



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

OM-GO-2015-GOU-_____

TO: All Regional Directors

ATTENTION: All Schools Division Superintendents
Heads of Procuring Entities (HOPE)
BAC Chairpersons
RPREC/DPREC
All Others Concerned

SUBJECT: Submission of Certification of Compliance with PhilGEPS
Posting Relative to the Grant of the Performance-Based Bonus
(PBB) for Year 2015

DATE: 06 November 2015

PROCUREMENT SERVICE

RECEIVED BY

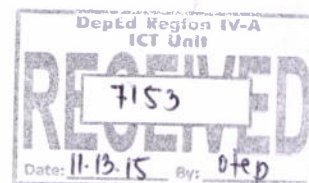
GILBERT

DATE

11-10-15

TIME

11:30 AM



Relative to the grant of the FY 2015 PBB, all Procuring Entities are directed to comply with the Good Governance Conditions stipulated under Memorandum Circular No. 2015-1 dated August 12, 2015 as follows:

- a. Submission of Certification of Compliance (COC) with PhilGEPS Posting to DepEd Central Office - Procurement Service at email addresses enrique.borja@deped.gov.ph and iv.procurementservice.gov.ph@gmail.com on or before November 23, 2015 (Monday). The PhilGEPS COCs should contain all procurement projects amounting to Php 500,000.00 and above for the period covering from November 16, 2014 to November 15, 2015. The guideline for the submission of PhilGEPS COCs is attached;
- b. Submission of a scanned copy of the Annual Procurement Plan (APP) for FY 2015 per Administrative Order No. 46, s. 2015 to the Government Procurement Policy Board - Technical Support Office (GPPB-TSO) at email address monitoring@gppb.gov.ph; and
- c. Adoption of the 2014 Agency Procurement Compliance and Performance Indicator (APCPI) System per GPPB Resolution No. 10-2012, and submission of APCPI Self Assessment to GPPB-TSO at email address monitoring@gppb.gov.ph on or before December 1, 2015 (Tuesday).



DEPARTMENT OF EDUCATION

• OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

The aforementioned conditions on good governance are mandatory, which the Department must comply with in order to be eligible for the grant of the PBB. Memorandum Circular No. 2015-1 is posted in the DepEd website (www.deped.gov.ph/others) for reference.

Please note that incomplete and non-submission of the above shall be a ground for disqualification for the grant of FY 2015 PBB.

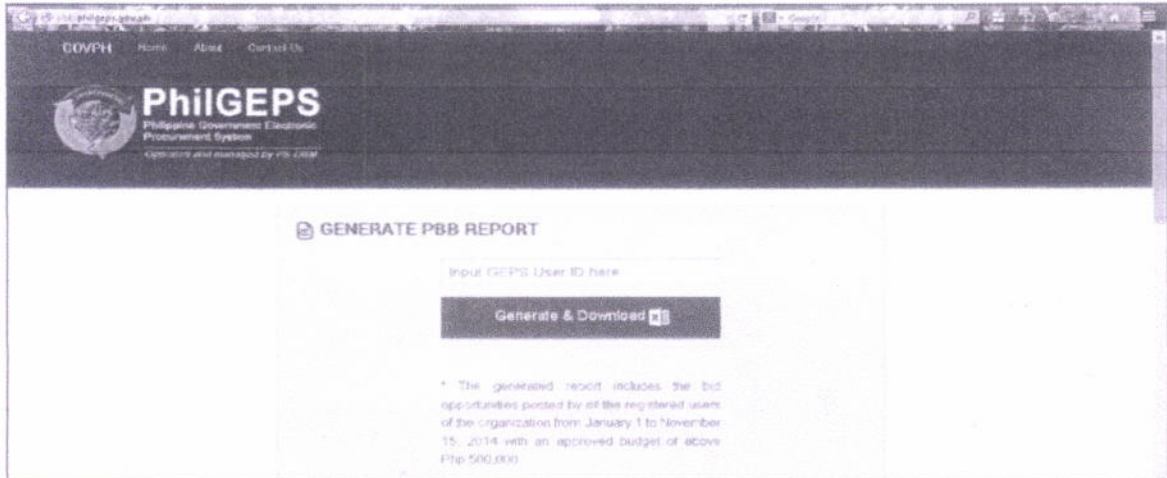
For queries/clarifications, please contact Ricky Borja and Julie Ventula of the DepEd Central Office - Procurement Service at tele/fax number (02) 636-6543.

For strict and immediate compliance.

