



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF BULACAN

Division Memorandum No. 046, series 2024

COMPOSITION OF THE SCHOOLS DIVISION PROCUREMENT MANAGEMENT TEAM (PMT), PROCUREMENT PLANNING & BUDGETING TEAM (PBBT) AND THE CONTRACT IMPLEMENTATION TEAM (CIT)

To: Assistant Schools Division Superintendent
 Division Chiefs
 Functional Unit Heads
 All concerned.

- Pursuant to Regional Memorandum No. 051, series 2024 on Revised Implementation on the Procurement Management System for DEPED Region III that serves as basis in procurement planning, contract acquisition and contract implementation, the Schools Division of Bulacan hereby constitute the composition of the Division Procurement Management Team (PMT), the Procurement Planning & Budgeting Team (PBBT) and Contract Implementation Team (CIT) as follows:

	Procurement Management Team	Procurement Planning & Budgeting Team (PBBT)	Contract Implementation Team (CIT)
Team Leader	NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent	ROWENA T. QUIAMBAO, CESO VI Assistant Schools Division Superintendent MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent GREGORIO C. QUINTO, JR., EdD. Chief- Curriculum Implementation Division (CID) CECILIA S. CUSTODIO, PhD Chief- Schools Governance & Operation Division (SGOD)	ROWENA T. QUIAMBAO, CESO VI Assistant Schools Division Superintendent MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent GREGORIO C. QUINTO, JR., EdD. Chief- Curriculum Implementation Division (CID) CECILIA S. CUSTODIO, PhD Chief- Schools Governance & Operation Division (SGOD)
Asst. Team Leader	ROWENA T. QUIAMBAO, CESO VI Assistant Schools Division Superintendent	Aren Astoveza, CPA Budget Officer	Atty. Elmer D. Lopez Attorney III



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	<p>BAC Chairperson (Infrastructure)</p> <p>MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent BAC Chairperson (Goods & Services)</p>		
Members	<p>Gregorio C. Quinto, Jr. Chief- Curriculum Implementation Division (CID)</p> <p>Cecilia S. Custodio, PhD Chief- Schools Governance & Operation Division (SGOD)</p>	<p>Agnes Seifnezhad, CPA Division Accountant</p> <p>Jay Arr Tayao, PhD SGOD EPS</p> <p>Paulo Eduardo C. Cruz, Jr. Planning Officer III</p> <p>Raquel I. Climaco Administrative Officer IV (Supply Officer)</p>	<p>Agnes Seifnezhad, CPA Division Accountant</p> <p>Jay Arr Tayao, PhD SGOD EPS</p>
Secretariat	<p>Paulo Eduardo C. Cruz, Jr. Planning Officer III</p> <p>Aren Astoveza, CPA Budget Officer</p> <p>Atty. Elmer D. Lopez Attorney III</p> <p>Raquel I. Climaco Administrative Officer IV (Supply Officer II)</p>	<p><i>Infra & School Furniture:</i> Eng. Carl Paulo Fernando Division Engineer</p> <p><i>Goods/Services/Catering:</i> Raquel I. Climaco Administrative Officer IV (Supply Officer)</p> <p><i>ICT:</i> Richard Biglete Division ITO</p>	<p><i>Infra & School Furniture:</i> Eng. Carl Paulo Fernando Division Engineer</p> <p><i>Goods/Services/Catering:</i> Raquel I. Climaco Administrative Officer IV (Supply Officer)</p> <p><i>ICT:</i> Richard Biglete Division ITO</p>

2. The respective roles and responsibilities ensuing this designation shall be in accordance with the abovementioned Regional Memorandum hereto attached for the information and guidance of all concerned parties.
3. Immediate dissemination of this memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
 Schools Division Superintendent

Office of the Schools Division Superintendent
January 31, 2024



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Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

OFFICE OF THE REGIONAL DIRECTOR
 REGIONAL OFFICE
 JAN 15 2024

REGIONAL MEMORANDUM
 No. 051, s. 2024

**REVISED IMPLEMENTATION GUIDELINES ON THE PROCUREMENT
 MANAGEMENT SYSTEM FOR DEPED REGION III**

To: Assistant Regional Director
 Schools Division Superintendents
 Chiefs of Functional Divisions
 All Others Concerned

