

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON



12 September 2022

**Regional Memorandum**

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

To Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum No. OM-OASPA-0-09-002 dated August 22, 2022, reiterating the submission of procurement-related requirements and updating of reports to be posted in the Transparency Seal (TS) page in order to be considered eligible for the grant of PBB under MC 2022-1 issued by the Inter-Agency Task Force on the Harmonization of National Government Monitoring, Information, and Reporting Systems.
2. Attention is invited to page 4 of the abovementioned Memorandum requiring submission of the following documents:

Required Report	Where to submit the Report
1. Procurement Monitoring Report	GPPB-TSO /pmr@gppb.gov.ph
2. CY 2022 1st Semester PMR	pmrmonitoring@deped.gov.ph
3. List of HOPE, BAC, BAC Secretariat	<a href="https://docs.google.com/forms/OfficialProcurementDirectory">https://docs.google.com/forms/OfficialProcurementDirectory</a>

3. Further, you are directed to accomplish the Procurement Monitoring Report Sheet for CY 2022 1st Semester and 2nd Semester which may be accessed through this link:

<https://drive.google.com/drive/folders/ProcurementMonitoringReportofROs/SDOs>.

4. It is likewise reminded that the deadline for submission of the following requirements is September 30, 2022:
  - a. Posting of Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph

- b. FY 2023 APP-CSE thru the PhilGEPs Virtual Store per Annex 8 of MC 2022-1
- 5. For strict compliance of all concerned.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director   


asd/agtp

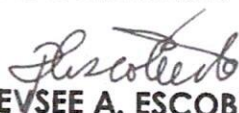



Republic of the Philippines  
**Department of Education**

OFFICE OF THE ASSISTANT SECRETARY FOR PROCUREMENT AND ADMINISTRATION

**MEMORANDUM**  
**OM-OASPA-0-09-002**

TO : Regional Directors  
Schools Division Superintendents  
Bids and Awards Committee Chairperson  
All Others Concerned

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

FROM :   
**CHRISTOPHER LAWRENCE S. ARNUCO, ESQ.**  
Assistant Secretary for Procurement and Administration

SUBJECT : **Submission of the Procurement-related Requirements and Updating of Reports for posting in the Transparency Seal (TS) Page and Monitoring thereof**

Date : August 22, 2022

In line with the thrust of the new administration under the leadership of Vice President Secretary Sara Z. Duterte in ensuring compliance to existing government-mandated laws, and standards, particularly in relation to agency accountabilities, all officials and staff concerned are enjoined to enforce, implement, and monitor compliance with the requirements summarized under Section 5.0 of the Memorandum Circular 2022-1 (MC 2022-1) entitled "Guidelines of the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 under Executive Order (EO) No. 80, S. 2012 and EO No. 201, s. 2016".

Relative thereto, this serves as a reminder on the submission of procurement-related requirements and updating of reports to be posted in the Transparency Seal (TS) Page. Noteworthy, that these requirements shall be the basis 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 the requirements and its deadline:

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 January 1, 2022 to December 31, 2022 in the PhilGEPS. <i>Please refer to the Guidelines on PhilGEPS Posting (Annex 7 of MC 2022-1)</i>	January 30, 2023	PS-PhilGEPS
FY 2022 Annual Procurement Plan Non-common Used Supplies and Equipment (APP-NCSE)	Submit FY 2022 APP-non CSE to GPPB-TSO through email at: <a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a> Copy furnished: <a href="mailto:appmonitoring@deped.gov.ph">appmonitoring@deped.gov.ph</a>	March 31, 2022	GPPB-TSO
Posting of Indicative FY 2023 APP non-CSE	Posting of Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage	September 30, 2022	DBM-OCIO
FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store per <b>Annex 8 of MC 2022-1</b> .  <i>Note: The PS-DBM wishes to reiterate that hard copy or manual submission will not be accepted. Log-in to VS to download the 2023 APP-CSE template using this link: <a href="https://philgeps.gov.ph/home">https://philgeps.gov.ph/home</a>. For the procedural guidelines in uploading APP-CSE, visit the PhilGEPS website at <a href="https://ps-philgeps.gov.ph/home/">https://ps-philgeps.gov.ph/home/</a>.</i>	September 30, 2022	PS-DBM
Results of FY 2023 Annual 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System	Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO through email at <a href="mailto:apcpi@gppb.gov.ph">apcpi@gppb.gov.ph</a> . Copy furnished: <a href="mailto:apcpimonitoring@deped.gov.ph">apcpimonitoring@deped.gov.ph</a>	June 30, 2022	GPPB-TSO
Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects	Submit <b>Certificate of Compliance (CoC)</b> 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.	Before January 31 <sup>st</sup> of the fiscal year	GPPB-TSO



		<i>Note: Early Procurement Activities should be conducted in FY 2022. Please refer to MC 2021-2 for the template of the CoC.</i>		
Updating Transparency (TS)	of Seal	Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	October 1, 2022	DBM-OCIO

Inasmuch as procurement remains a vital process in providing crucial basic resources and contributes a significant amount in DepEd's budget utilization, the Procurement Management Service, this Department, was tasked to monitor the progress/status of each

item bid out in the field offices. For this purpose, all BAC Chairpersons, through its Secretariat, is also enjoined to submit a copy of the Procurement Monitoring Reports submitted to GPPB-TSO through email at [pmr@gppb.gov.ph](mailto:pmr@gppb.gov.ph). You may send a copy of the CY 2022 1<sup>st</sup> Semester PMR at [pmrmonitoring@deped.gov.ph](mailto:pmrmonitoring@deped.gov.ph).

In addition, to facilitate data gathering, monitoring and future data analytics as instructed by the Program Implementation Review (PIR) Executive Committee, you are directed to accomplish the Procurement Monitoring Report Sheet for CY 2022 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester which may be accessed through this link: <https://drive.google.com/drive/folders/ProcurementMonitoringReportofROs/SDOs>. Data requested consists of all projects listed in the respective CY 2023 Annual Procurement Plan (APP), including supplemental APPs, of each DepEd Procuring Entity, and the status of procurement of each project (whether on-going, awarded, failed, or cancelled), the estimated budget (ABC), source of funds, and contract amount, among others. Regional Directors are directed to monitor compliance hereto.

Finally, for ease of communication and coordination, the Procurement Management Service would like to update its directory of personnel in the Regional and Schools Division Offices who have roles in government procurement, e.g. as Head of Procuring Entity, Bids and Awards Committee member, BAC Secretariat. The updated information shall be used as reference for above-purposes and future capacity building initiatives. Please provide the needed information to be used solely for reference purposes through this link: <https://docs.google.com/forms/OfficialProcurementDirectory>

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



**Queries and/or clarifications**

Procurement Management Service –  
Office of the Director  
Procurement Planning and  
Management Division (ProcMS-  
PPMD)

[procms.od@deped.gov.ph](mailto:procms.od@deped.gov.ph)  
Tel nos. 8636-6542 or 8633-7232

[procms.ppmd@deped.gov.ph](mailto:procms.ppmd@deped.gov.ph)  
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**Procurement Directory**

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Joshua Rajah T. De Dios

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[joshua.dedios@deped.gov.ph](mailto:joshua.dedios@deped.gov.ph)



For strict compliance.