.
5. To facilitate seamless tracking and accessibility, all PMR files will be systematically organized by year. Schools can refer to the designated drive link to access past and upcoming reports. This centralized system ensures efficiency in monitoring procurement activities and allows for easy retrieval of historical data.

<https://bit.ly/PMR-SchoolsSubmission>

6. Strict compliance with submission deadlines is required to meet procurement regulations. Both soft and signed hard copies must be submitted on or before the prescribed dates to avoid delays in procurement processing and reporting. Adhering to these deadlines ensures smooth implementation of procurement activities and alignment with Government Procurement Policy Board (GPPB) compliance standards.
7. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

*TS*

To be indicated in the Perpetual Index  
under the following subjects: PMR Quarterly Submission

/BACsec



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