1. DepEd Region III issues the enclosed revised Implementation Guidelines on the Procurement Management System which will serve as basis for the Regional Office, Schools Division Offices, and Schools in procurement planning, contract acquisition and contract implementation.
2. These guidelines provide the procedures, accountable persons or offices, roles and responsibilities in the procurement management system. It helps ensure that risks are identified and managed appropriately, objectives and benefits are achieved within budget, within timelines, and to the required quality. It involves all areas of procurement from planning, procurement process, implementation, inspection, and payment, including contract termination and blacklisting, if warranted, and the monitoring of the implementation of this Regional Implementation Guidelines.
3. All previous regional guidelines, processes or systems related to procurement management which are inconsistent to this Regional Memorandum are hereby repealed, rescinded, or modified accordingly.
4. These implementation guidelines shall take effect immediately.
5. Immediate dissemination and strict compliance to this Regional Memorandum is desired.

MAY B. ECLAR
MAY B. ECLAR, PhD, CESO III
 Regional Director

Encls.: As stated.

To be indicated in the perpetual index under the following subjects:

BUDGETING
 INSPECTION
 PLANNING
 PROCUREMENT

GUIDELINES
 MONITORING-
 POLICY
 REPORTS



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Department of Education
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REGIONAL MEMORANDUM

No. _____, s. 2024

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REGION III-CENTRAL LUZON

Enclosure to Regional Memorandum No. _____, s. 2024

**REVISED IMPLEMENTATION GUIDELINES ON THE PROCUREMENT
MANAGEMENT SYSTEM FOR DEPED REGION III**

I. Rationale

In conformity with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as The Government Procurement Reform Act, DepEd Region III adheres to the thrust of promoting good governance and the principles of transparency, accountability, equity, efficiency and economy in all its procurement activities.

Procurement is a vital component in the implementation of programs, projects and activities. There are established policies, procedures, rules and regulations in the conduct of public procurement. But while the rules and regulations of procurement are in place, the DepEd Regional Office, SDOs and Schools organizational structure has not yet been provided with adequate and complete staff to perform procurement functions which sometimes lead to lapses in observing proper procedures, requirements and timelines. The issuance of this Regional Memorandum is imperative to guide DepEd officials and employees in Region III involved in procurement activities to properly observe policies, procedures, rules and regulations in the planning, execution and monitoring of procurement activities.

These guidelines aim to define the accountability of all public officials who are directly involved in the procurement process and to establish a monitoring system for the program implementers/owners in monitoring every stage of the project/contract implementation to ensure that all awarded contracts are properly implemented as per contract agreements and performed strictly according to specifications.

II. Scope

These revised Implementation Guidelines shall cover the procurement processes in DepEd Region III and all its 20 Schools Division Offices (SDO), and Schools under the SDO's jurisdiction.

III. Definition of Terms and Acronyms



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For purposes of this Regional Memorandum, the following terms are defined operationally, and the acronyms are spelled out for better understanding:

Annual Procurement Plan (APP) – refers to the document that consolidates the various Project Procurement Management Plans submitted by the various PMOs and end-user units within the Procuring Entity. It reflects the entirety of the procurement activities that will be undertaken by the Procuring Entity within the calendar year.

Government Procurement Policy Board (GPPB) - is an independent inter-agency body established by virtue of Republic Act No. 9184 responsible for procurement policy formulation and the implementation and monitoring of effective public procurement reforms.

Inspection Order – refers to the written instruction to the Inspectorate Team by the Regional Director, Schools Division Superintendent or School Head authorizing and directing them to conduct inspection and acceptance of goods. The inspection order states the particulars of the inspection such as a brief description of the project, the goods for inspection, the date, time and venue of inspection, and special instruction, if any.

Inspectorate Team – refers to the group of Inspectors designated to conduct inspection of goods at the supplier's warehouse, drop-off points, recipient schools or at the designated venues.

Procurement - the act or process of procuring/acquisition of goods, services, infrastructure projects and consulting services.

Project Procurement Management Plan (PPMP) - refers to the guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring.

Program Management Information System (PMIS) – is a web-based information system designed to improve DepEd's progress monitoring of the status of program and project implementation.

