



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 3, 2021

REGIONAL MEMORANDUM

No. **047**, s. 2021

**REMINDER OF COMPLIANCE WITH DEPED MEMORANDUM PROCSMS-OD-2021-005 Re:
SUBMISSION OF PROCUREMENT COMPLIANCE MONITORING FORM FOR 2020
PERFORMANCE-BASED BONUS (PBB)**

To: Schools Division Superintendents
All Others Concerned

1. In compliance with DepEd Memorandum Procs-MS-OD-2021-005 *re*: Submission of Procurement Compliance Monitoring Form for 2020 Performance -Based Bonus (PBB) dated January 22, 2021, this Office through the Bids and Awards Committee (BAC) hereby informs the status of compliance as of February 2, 2021 per feedback provided by the Office of the Assistant Secretary for Procurement and Administration, as follows;

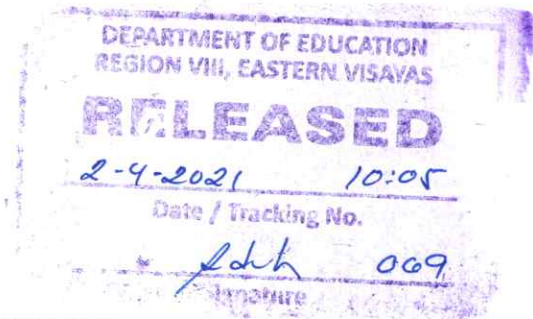
DepEd	PhilGeps	APP 2020	EPA Certification	APCPI
DepEd Regional Office VIII	Compliant	Compliant	Compliant	Compliant
Baybay City	Compliant			
Biliran		Compliant		
Borongan City	Compliant		Compliant	
Calbayog City	Compliant			
Catbalogan City	Compliant			
Eastern Samar				
Leyte	Compliant			
Maasin City	Compliant	Compliant	Compliant	
Northern Samar	Compliant	Compliant		
Ormoc City	Submitted but not accepted in the System - Annex 6 format not followed	Compliant	Compliant	Compliant
Samar	Submitted but not accepted in the System - Annex 6 format not followed			
Southern Leyte	Compliant			
Tacloban City				



2. In view thereof, this Office emphasizes the full compliance of the Schools Division Offices (SDOs) and hereby advises to follow strictly the provided format attached to the above-mentioned DepEd Memorandum.
3. To monitor and fast track the submission to ProcMS, SDOs are hereby required to submit the requirements to the DepEd BAC Secretariat email add: bac.region8@deped.gov.ph and contact the BAC Office landline number (053) 888-9349/09164404827. Deadline of submission shall be on February 8, 2021 at 5:00 p.m.
4. Immediate dissemination of and strict compliance with this memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV

QAD-RRC



Enclosures: None
References: DepEd Memorandum Procs-MS-OD-2021-005
To be indicated in the Perpetual Index under the following subjects:

BIDS AND AWARDS COMMITTEE

PROCUREMENT MONITORING



Department of Education Region VIII <region8@deped.gov.ph>

REGION VIII, EASTERN VISAYAS

RECEIVED
02/02/21 # 0482
7:00am Alan Alcantara

[EXTREMELY URGENT] Status of Submission of PBB Procurement Related Requirements as of February 1, 2021

Organization Effectiveness Division <bhrod.oed@deped.gov.ph>
 To: region8@deped.gov.ph, DepEd Biliran <billiran@deped.gov.ph>, DepEd Baybay City <baybay.city@deped.gov.ph>, borongan.city@deped.gov.ph, DepEd Eastern Samar <eastern.samar@deped.gov.ph>, catbalogan.city@deped.gov.ph, calbayog.city@deped.gov.ph, DepEd Calbayog City <calbayogcity.division@deped.gov.ph>, leyte@deped.gov.ph, DepEd Maasin City <maasin.city@deped.gov.ph>, northern.samar@deped.gov.ph, ormoc.city@deped.gov.ph, samar@deped.gov.ph, southern.leyte@deped.gov.ph, tacloban.city@deped.gov.ph, ramir.uytico@deped.gov.ph, fiel.almendra@deped.gov.ph
 Cc: "charles.maghirang" <charles.maghirang@deped.gov.ph>, MARICARL BOTIN <maricarl.botin@deped.gov.ph>, Kean Norbie Alicante <kean.alicante@deped.gov.ph>, Arly Jane Alcantara <arly.alcantara@deped.gov.ph>, Organization Effectiveness Division <bhrod.oed@deped.gov.ph>

Mon, Feb 1, 2021 at 2:43 PM

Signature
Signature
Date and Time Received
Date and Time Released

Good day!

We hope this email finds you well.

