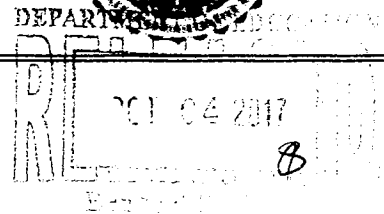




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet, 2601




DIVISION MEMORANDUM
No. 229 s. 2017

**SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) and
ANNUAL PROCUREMENT PLAN-COMMON USE SUPPLIES AND EQUIPMENT
(APP-CSE) FOR FY 2018**

To: Chiefs, CID and SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS/COORDINATING PRINCIPALS
ALL SCHOOL HEADS

1. Pursuant to RA 9184 or the Government Procurement Reform Act and its Revised IRR and Regional Order No. 007, s. 2017, entitled, *Guidelines on the Procurement Management System for DepEd-CAR*, ALL SCHOOLS WITH NON-IMPLEMENTING UNITS (non-IUs) are expected to submit their Project Procurement Management Plan (PPMP) and APP-CSE for FY 2018 on or before October 20, 2017 to their respective district-based Senior Bookkeepers for consolidation and submission to the division office by October 30, 2017.
2. To facilitate the preparation of said documents, please be guided by the composition of the Procurement Planning and Budgeting Team in every school (non-IUs), as follows:
Chairperson: School Head
Members: Faculty President
Bookkeeper in charge of the cluster schools
Secretariat: Property Custodian
3. Attached is the template to be used. An electronic copy of the sheet may be accessed at deped.in/dm229forms.
4. Immediate dissemination and compliance of all is expected.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Reference: as stated

To be included in the Perpetual Index under:

POLICY



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet 2601
Website: www.depedcar.ph. Email: car@deped.gov.ph



RECEIVED
AUG 07 2017

Date: AUG 07 2017


REGIONAL ORDER
No. 007s.2017

DEPED-CAR Time: _____

GUIDELINES ON THE PROCUREMENT MANAGEMENT SYSTEM FOR DEPED-CAR

TO: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. The DepEd-CAR issues the enclosed **Guidelines on the Procurement Management System** which serves as a basis for offices/committees/persons who are involved in procurement planning, contract acquisition and procurement implementation.
2. These guidelines provide the procedures, accountable persons or offices, roles and responsibilities in the procurement management system. It helps to ensure that risks are identified and managed appropriately, and objectives and benefits are achieved within budget, within time and to the required quality. It involves all areas of procurement from planning, procurement process, implementation and monitoring.
3. All previous regional policies, processes or systems related to procurement management which are inconsistent to this Regional Order are hereby repealed, rescinded, or modified accordingly.
4. This policy shall take effect immediately.
5. Immediate dissemination and strict compliance is directed.


MAY B. ECLAR, PhD, CESO V
Officer-in-Charge
Office of the Regional Director

Encs: As stated

To be indicated in the Perpetual Index under the following subject

POLICY

OND rtd/

REGIONAL LEVEL

Chairperson: Regional Director
Co-chairperson: Assistant Regional Director
Members:
Chief from each RO Division
Secretariat:
Finance Division
PPRD/Planning Unit

DIVISION LEVEL

Chairperson: Schools Division Superintendent
Co-chairperson: Assistant Schools Division Superintendent
Members:
SGOD and CID Chief
End Users/Program Focal Person
Secretariat:
Finance Unit (Budget Officer)
Planning Officer

SCHOOL LEVEL (IUs)

Chairperson: School Head
Members:
Department Heads
Administrative Officer
Faculty Representative
Accountant/Bookkeeper
Secretariat:
Supply Officer

SCHOOL LEVEL (Non - IUs)

Chairperson: School Head ✓
Members:
Faculty President ✓
Bookkeeper in charge of the Cluster Schools ✓
Secretariat:
Property Custodian ✓

1.2 Roles and Responsibilities. The procurement planning and budgeting team shall have the following responsibilities:

- 1.2.1 lead in the preparation of the work and financial plan (WFP), project procurement management plan (PPMP), specifications of goods, market surveys and prices to ensure that standards for these goods are followed by the Regional Office, Schools Division Offices, and schools; and,
- 1.2.2 conduct workshops for Division Chiefs/focal persons in the preparation of WFP, PPMP, and other requirements needed in procurement.

1.3 Timeliness

Planning and Budgeting:

Preparation of WFP and PPMP: September

Meeting of Planning and Budgeting team: 1st week of October

Submission of PPMP to BAC: on or before October 30 of the Current Year

Submission of Annual Procurement Plan - Common Use Supplies and Equipment (APP-CSE) to DBM Procurement Service: on or before November 29 of the Current year

- b.2. monitor and evaluate the status of the project;
- b.3. receive and validate feedback from the End-users or other stakeholders;
- b.4. gather reports from the supplier/contractor;
- b.5. render technical expertise;
- b.6. submit status report to the HOPE;
- b.7. issue certificate of project completion; and
- b.8. perform duties and functions as stipulated in Annex D,E,F of the 201 Revised IRR of RA 9184

Concerned Inspection Team

The concerned inspection team shall conduct periodic and end of project inspection and provide status reports to the Procurement Inspection Team (PrIT).

3.3 Timelines

Procurement Implementation:

Meeting of PrIT: as soon as Notice to Proceed (NTP) is issued

Monitoring and evaluation of project status:

Pre-implementation:

a. For Infrastructure Projects:

Meeting with End user, supplier, concerned Inspection Team – within 7 days after receipt of NTP.

b. For goods and services:

Pre-delivery inspection – as specified in the contract

Implementation:

a. Infrastructure projects – continuing inspection at least thrice within the contract duration

Post implementation:

a. For infrastructure – before the release of the retention fee

b. For goods and services – before the release of the retention / full payment

V. Monitoring and Evaluation

The Regional Office Quality Assurance Division and the SGOD-Monitoring and Evaluation Unit will regularly monitor the implementation of this Regional Order and give feedback during the quarterly Regional/Division Monitoring and Evaluation Assessment. Likewise, technical assistance or guidance on the implementation of these guidelines shall be coordinated by the Field Technical Assistance Division for the Regional Office and the SGOD for the SDOs.

VI. References

1. DO 74, s. 2016 - 2016 Revised Implementing Rules and Regulations of Republic Act 9184 (Government Procurement Reform Act)
2. The 2016 Revised Implementing Rules and Regulations of Republic Act 9184

VIII. Effectivity

This Regional Order shall take effect immediately upon its approval.