Secretariat – a person or committee that documents all proceedings and serves as communication link of the persons involved in the processes of planning, budgeting, procurement and contract implementation.

IV. Implementation Arrangements



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The Procurement Management System has the following components:

1. Procurement Management Team. The Procurement Management (ProcMan) Team shall be organized at every governance level from the Regional Office, Schools Division Offices and Schools (IUs and Non-IUs)

1.1 The ProcMan Team shall be composed of the following:

	RO	SDO	IUs	Non-IUs
Team Leader	RD (HOPE)	SDS (HOPE)	School Principal	School Head
Vice Team Leader	ARD (BAC Chair)	ASDS (BAC Chair)	Department Head (selected by the School Principal)	-
Members	8 Division Chiefs	2 Division Chiefs, ASDS who is not the BAC Chair	Department Heads and Faculty President	Faculty President and Bookkeeper in charge of the Cluster schools
Secretariat	Planning Officer III	Planning Officer III	School Supply Officer	Property Custodian
	Regional Budget Officer	Division Budget Officer	School Bookkeeper	
	Attorney IV	Attorney III		
	Regional Supply Officer	Division Supply Officer		
	Procurement Officer			

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

- a. Lead in the preparation of the Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP);



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- b. Ensure that all procurement shall be within the approved budget of the Procuring Entity;
- c. Ensure that the provisions of RA 9184 are strictly adhered to;
- d. Ensure that the following activities are done as scheduled:

Activity	Responsible	Timeline
Preparation of the Work and Financials (WFPs)	Functional Divisions/ Sections/ Units	1 st week of August
Review and Approval of the WFPs	ProcMan Team, PBET	2 nd week of August
Uploading of WFPs to PMIS <i>* Note: Schools are not yet implementing the PMIS; Localized WFP Template may be used instead</i>	Functional Divisions/ Sections/ Units	3 rd week of August
Preparation of the PPMP, and APP	Functional Divisions/ Sections/ Units BAC Secretariat Procurement Unit	Last Week of August
Submission of APP-CSE to DBM Procurement Service	Supply Officer	On or before August 31 of the current Year
Submission of the ensuing year's APP-Non- CSE to GPPB	BAC, Procurement Unit	On or before October 31 of the current year
Submission of Early Procurement Activities (EPA) to GPPB	BAC, Procurement Unit	On or before January 31, of the ensuing year

- e. Ensure the compliance and timely submission of documentary requirements to appropriate agencies (COA, DBM, GPPB and DepEd among others);
- f. Disseminate important guidelines, circulars, and policy issuance relative to procurement to the SDOs and/or schools;
- g. Act appropriately on requests, clarifications, and make judicious decisions relative to procurement issues and concerns;
- h. Conduct meetings, and ensure that agreements are adhered to;



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- i. Ensure that the BAC and those involved in the procurement are capacitated in terms of the preparation of the WFP, PPMP and APP; and
- j. Perform other related functions.

2. Procurement Processes. The Procurement Management System shall include: 1) Procurement Planning and Budgeting, 2) Contract Acquisition, 3) Contract Implementation, and 4) Monitoring and Evaluation.

2.1 Procurement Planning and Budgeting

Procurement planning and budgeting ensures that the overall goal of a particular project is effectively and efficiently achieved. No procurement shall be done unless it is in accordance with the approved Annual Procurement Plan (APP) prepared for the year including approved changes thereto. It precludes unnecessary purchases and circumvention of the prescribed procurement procedures. Therefore, it is essential that a Procurement Planning and Budgeting Team (PPBT) is created to ensure that all procurement is within the budget and that they have been judiciously and meticulously planned ahead of time in accordance with Rule II, Sec.7, 2016 Revised IRR of RA 9184, before any procurement happens.