Respectfully following up and asking your good office for all the necessary requirements and justification needed. Below is the updated number of field offices (as of February 1, 2021) which have no submission yet of Procurement Related Requirements.

Region	Division Office	PhilGEPS	APP 2020	APP 2021	EPA	APCPI 2019
VIII	Region VIII					
VIII	Baybay City	✓				
VIII	Biliran		✓			
VIII	Borongan City					
VIII	Catbalogan City	✓				
VIII	Calbayog City	✓				
VIII	Eastern Samar					
VIII	Leyte	✓				
VIII	Maasin City	✓		✓		
VIII	Northern Samar	✓				
VIII	Ormoc City		✓			
VIII	Samar					
VIII	Southern Leyte					
VIII	Tacloban City					

Below is the list of deadlines and requirements to be submitted:

PBB Requirements	Details (To submit)	Reference	Deadline
PhilGEPS posting	<ul style="list-style-type: none"> Update the PhilGEPS posting of all Invitations to Bid and awarded contracts, under the Government Procurement Reform Act, Republic Act No. 9184, for transactions above Php 1 Million from January 1, 2020, to December 31, 2020, including the FY 2021 Early Procurement (EPA) of Non-CSE items. Failed or canceled bid status should still be updated in PhilGEPS. You may track the status of all their transactions through the PhilGEPS microsite: https://data.philgeps.gov.ph/pbbweb/pbbwebapp.aspx If, for any reason, the office could not update or post the status for both FY 2020 and EPA FY 2021 transactions, the office should provide PhilGEPS details of its explanations or justifications using the Annex6 of MC 2020-01 (https://www.dap.edu.ph/rbpmis/wp-content/uploads/2020/06/Annex-6-FY-2020-Guideline-on-PhilGEPS-Posting.docx) The justification should be signed by the Head of Procuring Entity and by the BAC Chair and emailed to the ao25secretariat@dap.edu.ph AO25- IATF and procms.monitoring@deped.gov.ph of DepEd Procurement Management Service 	See Annex 6: Guideline on PhilGEPS Posting of Memorandum Circular (MC) No.2020-1 entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020	January 29, 2021
Early Procurement Activities	<ul style="list-style-type: none"> Submit the Certification of Undertaking of EPA for at least 50% of the total value of eligible Procurement Projects included in the proposed budget of the office in the 2021 NEP. Submit the Certification under Oath (Annex 10 of MC 2020-01 https://www.dap.edu.ph/rbpmis/wp-content/uploads/2020/06/Annex-10-FY-2020-Certificate-of-EPA-Compliance.docx) The signed certification by the Heads of the Procuring Entity (HOPE) should be emailed to earlyprocurement@gppb.gov.ph 	See Annex 10: Certificate of EPA Compliance of Memorandum Circular (MC) No.2020-1 entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020	February 1, 2021 <i>ORD 2-2-21</i>

	<ul style="list-style-type: none"> Agencies who are NOT able to conduct EPA activities in 2020 should submit their respective justifications to the AO25 IATF through the GPPB earlyprocurement@gppb.gov.ph and procms.monitoring@deped.gov.ph of DepEd Procurement Management Service Please note that offices NOT receiving any budgetary support from the national government under the GAA are excluded from the EPA requirement. However, the exempted agency should still submit a duly notarized certification that they do not receive any budgetary support from the national government under the GAA. This should also be emailed to earlyprocurement@gppb.gov.ph. 		
FY 2021 Annual Procurement Plan-Common-Use Supplies and Equipment	<ul style="list-style-type: none"> Submission of FY 2021 APP-CSE to the DBM-Procurement Service using the prescribed format. Submission will be done online by uploading the filled-out template in the PhilGEPS Virtual Store. Posted on the agency Transparency Seal page. 		December 15, 2020
Results of FY 2019 APCPI System	<ul style="list-style-type: none"> Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System at apcpi@gppb.gov.ph and apcpimonitoring@deped.gov.ph, per GPPB Resolution No. 10-2012, complete with the following forms: <ul style="list-style-type: none"> APCPI - Self-Assessment Form APCPI - Consolidated Procurement Monitoring Report APCPI - Procurement Capacity Development Action Plan and the Questionnaire. 		June 30, 2020
FY 2020 APP non-Common-Use Supplies and Equipment	<ul style="list-style-type: none"> Submission of FY 2020 APP non-CSE to GPPB-TSO at app@gppb.gov.ph and appmonitoring@deped.gov.ph Posted on the agency Transparency Seal page. 		March 31, 2020

Here is the link of the submission of the offices for easy tracking: https://drive.google.com/drive/folders/1oRRnXNXNIT0YMjBH_GXFOXLiv8H1aG-7usp=sharing

Please also see attached copy of the memorandum and templates for your ready reference.

