



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

April 6, 2021

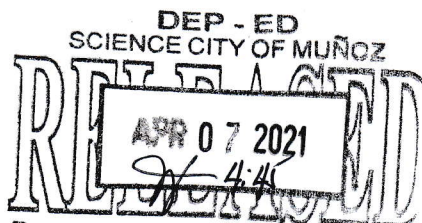
DIVISION MEMORANDUM


No. 128, s. 2021

IMPLEMENTATION GUIDELINES ON THE PROCUREMENT MANAGEMENT SYSTEM FOR THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent/
Quality Management Representative (QMR)
Unit Heads/Process Owners
Continuous Improvement-Focal Person
Internal Quality Auditors
Document Control Custodians
All Others Concerned

1. Pursuant to RA 9184 “Government Procurement Reform Act” and its Implementing Rules and Regulations and Regional Memorandum No. 090, S 2021, “Implementing Guidelines on the Procurement Management System for DepEd Region III”, the Schools Division Office adheres to the implementation guidelines on the procurement management system set by the DepEd Regional Office.
2. In line with this, the SDO hereby created the composition of Procurement Management Team (PMT), Procurement Planning and Budgeting Team (PPBT), and Contract Implementation Team (CIT) in charge for all areas of procurement from planning, procurement process, implementation, monitoring and payment.
3. Inclosure no.1 provides the creation of PPMT, PPBT and CIT together with its roles and responsibilities in the procurement system.
4. For immediate dissemination and strict compliance.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

By: _____



Loyal, Excellent, Accountable and Dedicated to Service

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Inclosure no. 1 to Division Memorandum No. 128, S 2021

A. The Procurement Management Team Composition shall be composed on the following:

	SDO	Position
Chairman	Dante G. Parungao, Ces0 VI	SDS (HOPE)
Vice- Chair	Zurex T. Bacay, PhD	ASDS
Members	Bernardo A. Gargabite, EdD	SGOD Chief
	Larry B. Espiritu, PhD	CID Chief
Secretariat	Marlon V. Siminig	Planning Officer
	Minda V. Mangalindan	Budget Officer
	Johann M. Tabing	ITO Bac Sec
	Joy Karren M. Dumale	OIC-Supply Officer

The Procurement Management Team shall have the following roles and responsibilities:

1. Lead in the preparation of the Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP);
2. Ensure that all procurement shall be within the approved budget of Procuring Entity;
3. Ensure that the provisions in RA9184 are strictly adhered to;
4. Ensure that the following procurement activities are done as scheduled;
5. Ensure the compliance and timely submission of documentary requirements to appropriate agencies (COA, DBM, GGPB, DepEd among others);
6. Disseminate important guidelines, circulars, and policy issuance relative to procurement to the SDOs and /or schools;
7. Act appropriately on requests, clarifications and make judicious decisions relative to procurement issues and concerns;
8. Conduct meetings and ensure that agreements are adhere to;
9. Ensure that the BAC and those involve in the procurement are capacitated in terms of the preparation of the PPMP, APP and WFP; and
10. Perform other related functions

B. The Procurement Planning and Budgeting Team shall be composed of the following:

	SDO	Position
Chairman	Bernardo A. Gargabite, EdD	Division Chief (Program Owner)
	Larry B. Espiritu, PhD	
	Zurex T. Bacay, PhD	
Vice-Chair	Bernardo A. Gargabite, EdD	
	Larry B. Espiritu, PhD	
	Fhriessy Cruz S. Bermuda, II	
Members		
	Jomel V. Mangawang	
	Winnie W. Poli	
	Marlon V. Siminig	



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Secretariat	Alvin D. Tangonan	Division Engineer
	Joy Karren M. Dumale	OIC-Supply Officer
	Johann M. Tabing	ITO Bac Sec

The Procurement Planning and Budgeting Team shall have the following roles and responsibilities:

- A. Prepare and upload the approved Work and Financial Plan (WFP) to PMIS;
- B. Prepare and submit the documentary requirements for procurement to the BAC;
- C. Determine the required specifications, conduct market surveys and prices to ensure that the standards are followed; and
- D. Does other related tasks.

C. The Contract Implementation Team shall be composed of the following:

	SDO	Position
Chairman	Bernardo A. Gargabite, EdD Larry B. Espiritu, PhD Zurex T. Bacay, PhD	Division Chief (Program Owner)
Vice-Chair	Mercedita D. Saldero	EPS Representative
Members		
	Jomel V. Mangawang	Division Accountant
	Alvin D. Tangonan	Division Engineer
	Joy Karren M. Dumale	OIC-Supply Officer
	Johann M. Tabing	ITO Bac Sec
Secretariat	Jonnadel S. Patonona	Legal Officer

The Contract Implementation Team (CIT) are expected to have a diverse set of expertise as may be required by the procurement project. Generally, the CIT shall have the following roles and responsibilities:

- A. Act as the conduit between the HOPE, BAC and the project recipients;
- B. Conduct a meeting as soon as the Notice to Proceed has been issued to the Supplier;
- C. Conduct regular meetings and/or as the need arises;
- D. Monitor and evaluate the status of the project;
- E. Receive and validate feedback from stakeholders;
- F. Gather reports from the supplier/contractors;
- G. Submit monthly status report to the HOPE;
- H. Conduct periodic and end of project inspection;
- I. Issue certificate of project completion and eligibility for payment; and
- J. Perform other duties and functions as stipulated in Annex D, E and F of the 2016 Revised IRR of RA 9184



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D. Monitoring and Evaluation Team shall be composed of the following:

	SDO	Position
Chairman	Lamberto P. Corpuz	SEPS
Members	Joel B. Dizon	EPS II
	Augusto A. Mateo	EPS-

The Monitoring and Evaluation Team shall have the following roles and responsibilities:

- A. Shall craft a Division Monitoring and Evaluation Team (MET) to determine effectiveness and efficiency of these guidelines in the management of the procurement system.
- B. Shall give feedback as to its implementation to address identified issues and concerns on all procurement process.



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