2.1.1 The Procurement Planning and Budgeting Team (PBBT) shall be composed of the following:

	RO	SDO	School (IU/Non- IU)
Team Leader	Division Chief <i>(as the Program Owner)</i>	Division Chief <i>(as the Program Owner)</i>	School Principal
Asst. Team Leader	Regional Budget Officer	Division Budget Officer	-
Members	SAO - Finance Division	Division Accountant	Property Custodian
	QAD EPS	SGOD EPS	Teacher Representative
	Planning Officer III	Planning Officer III	PTA President
	Head of Procurement Unit	Division Supply Officer	



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Secretariat	Infra & School Furniture: Regional Engineer Goods/Services/ Catering: Regional Supply Officer Security & Utilities: Head of GSU ICT: Regional ITO	Infra and School Furniture: Division Engineer Goods/Services/ Catering: Division Supply Officer ICT: Division ITO	To be designated by the School Principal
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2.1.2 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.

2.2 Contract Acquisition

Contract acquisition covers the procurement process as stipulated in Rule V of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184, also known as The Government Procurement Reform Act.

The contract acquisition is handled by the established Bids and Awards Committee (BAC), the BAC Secretariat and the Technical Working Group (TWG) duly constituted by the Head of the Procuring Entity through a Memorandum.

The BAC Secretariat shall ensure that all procurements undertaken by the Procuring Entity are properly documented, to provide an audit trail of the procurement process. It shall facilitate the submission of all approved contracts to the Budget Section/Unit of the Office for obligation/earmarking of allotments/funds. The Budget Section/Unit shall, in turn, forward the obligated/earmarked contracts to the Head of Accounting Section/Unit for the certification of availability of funds.



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The BAC Secretariat shall ensure that all approved contracts shall be submitted to the Office of the Auditor within five (5) working days from their approval in compliance to COA Circular No. 2009-001 dated February 12, 2009. Likewise, the BAC Secretariat shall be responsible for the timely submission of the APP-CSE to the DBM, APP Non-CSE to the GPPB and the EPA to the GPPB. The timelines are set in paragraph 1.2.4 of this Memorandum.

Further, the BAC shall recommend to the Head of the Procuring Entity, the blacklisting of a bidder/prospective bidder who, during the procurement stage, committed violations listed in Section 4.1.a to h of the Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants.

2.3 Contract Implementation

There shall be an established Contract Implementation Team (CIT) to oversee the implementation of every approved contract.

2.3.1 It is composed of the following:

	RO	SDO	School (IU/Non-IU)
Team Leader	Chief of Division <i>(as the Program Owner)</i>	Chief of Division <i>(as the Program Owner)</i>	School Principal
Asst. Team Leader	Attorney IV	Attorney III	Program Focal Person
Members	QAD-EPS Regional Accountant Head of Procurement Unit	SGOD-EPS Division Accountant	Property Custodian
	Infra & School Furniture: Regional Engineer Goods/Service/Catering: Regional Supply Officer	Infra & School Furniture: Division Engineer Goods/Services/Catering: Supply Officer ICT: Division ITO	Teacher Representative



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	Security & Utilities: Head of GSU ICT: Regional ITO		
Secretariat	Attorney III	Legal Assistant	To be designated by the School Principal

2.3.2 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 in coordination with the Inspectorate Team;
- e. Receive and validate feedback from stakeholders;
- f. Gather reports from the supplier/contractors;
- g. Submit monthly status report to the HOPE;
- h. Issue certificate of project completion;
- i. Initiate contract termination and/or blacklisting of contractors or suppliers, if warranted; and
- j. Perform other duties and functions as stipulated in Annex D, E and F of the 2016 Revised IRR of RA 9184.

2.4 Inspection

Inspection of deliveries, services rendered, and accomplishment of infrastructure projects is a vital component of contract implementation. It ensures that accepted goods, services and projects are in accordance with the contract specifications before payment will be processed. As such, there shall be an Inspectorate Team established in every governance level.

