



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: April 21, 2021

Division MEMORANDUM
No. 190, s. 2021

REITERATING DIVISION MEMO ON PROCUREMENT PROCESS WORKFLOW

1. To ensure proper implementation and to adhere to the principles of transparency, accountability, efficiency, and economy in its procurement process, the following guidelines are reiterated:
 - a. For all procurement that are supported with Sub-Allotment Release Order (SARO), the focal person must be provided with or secure from the concerned personnel of the Budget Unit a Certificate of Availability of Allotment;
 - b. At least forty five (45) days before the proposed schedule of the conduct of the activity/training/seminar the concerned focal person shall prepare the following documents to be submitted to the procurement section;
 - a. Approved Budget proposal (Training/Activity Design)
 - b. Approved Purchase Request containing the technical specifications
 - c. Approved Project Procurement Management Plan (PPMP)
 - d. Approved Travel Authority
 - e. Approved Memorandum
 - c. As soon as the needed documents approved, the focal person shall confer with the Secretariat of the Bids and Awards Committee (BAC) for publication, if necessary. If it's not for publication, the BAC Secretariat member in charge shall secure the calls for Quotation to qualified suppliers/service providers;
 - d. The BAC Secretariat shall inform the focal person of the list of qualified suppliers/service providers and the results of the Request for Quotation as to whom the goods, infra or services shall be awarded;
 - e. The BAC Secretariat shall then prepare the needed documents such as Purchase Orders among others;
 - f. Delivery of goods and services must be inspected by the inspectorate committee to ensure that delivered items or services rendered conforms to the specification, quantity and quality stipulated in the Purchase Request and Purchase Order.



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- g. After the completion of the training/activity, the focal person will submit to the Property and Supply Section the required documents at most five (5) days after the completion of the activity to wit:
- Attendance Sheet conforming to Travel Authority
 - Booking Attendance for trainings with accommodation
 - Narrative Report with pictorials
 - QAME Report
- The Head of the HRD shall see to it that all documents are intact before signing the Activity / Training Design.
 - Moreover, for trainings that require hotel accommodations the concerned focal person must see to it that the date and time of activities on training matrix must coincide with the meals, snacks and accommodation indicated in the Purchase Request (PR).
 - Any remiss in the process of an activity the focal person shall be held accountable.
 - Immediate and wide dissemination of and strict compliance with this Order is directed.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

To be indicated in the Perpetual Index
under the following subjects:

CTCCC//DM-MEMO
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