If the offices have submitted already and it is not reflected on the above list, please email it for correction. Email to procms.monitoring@deped.gov.ph and bhrod.oed@deped.gov.ph

Thank you very much

Regards,

PBB Secretariat .

Organization Effectiveness Division
Bureau of Human Resource and Organizational Development
Department of Education - Central Office
Telephone No.: (02) 8633-5375

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

3 attachments

 **OM-ProcMS-OD-2021-005.pdf**
369K

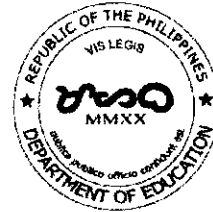
 **Annex 6 Guideline on PhilGEPS Posting.pdf**
573K

 **Annex 10 Certificate of EPA Compliance.pdf**
4208K

x



Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR
Procurement Management Service



OFFICE MEMORANDUM
ProcMS-OD-2021-005

FOR : **All Regional Directors**
Schools Division Superintendents Concerned

ATTN : **Regional and Division BAC Chairpersons**
BAC Secretariat
All Others Concerned

THRU : 
ATTY. SALVADOR C. MALANA III
Assistant Secretary for Procurement and Administration

FROM : 
ATTY. MARCELO H. BRAGADO, JR.
Director IV, Procurement Management Service

SUBJECT: **SUBMISSION OF PROCUREMENT COMPLIANCE MONITORING FORM FOR**
FY 2020 PERFORMANCE-BASED BONUS (PBB)

Date : January 22, 2021

With reference to Office Memorandum No. **ProcMS - OD-2020-041** dated August 20, 2020, *Reminder on the Compliance to the submission of Procurement-related documents relative to the Grant of Performance-Based Bonus (PBB)*, all are requested to accomplish and submit the attached **PROCUREMENT COMPLIANCE MONITORING FORM** to report their compliance on the requirements for FY 2020 PBB relative to procurement, as follows:

Under the Good Governance Conditions (GCCs) Requirement:

(1) PhilGEPS Posting

- Update the PhilGEPS posting of all Invitations to Bids and awarded contracts for transactions above PhP1 million from January 1 to December 31, 2020, including Early Procurement of FY 2021 non-Common Use Supplies and Equipment on or before January 29, 2021.
- if unable to post or update, submission of the justification/explanation in the prescribed format per *Annex. 6 of MC-2019-1* to AO 25 Secretariat at ao25secretariat@dap.edu.ph and procms.monitoring@deped.gov.ph on or before **January 29, 2021**

Under the FY 2020 Performance Targets (Procurement Documents) Requirement:

(2) FY 2020 APP non-Common-Use Supplies and Equipment

- Submission of **FY 2020 APP non-CSE** to GPPB-TSO on **March 31, 2020** at app@gppb.gov.ph and appmonitoring@deped.gov.ph
- The same should be posted on the agency TS* page.

(3) FY 2021 Annual Procurement Plan-Common-Use Supplies and Equipment

- Submission of **FY 2021 APP-CSE** to the DBM-Procurement Service on or before December 15, 2020 using the prescribed format. Submission will be done online by uploading the filled-out template in the PhilGEPS Virtual Store.
- The same should be posted on the agency TS* page.

(4) Undertaking of Early Procurement for at least 50% of the value of goods and services based on the department's/agency's budget submitted to the Congress consistent with the National Expenditure Program (NEP)

- Submission of **Certification under Oath** on the compliance with EPA requirement to GPPB-TSO at earlyprocurement@gppb.gov.ph.
- To support Early Procurement, the **Indicative FY 2021 APP-non CSE consistent with the FY 2021 NEP** should be posted on the agency TS* page not later than September 30, 2020. The indicative APP is NOT submitted to the GPPB.

(5) Results of FY 2019 APCPI System

- Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System on or before June 30, 2020 at apcpi@gppb.gov.ph and apcpimonitoring@deped.gov.ph, per GPPB Resolution No. 10-2012, complete with the following forms:
 - APCPI - Self-Assessment Form (Annex A);
 - APCPI - Consolidated Procurement Monitoring Report (Annex B);
 - APCPI - Procurement Capacity Development Action Plan (Annex D); and the Questionnaire.

You may refer to AO25 IATF and their website <https://www.dap.edu.ph/rbpms/policies-issuances/> for a quick reference on the implementation timeline of FY 2020 PBB.

Please take note that the deadline for submission of PhilGEPS Justification/Explanation using Annex 6 will be on or before **29 January 2021** via email at procms.monitoring@deped.gov.ph and ao25secretariat@dap.edu.ph. Likewise, please also upload a copy of all PBB requirements and/or justifications to this link: https://drive.google.com/drive/folders/1k2rEiqryP_SyVo7QOIKOJBKJGWapq2Yd?usp=s_haring

For strict and immediate compliance.

*TS – Transparency Seal

Encl.

