



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

March 28, 2023

OFFICE MEMORANDUM

No. 154, s. 2023

**PROCEDURE FOR THE ALTERNATIVE METHODS OF PROCUREMENT AND
PROCESSING OF REQUIRED DOCUMENTS**

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

1. Pursuant to Revised Implementing Rules and Regulation of Republic Act No. 9184 and the continuous efforts of the Department of Education - Schools Division Office of Science City of Munoz to streamline the procurement process, this office provides a more efficient and effective procedure in the processing of procurement transactions through Alternative Methods of Procurement.
2. The procedure for the alternative methods of procurement and processing of required documents is hereto attached as Enclosure No. 1
3. For information, guidance, and compliance of all concerned.



[Signature]
DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



**PROCEDURE FOR THE ALTERNATIVE METHODS OF PROCUREMENT AND PROCESSING OF REQUIRED DOCUMENTS
(Shopping, Small Value Procurement (SVP) and Lease of Real Property and Venue)**

Step No.	Steps	Requirements	KPM / Duration	Person/s Responsible
1	Submit four (4) copies of Purchase Request/Request (for SVP) indicating technical specifications, scope of work, terms of reference, ABC and other terms and conditions. Then, attach four (4) sets of copies of required documents and secure PR number. (Note: Submit the complete documents 21 days prior to project implementation.)	Approved Activity Request (AR)/Authority to Conduct (ATC), Budget Proposal/Activity/Training Design, Photocopy of the APP/PPMP, Menu, Tarpaulin Design and other Project Requirements.	10 min	End-User/ Proponent
2	Check the completeness of the submitted documents, certify "Included in the APP", and attach routing slip.		10 min	BAC Secretariat Head
3	Prepare four (4) copies of BAC resolution specifying the method of procurement and facilitate its signing.		4 hours	BAC Secretariat Head
4	Prepare at least three (3) copies of Request for Quotation (RFQ).		1 hour	BAC Secretariat
5	Post the RFQ in the PhilGEPS and at any conspicuous place reserved for this purpose.		3 days	BAC Secretariat Head
6	Send/Distribute RFQs to at least three (3) suppliers and obtain at least three (3) price quotations.		1 day	BAC Secretariat/ Canvasser
7	Facilitate the opening and evaluation of RFQs and reproduce three (3) copies for each RFQ.		1 day	BAC
8	Prepare four (4) copies of Abstract of Quotations.		30 min	BAC Secretariat
9	Validate the technical, legal and financial capability of the supplier for confirmation and ascertainment of such capability and for recommendation to the HOPE the Award of Contract.	For Lease of Real Property and Venue, attach the results of Appendix B: Rating Factors and Determination of Reasonableness of Rental Rates.	1 day	TWG
10	Prepare four (4) copies of BAC resolution to award to the lowest calculated responsive quotation and facilitate its signing.		4 hours	BAC Secretariat
11	Prepare four (4) copies of Notice of Award (NOA) in favor of the supplier with the Lowest Calculated and Responsive Quotation and facilitate the signing.		4 hours	BAC Secretariat
12	Prepare five (5) copies of Contract of Agreement/Purchase Order (PO) and Notice to Proceed (NTP), assign Contract/PO number and facilitate the signing		1 day	BAC Secretariat
13	Post the Award in PhilGEPS website, record the project at the Procurement Monitoring Form and forward the documents to Finance Section.		1 day	BAC Secretariat Head
14	Conduct pre-audit.		1 day	Accountant
15	Prepare Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) and forward to Budget Officer and Disbursement Voucher to the Accounting unit		4 hours	BAC Secretariat
16	Certify availability of funds in contract/PO and forward the four (4) sets of documents to BAC Secretariat		4 hours	Accountant
17	Forward one (1) copy of contract/PO together with the copies of the supporting documents to COA		30 min	Accountant (1 copy) via softcopy BAC Sec - 3 copies
18	a. Implement the PPA and submit four (4) copies of filled-out attendance sheets (for training/meeting/ conference/symposium) to IAC.		-	Contract Implementation Team (CIT)
	b. Conduct inspection of the services or the delivery of supplies/equipment.		4 hours	Schools Division Inspectorate Team (SDIT)
19	Prepare Inspection and Acceptance Report (IAR), secure Statement of Account/Delivery Receipt/Sales Invoice/RIS from the supplier and forward to BAC Secretariat.		4 hours	Supply unit
20	Forward all copies of documents to Accounting section.		10 min	BAC Secretariat
21	Process the payment and forward all copies of documents to Cashier.		1 day	Accounting Unit
22	Prepare Advice of Check/Ada Issued and Cancelled		30 min	Cashier
23	Secure Official Receipt from Creditor and Stamp PAID the disbursement vouchers including supporting documents		1 day	Cashier
24	Submit Report of ADA/Check Issued with Copy 1 and Copy 2 of disbursement vouchers and supporting documents to Accounting Section and Copy 3 to BAC Secretariat		1 day	Cashier