



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

July 29, 2022

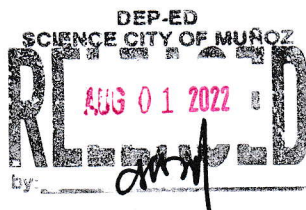
DIVISION MEMORANDUM


No. 402, 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 Enclosure No. 1* 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/07.29.2022



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Enclosure No. 1

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.

2022 PROCUREMENT TRANSACTION MONITORING TOOL

johann.tabing@deped.gov.ph (not shared) [Switch account](#)

* Required

FUNCTIONAL DIVISION: *

Choose

NAME OF PROGRAM OWNER / END-USER: *

Your answer

TITLE OF THE PPA: *

Your answer

Goods or Services to be Procured: *

- IT Supplies / Equipment
- Medical Supplies
- Office supplies
- Construction supplies
- Catering Service
- Transportation
- Labor
- Accommodation / venue
- Honorarium
- Janitorial supplies
- DRRM supplies
- Other

Details of the Procurement: *

Your answer

Approved Budget of the Contract (ABC) of the Procurement at Hand *

Your answer

Date Needed

Base

dd/mm/yyyy

Submit Clear form

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/3cPRhQ8> 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 J** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8> **by clicking the box in Column L** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues/concerns.
- Encode PR number in **Column N**

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/3cPRhQ8> **by clicking the box in Column O** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8> **by clicking the box in Column Q** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues/concerns.

6. Bids and Award Committee

- Distribute canvass forms to the canvassers.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3cPRhQ8> **by clicking the box in Column S** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues/concerns.

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7. BAC Secretariat

- Check if the RFQs were opened and evaluated.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3cPRhQ8>** by clicking the box in **Column U** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8>** by clicking the box in **Column AA** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues/concerns.

9. BAC Secretariat

- Prepare BAC Resolution.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3cPRhQ8>** by clicking the box in **Column AB** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues/concerns.
- Encode the winning supplier in **Column W**.
- Encode amount of bid in **Column X**.

10. Bids and Awards Committee

- Sign BAC Resolution and Abstract of Canvass.
- Update the Status on the Procurement Monitoring Template thru the link **<https://bit.ly/3cPRhQ8>** by clicking the box in **Columns AE, AG, AI, AK or AM** (date and time is automatically recorded on the highlighted columns beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8>** by clicking the box in **Column AO**

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(date and time is automatically recorded on the highlighted column beside)
otherwise state on the remarks (**Column BM**) if there are issues/concerns.

12. Supply Unit

- Ensure that PO is signed by the winning supplier.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3cPRhQ8> by clicking the box in **Column AS**, date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8> by clicking the box in **Column AW** (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/3cPRhQ8> by clicking the box in **Column AY** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8> by clicking the box in **Column BA** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) 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/3cPRhQ8> by clicking the box in **Column BC** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues / concerns.

17. Office of the SDS

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- Review and sign the documents.
- Admin Staff updates the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3cPRhQ8> **by clicking the box in Column BE**, date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues / concerns.

18. Cash Unit

- Prepare check / payment.
- Update the Status on the Procurement Monitoring Template thru the link <https://bit.ly/3cPRhQ8> **by clicking the box in Column BG** (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/3cPRhQ8> **by clicking the box in Column BI** (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/3cPRhQ8> **by clicking the box in Column BK** (date and time is automatically recorded on the highlighted column beside) otherwise state on the remarks (**Column BM**) if there are issues / concerns.

21. End - User / Program Owner

- Check the status of their procurement thru the link <https://bit.ly/3cPRhQ8>

22. Concerned Units and Sections in the Updating of the Monitoring Tool

- Regularly update the status of the monitoring tool
- Use **PR number as the “primary key” in searching procurement transactions** in the procurement monitoring tool for easy navigation.

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