- i. *PROCUREMENT COMPLIANCE MONITORING FORM FOR FY 2020 PBB*
- ii. *MC 2020-1 Annex 6: Guideline on PhilGEPS Posting*
- iii. *DBM Circular No. 2018-8 - Prescribing Guidelines on the Conduct of Early Procurement for the FY 2019 NEP dtd. July 30, 2018*
- iv. *Memorandum Circular 2019-1 dated September 3, 2019 (pages 1-9)*
- v. *Memorandum Circular 2019-2 dated November 12, 2019 (pages 1-6)*

GUIDELINE ON PHILGEPS POSTING

Maintain/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from January 1, 2020 to December 31, 2020, including the Early Procurement of FY 2020 Non-CSE items. Certificate of compliance to PhilGEPS is no longer necessary.

Departments/Agencies should track their status through **PhilGEPS microsite**: <https://data.philgeps.gov.ph/pbbweb/pbbwebapp.aspx>.

Departments/Agencies should ensure that the status of notices in the PhilGEPS System for all transactions for the period January 1, 2020 to December 31, 2020, including the Early Procurement of FY 2020 Non-CSE items, is **updated** on or before **January 31, 2021**. *Failed or cancelled bid status should still be updated in PhilGEPS.*

If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P1,000,000) in the PhilGEPS due to factors that are outside the control of the agency, the agency should submit a letter to or inform PhilGEPS and submit a letter of explanation addressed to the AO25 IATF on or before January 31, 2021. Acceptance of explanation/justification shall be subject to the recommendation of PhilGEPS.

See the required actions for each status of Notice in PhilGEPS:

Status of Notice in PhilGEPS	Status of Award in PhilGEPS	Required Action
Closed	Null	Identify specific bid result and explain the status of each line item. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .
Closed	Posted	Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in PhilGEPS. In the event that the agency cannot post the NTP and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .
Awarded	Null	Identify specific bid result for each line item and post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS In the event that the agency cannot post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .
Awarded	Posted	Post the Notice to Proceed and Approved Contract in PhilGEPS. In the event that the agency cannot post the Notice to Proceed and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .

If Departments/Agencies are unable to post, they must provide a justification signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph. Kindly follow the format below:

(Department/Agency's Letterhead)

The justification/s being issued in response to the non-compliance of posting of the following items on the PhilGEPS website:

Reference No.	Notice Title	Line Item ID	Notice Status	Award Status	Remarks/Explanation

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ 2020 at (City/Municipality), Philippines.

Signed by:

Noted by:

BAC Chair

Date:

Head of Procuring Entity

Date:

CERTIFICATION
Undertaking of Early Procurement Activities (EPA)

I hereby certify that **(NAME OF PROCURING ENTITY)** has [successfully / not successfully] undertaken Early Procurement Activities for at least **(50%)** of the value of eligible Procurement Projects based on the agency's Indicative Annual Procurement Plan/s consistent with the National Expenditure Plan for Fiscal Year 2021 in the following amounts:

Description ¹	Total Amount (in PhP)
a. Total Amount in Indicative APP	
b. Less: Exclusions ²	
c. Total Value of eligible EPA projects [c=(a-b)]	
d. Amount of Successful ³ EPA projects	
e. Percentage of Successful EPA [e=d/c]*100]	

[Include in this portion additional paragraph detailing reason and justification, should the agency was not able to achieve 50%.]

This Certification is being made in compliance with the General Administration and Support Services Target of the Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year 2020, of the Administrative Order No. 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems Memorandum Circular No. 2020-1, pursuant to the Implementation of EPA issued under Government Procurement Policy Board Circular No. 06-2019.

The undersigned attests to the accuracy of all information contained herein based on available records and information that can be verified with the **(NAME OF AGENCY)** and the Philippine Government Electronic Procurement System.

IN WITNESS HEREOF, I have hereunto affixed my signature on **(DATE)** in **(CITY, PROVINCE)**, Philippines.

(NAME OF HEAD OF AGENCY)
(POSITION)

¹ Amount and values refer to the Approved Budget for the Contract.

² GPPB Circular 06-2019 dated 17 July 2019

³ Section 4.2 of DBM Circular 2018-8 dated 30 July 2018 provides that "Early Procurement activities shall refer to pre-procurement conference until post-qualification of bids and recommendation by the Bids and Awards Committee (BAC) to award the contract to the winning bidder. Therefore EPA is considered successfully conducted if the necessary steps prior to the award were undertaken."

SUBSCRIBED AND SWORN to before me this (DATE), in (CITY, PROVINCE),
Philippines, with affiant exhibiting me his/her (GOVERNMENT-ISSUED ID) issued on
(DATE OF ISSUANCE) at (PLACE OF ISSUANCE).

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____