



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

April 11, 2022

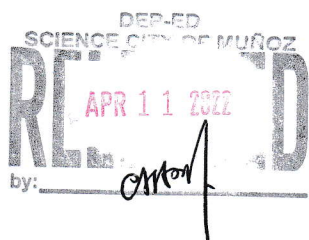
**DIVISION MEMORANDUM**

No. 225, s. 2022

**REITERATION ON THE UTILIZATION OF PROCUREMENT TRANSACTION  
MONITORING TOOL**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Unit / Section Heads  
All SDO Personnel

1. The Schools Division Office of Science City of Munoz issued Division Memorandum No. 322, s. 2021 dated August 18, 2021, entitled "Implementation of the Procurement Transaction Monitoring Tool" to effectively monitor the status of all the procurement at hand of the Procuring Entity and to keep track of the procurement documents by the respective End Users or Program Owners.
2. However, it has been observed that the *Procurement Transaction Monitoring Tool* was not regularly and properly utilized by the End – Users / Program Owners and concerned personnel who are involved in the updating of the *Procurement Monitoring Template*; thus, defeating the purpose of the tool to provide a real-time monitoring of procurement transactions.
3. In view of this, a *detailed process on how to use the Procurement Transaction Monitoring Tool/Template hereto attached as Annex A* was created to effectively guide all End Users and concerned personnel in the Schools Division Office.
4. For information, guidance, and compliance.



  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent

BacSec/JMT/04.11.2022



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**ANNEX A**

**Procurement Transaction Monitoring Tool Process**

**1. End user / Program Owner**

- Prepare Purchase Request (PR) and input the details of the Purchase Request (PR) / PPA in the Procurement Monitoring Tool thru the link **<https://bit.ly/3LEOTrs>**. Forward the PR along with the pertinent attachments to the OSDS for appropriate action.

**2. Office of the SDS**

- Upon receipt of the PR / PPA, the Admin staff of the OSDS will determine if the details are encoded in the Procurement Monitoring Template thru the





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link <https://bit.ly/3DNXCVx> otherwise inform the End user / Program Owner to comply prior to approval of the PR.

- SDS evaluates the PR and pertinent attachments for approval.
- Admin Staff updates the Status on the Procurement Monitoring Template thru the same link **by clicking the box in Column I** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 3. Supply Unit

- Issue PR Number
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> **by clicking the box in Column K** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 4. Budget Unit

- Check the PR / PPA if included in the APP.
- Ascertain the availability of funds.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> **by clicking the box in Column M** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 5. BAC Secretariat

- Post the procurement on PhilGEPS Website if required.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> **by clicking the box in Column O** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 6. Technical Working Group

- Distribute canvass forms to the canvassers.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> **by clicking the box in Column Q** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 7. BAC Secretariat

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- Check if the RFQs were opened and evaluated.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> by clicking the box in **Column S** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues / concerns.

### 8. Supply Unit

- Prepare Abstract of Quotation and Purchase Order.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> by clicking the box in **Column U** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 9. BAC Secretariat

- Encode the winning supplier on the Procurement Monitoring Template (**Column W**).
- Prepare BAC Resolution.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> by clicking the box in **Column Z** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 10. BAC

- Sign BAC Resolution and Abstract of Canvass.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> by clicking the box in **Columns AC, AE, AG, AI or AK** (date and time is automatically recorded on the highlighted columns beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 11. Office of the SDS

- Sign BAC Resolution and Abstract of Canvass
- Admin Staff updates the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3DNXCVx> by clicking the box in **Column AM** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues/concerns.

### 12. Supply Unit

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- Ensure that PO is signed by the winning supplier.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column AO**, date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks **(Column BI)** if there are issues/concerns.

### 13. End – User / Program Owner

- Prepare DV/ORS
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column AS** (date and time is automatically recorded on the highlighted column beside)

### 14. Budget Unit

- Review and sign the documents for Obligation
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column AU** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks **(Column BI)** if there are issues / concerns.

### 15. Inspectorate Committee

- Ensure that the items and/or services are delivered and inspected.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column AW** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks **(Column BI)** if there are issues / concerns.

### 16. Accounting Unit

- Review and sign the documents for disbursement.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column AV** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks **(Column BI)** if there are issues / concerns.

### 17. Office of the SDS

- Review and sign the documents.
- Admin Staff updates the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column BA**,

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## 18. Cash Unit

- Prepare check / payment.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column BC** (date and time is automatically recorded on the highlighted column beside)

## 19. Office of the SDS

- Sign check.
- Admin Staff updates the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column BE** (date and time is automatically recorded on the highlighted column beside)

## 20. Cash Unit

- Release check / payment.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3DNXCVx> by clicking the box in Column BG** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BI**) if there are issues / concerns.

## 21. End - User / Program Owner

- Monitor the status of the procurement thru the link **<https://bit.ly/3DNXCVx>**



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