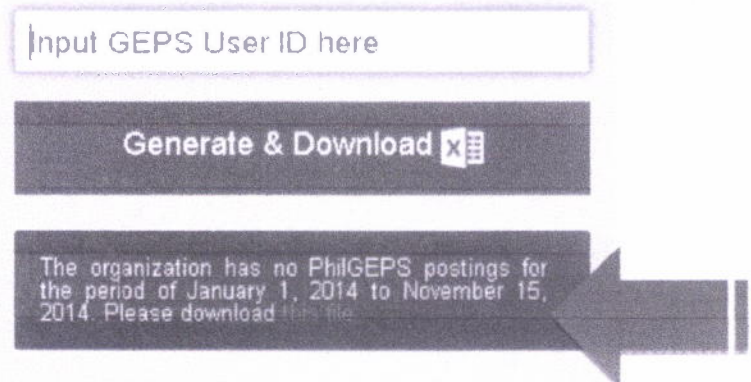

RIZALINO D. RIVERA
Undersecretary

Guideline on PhilGEPS How to Generate PhilGEPS Posting Report

1. Log on to pbb.philaeps.gov.ph
2. Type-in Assigned GEPS Userid



3. Click Generate & Download button
4. Save the file (or Click Ctrl+J to open the Downloads folder).
5. For agencies with no posted bid opportunities with an ABC of above Php 500,000, download and accomplish the Certificate of No PhilGEPS Postings



* The generated report includes the bid opportunities posted by all the registered users of the organization from January 1 to November 15, 2014 with an approved budget of above Php 500,000.

How to Accomplish the Certificate of Compliance on PhilGEPS Postings

1. Using the generated report, identify the notices with "Awarded/Partially Awarded" status without Date of Posting of P.O. / Approved Contract and Notice to Proceed.

#	Ref. No	Date of Posting of Invitation to BID/RFI	Bid Notice Title	Date of Posting of Notice of Award	Date of Posting of P.O. / Approved Contract and Notice to Proceed	Bid Notice Status	Created By	Remarks*
7	123456	Apr 11, 2014	Procurement of Sports Supplies, Materials and Equipment for 2014.	May 16, 2014		Partially Awarded	userid	
8	123457	Apr 16, 2014	Delivery of Test Materials and Other Documents	Jun 17, 2014		Awarded	userid	

- a) If the notices have Approved Contract/Purchase Order (AC/PO) and Notice to Proceed (NTP), post the Notice to Proceed in PhilGEPS. Indicate "NTP posted in PhilGEPS" and the award notice number in the Remarks column.
- b) Otherwise, provide the procurement activity stage that is currently observed (i.e. "Document for Signature") in the Remarks column.

2. Identify the notices with "Closed" status.

9	123458	Sep26, 2014	Delivery of Test Materials and Other Documents			Closed	userid	
---	--------	-------------	--	--	--	--------	--------	--

- a) If the notices are declared either failed or cancelled, post the result in PhilGEPS and indicate "Bid Failure or Cancellation Posted in PhilGEPS" in the Remarks column.
- b) If the notices are awarded with Approved Contract/Purchase Order (AC/PO) and Notice to Proceed (NTP), post the Award Notice and Notice to Proceed in PhilGEPS. Indicate "Award Notice and NTP posted in PhilGEPS" and the award notice number in the Remarks column.
- c) If the notices are awarded but the Approved Contract/Purchase Order (AC/PO) and Notice to Proceed (NTP) are not yet available, post the Award Notice in PhilGEPS. Indicate "Award Notice posted in PhilGEPS", the award notice number and the current status of the NTP (i.e. "AC/PO/NTP for signature") in the Remarks column.
- d) If the notices have no results yet (such as failed, cancelled, awarded), provide the procurement activity stage that is currently observed (i.e. "On-going evaluation/post-qualification", "Documents for signature", "With pending RR/Protest") in the Remarks column.

3. Identify the notices with "Active" status.

10	123459	Oct 16, 2014	Supply of Services for the Comprehensive Maintenance and Support Services for IT Infrastructure of Agency Central Office			Active	userid	
----	--------	--------------	--	--	--	--------	--------	--

- a. If the closing date for the notices in the generated report has lapsed, follow the procedures in step 2.
- b. Otherwise, provide the procurement activity stage that is currently observed (i.e. "-On-going") in the Remarks column.

Notes:

1. Notices with Failed, Cancelled and Shortlisted statuses as indicated in the system generated report are considered complete.
2. For "cancelled accounts", send reactivation request to agency@philgeps.gov.ph
3. Accomplished/Completed PhilGEPS CoC's should be send to pbb@philgeps.gov.ph

Certification of Compliance with PhilGEPS Template

(Agency/Office's Letterhead)

CERTIFICATION OF COMPLIANCE

PhilGEPS Posting

This is certify that the(name of agency/office), for the period beginning **November 16, 2014** up to **November 15, 2015**, has posted the Invitation to Bid/Request for Expression of Interest (REI), Notice to Proceed and the approved / awarded contract for all the projects listed below at the Philippines Government Electronic Procurement System (PhilGEPS), to wit:

Reference Number	Date of Posting of Invitation to Bid / REI	Project	Date of Posting of the Notice of Award	Date of Posting of the Approved Contact	Date of Posting of the Notice to Proceed

This is to further certify that the list includes of all projects procured by the (name of agency/office) as of (date).
()

This certification is being issued to attest to the truth and accuracy of all foregoing based on available records and information that can be verified with the PhilGEPS; and with the Annual Procurement Plan (APP) posted under the Transparency Seal of the Department of Education.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ 2015 at (City/Municipality), Philippines.

Chairman, BAC

Head, Procurement Office