2.4.1 Composition of the Inspectorate Team



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	RO	SDO	SCHOOL
Team Leader	5 th ranking permanent official	4 th ranking permanent official	2 nd ranking permanent official
Regular Members	1- representative from the Accounting Section 1- representative from the Property and Supply Section	1- representative from the Accounting Unit 1- representative from the Property and Supply Unit	1-employee or teacher who has knowledge and technical skill relative to the goods/services procured 1-School Property Custodian or Supply Officer 1-School Accountant or Bookkeeper
Provisional Members: Representative of the End-User who have technical skill and expertise relevant to the goods/services procured.			
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	CLMD-LRMDS	CID-LRMS	1- representative of the PTA, Barangay Official or other third-party monitor
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	ESSD-School Health Unit	SGOD-School Health Unit	
Sports-Related Goods and Equipment	ESSD – Special Programs and Services	SGOD	
Training/Seminar Kits	CLMD	CID	



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Furniture and Related Goods	ESSD-Education Facilities Unit	SGOD-Education Facilities Unit
Infrastructure Projects	Regional Engineer In-Charge of the Project	Division Engineer In-Charge of the Project
DCP Packages, IT-Related Goods and Internet Services	ICT Unit	ICT Unit
DRRM Supplies and Materials	ESSD	SGOD-Social Mobilization and Networking Section
Motor Vehicles	Admin Division-Property and Supply	Admin Section-Property and Supply
Security, Janitorial and Other General Services	Admin Division-General Services	Admin Section-General Services

2.4.2 The Inspectorate Team shall have the following roles and responsibilities:

- a. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector;
- b. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed;
- c. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data;
- d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site;



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- e. Check the completeness and authenticity of documents presented by the Supplier;
- f. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met;
- g. Perform trial and operational test on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance;
- h. Check the inclusion of warranty certificate and instructional manual;
- i. Sign the Inspection Portion of the Inspection and Acceptance Report, if the deliveries conform to the technical requirements;
- j. Submit to the IUs/EUs, copy furnished the Contract Implementation Team, the duly signed Inspection Report, stating its assessment and findings, if any;
- k. Submit assessment reports and policy recommendations concerning the conduct of inspection;
- l. Attend meetings, conferences and training programs as may be required.

2.4.3 General Guidelines on Inspection

- a. All Inspectors shall hold their positions for a period of two years. Thereafter, a reconstitution shall be made anew.
- b. Any Inspector from the Member of an Inspectorate Team may be removed and replaced on valid grounds such as the continuing refusal to perform inspection duties without any justifiable reason after having been designated as Member of an Inspectorate Team through Office Memorandum.
- c. In the case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Memorandum.
- d. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.
- e. The Team Leader and Members of an Inspectorate Team who are also designated as provisional members of the Bids and Awards Committee shall not be assigned to inspect items



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awarded by the BAC where they were assigned as provisional members.

- f. All Inspectors in the Regional, Division and School levels shall undergo Training Program which shall aim to provide orientation, support, capacity building activities and assessment relative to the roles of Inspectorate Teams in the delivery, inspection and acceptance of goods.

2.4.4 Timelines of Inspection

In the conduct of project inspection, the following timelines must be observed by the Inspectorate Team, to wit:

Kind of Project	Pre-Delivery	Upon Delivery	Post-Delivery
Infrastructure	Meeting with End- User and Contractor within 7 days after receipt of Notice to Proceed (NTP)	At least 3 times inspection of the project within the contract duration, or as specified in the contract	Conduct of Final Inspection upon receipt of request for full payment and/or request for release of retention money
Goods	Pre-delivery Inspection or as specified in the Contract	Inspection must commence within 24 hours from the delivery of goods and shall be completed as soon as practicable	Inspection shall be conducted during installation, commissioning, start-up or initial use within the warranty period. Post delivery inspection is intended to ensure that all accepted goods are free from manufacturing defects and with the right quality
Services (including board and	Onsite pre-implementation meeting between	Daily progress monitoring by the End-User/	Feedback mechanism through the



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lodging and catering, etc.)	the End-User/ Management Team and the Service Provider	Management Team	Performance Evaluation Tool and QATAME Report
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Additional guidelines on the inspection of specific items, like Science and Mathematics Equipment (SME), Technical-Vocational-Livelihood (TVL) Tools and Equipment, School Furniture, Printed Learning Materials, Supplementary Learning Resources, and DepEd Computerization Program (DCP) are indicated in DepEd Order No. 041, s. 2021, titled, "Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education."

The inspection and acceptance protocols for infrastructure projects, like the repair, rehabilitation or construction of schoolbuildings, and restoration of Gabaldon schoolbuildings is governed by DepEd Order No. 35, s. 201, titled, "Revised Guidelines on the Implementation of Basic Education Facilities Fund."

