Regional Memorandum
No. 247 s. 2023

REQUEST FOR SUBMISSION OF UPDATES RELATIVE TO PROCUREMENT CONTRACTS/AGREEMENTS WITH THE RECOGNIZED GOVERNMENT PRINTERS

To Schools Division Superintendents
All Others Concerned

1. Attached is the DepEd Memorandum OUPro No. 773, s. 2023 from Atty. GERARD L. CHAN, CESO I, Undersecretary for Procurement, and Atty. OMAR V. ROMERO, Assistant Secretary for Procurement, dated May 2, 2023, requesting the submission of updates and relevant information relative to procurement contracts/agreements with RGP in the last five (5) years or within years 2019 to 2023.

2. Attention is invited to paragraph 3 of the said memorandum.

3. The scanned signed file and excel file (editable file) of Template 3 (for SDOs with School IU) shall be uploaded through this link: https://bit.ly/SDO_ProcurementContracts05122023 on or before May 11, 2023, for consolidation by this Office to be submitted to the CO-OUPro.

4. The said Template 3 could also be downloaded through the given link.

5. For immediate dissemination and strict compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROA3
Address: Gate 2, Karangalan Village, Cainta, Rizal, 1900
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph
MEMORANDUM

TO : Undersecretaries
     Assistant Secretaries
     Regional Directors
     Bureau and Service Directors
     Schools Division Superintendents
     All others concerned

FROM : ATTY. GERARD L. CHAN, CESO I
       Undersecretary for Procurement

       ATTY. OMAR V. ROMERO
       Assistant Secretary for Procurement

SUBJECT : REQUEST FOR SUBMISSION OF UPDATES RELATIVE TO PROCUREMENT CONTRACTS/AGREEMENTS WITH THE RECOGNIZED GOVERNMENT PRINTERS

DATE : May 2, 2023

In line with its mandate under DepEd Order No. 1, s. 2023, dated January 9, 2023, and to assist the End-user Strands, in their preparation for and conduct of procurement, this Office inquires into the status of contracts entered into by the Department of Education (DepEd) with Recognized Government Printers (RGP).

For background information and to assist in the evaluation of the status of procurement contracts/agreements with RGP, the Procurement Strand respectfully requests the CO Bureaus and Services, Regional Offices (ROs), and Schools Division Offices (SDOs) with schools/implementing units (IUs), to submit updates and relevant information relative to procurement contracts/agreements with RGP in the last five (5) years or within years 2019 to 2023.

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1 Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities.
The ROs shall ensure the submission of their respective regions, covering the RO, SDOs and schools/IUs with RGP procurement contracts/agreements within said period. **Submissions per region shall be made not later than May 12, 2023, through email** at procms.odu.deped.gov.ph, copy furnish oprro.odu.deped.gov.ph and oasip.odu.deped.gov.ph, using the attached templates (Template 1 for CO Bureaus and Services; Templates 2 and 3 for ROs and SDOs with Schools/IUs). **The excel file (editable file) shall also be submitted.**

For concerns or clarification, the Procurement Strand may be reached through the Office of the Director, Procurement Management Service at procms.odu.deped.gov.ph or telephone number 8633-2232 with Mr. Jeremiah D. Gaddi, Technical Assistant II, as a focal person.
STRAND: 

STATUS OF PROCUREMENT CONTRACTS/AGREEMENTS
WITH RECOGNIZED GOVERNMENT PRINTERS (RGPs)

<table>
<thead>
<tr>
<th>Bureau/Service</th>
<th>Date of Procurement Contract/Agreement</th>
<th>Contract/Project Description*</th>
<th>Name of RGP</th>
<th>Contract Period**</th>
<th>Contract Amount</th>
<th>Status***</th>
<th>Encountered issues/concerns or Advantages obtained/positive experience</th>
<th>Comments/Recommendations/Other Relevant Information</th>
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*(E.g., Procurement of Printing and Delivery of SLMs for Quarter 4 of SY 2021)*

**Period and covered dates (e.g., 4 Months: March 15, 2020 to July 15, 2020)

*** Indicate specific status (e.g., if contract/agreement was regularly terminated/closed without issues/concerns; if contract period has been extended, or contract was not extended but with pending transaction/matter)

Submitted by:  
(Undersecretary / Assistant Secretary)

Date: __________________________
REGION ______

STATUS OF PROCUREMENT CONTRACTS/AGREEMENTS WITH RECOGNIZED GOVERNMENT PRINTERS (RGP’s)

Regional Office

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*Start from the most recent year (e.g., 2023, 2022, 2021...)
*E.g., Procurement of Printing and Delivery of SLMs for Quarter 4 of SY 2021
**Period and covered dates (e.g., 4 Months: March 15, 2020 to July 15, 2020)
***Indicate specific status (e.g., if contract/agreement was regularly terminated/closed without issues/concerns; if contract period has been extended, or contract was not extended but with pending transaction/matter)

Submitted by: ________________________
Regional Director
(or authorized representative)

Date: ___________________________
### SDO (Proper)

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**School/IU:**

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**School/IU:**

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*E.g., Procurement of Printing and Delivery of SLMs for Quarter 4 of SY 2021*

**Period and covered dates (e.g., 4 Months: March 15, 2020 to July 15, 2020)**

***Indicate specific status (e.g., if contract/agreement was regularly terminated/closed without issues/concerns; if contract period has been extended, or contract was not extended but with pending transaction/matter)*

Submitted by: _______________________

Schools Division Superintendent
(or authorized representative)

Date: ___________________________