2.5 Payment

The designated Focal Person/End-User shall facilitate the submission of the Disbursement Voucher and complete supporting documents to the Accounting Section/Unit of the Office upon securing the duly signed Inspection and Acceptance Report.

The payment of inspected deliveries of goods, services and infrastructure projects shall follow the usual accounting and auditing rules and regulations, and the documentary requirements prescribed under COA Circular No. 2023-004 dated June 14, 2023, titled, "Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012," and other issuances. Strict observance of the timelines declared in the Citizen's Charter and respective Operation's Manual shall be observed.

Likewise, the signatories on financial transactions is governed by DepEd Order No. 001, s. 2023, titled, "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities," and subsequent issuances.

2.6 Contract Termination



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In the event that the Contractor or Supplier is in default, declared insolvent as determined by a court of competent jurisdiction or engaged in unlawful deeds and behaviors relative to contract acquisition and implementation, the Head of the Procuring Entity upon the recommendation of the Contract Implementation Team shall terminate the contract. The grounds and procedures in the termination of contracts is governed by the Guidelines on the Termination of Contracts under Annex "I" of the 2016 Revised IRR of RA 9184.

2.7 Blacklisting

Blacklisting of bidders, contractors or suppliers shall be made in accordance with the Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors, and Consultants specified under Appendix 17 of the 2016 Revised IRR of RA 9184. A blacklisted bidder, contractor or supplier shall not be allowed to participate in all procurement opportunities of the government for the duration of the blacklisting order, regardless of the modality of procurement employed by the Procuring Entity. The BAC shall ensure that no blacklisted bidder, contractor or supplier shall be awarded a contract.

Blacklisting may be initiated either during the procurement stage or during the contract implementation stage. During the procurement stage, any bidder, prospective bidder or duly authorized observer may initiate the blacklisting proceedings with the BAC, or the BAC itself may initiate the filing of blacklisting, subject to the conditions and procedures set forth in the guidelines. A suspension of a bidder may also be initiated during the procurement stage. A suspension is an interim penalty imposed for infractions committed by a bidder during the procurement stage whereby such bidder is prohibited from further participation in the bidding process of an agency.

During contract implementation and upon termination of contract due to default and/or unlawful acts committed by the contractor or supplier, the Head of the Procuring Entity, through the Contract Implementation Team, shall issue within seven (7) calendar days a blacklisting order immediately disqualifying the erring contractor or supplier from participating in the bidding of all government projects.



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Where contract termination is no longer possible, but the contractor or supplier committed acts or causes which constitute grounds for blacklisting, the End-User shall within seven (7) days after the lapse of project duration, cause the execution of Verified Report with all relevant evidences attached, as basis in initiating the blacklisting procedures by the Head of the Procuring Entity.

Blacklisting Orders duly approved by the Head of the Procuring Entity or Appellate Authority shall be posted in the GPPB Online Blacklisting Portal, through the official or alternate user, within three (3) calendar days from the date of its effectivity.

V. Monitoring and Evaluation

Feedback as to the implementation of this Procurement Management System shall be included in the Quarterly Regional/Division Program Implementation Review (PIR). The Quality Assurance Division shall coordinate with the Field Technical Assistance Division (FTAD) to come up with its Technical Assistance Plan to be able to address the identified issues and concerns after the PIR. The Procurement Unit shall regularly report to the REXECOM updates, issues and concerns on procurement.

VI. References:

1. DepEd Order No. 001, 2023 – Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities
2. DepEd Order No. 041, s. 2021 – Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education
3. DepEd Order No. 027, s. 2020 – Guidelines on the Reconstitution of the Inspectorate Team of the Department of Education Central Office, Regional and Schools Division Offices and Schools
4. DepEd Order No. 35, s. 2017 – Revised Guidelines on the Implementation of Basic Education Facilities Fund



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5. COA Circular No. 2023-004 dated June 14, 2023, titled, "Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001
6. COA Circular No. 2009-001 - Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027 re: submission of copy of government contracts, purchase orders and their supporting documents to the Commission on Audit
7. 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 - Updated January 2023
8. Regional Memorandum No. 090, s. 2021 - Implementation Guidelines of the Procurement Management System for DepEd Region III



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