



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

January 11, 2024

DIVISION MEMORANDUM  
 No. 027, s. 2024

**INTERNAL PROCEDURE ON THE CONDUCT OF SMALL VALUE PROCUREMENT**

To: Assistant Schools Division Superintendent  
 Chiefs of the Functional Divisions  
 Section and Unit Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- In adherence with the provisions of **RA 9184** otherwise known as the **Government Procurement Act** and its **2016 Implementing Rules and Regulations**, this Office, through the **Bids and Awards Committee (BAC)**, hereby adopts this **Internal Procedure on the Conduct of Small Value Procurement**.
- This aims to ensure: a) professionalization and standardization of the procurement process; b) comply with the provisions of RA 9184 and its IRR on the timeline of submission of procurement related reports to the Commission on Audit (COA); and c) unify all procurement activities of the division.
- For the guidance of all end-users, program holders and implementers, the following timelines and activities shall be strictly observed in the implementation and conduct of all programs, projects and activities that involve small value procurement:

	<b>Process Flow</b>	<b>Timeline</b>
Step 1	End-user / program holder / implementer shall submit the approved program / activity design / project proposal to BAC Secretariat for recording.	10 working days before the conduct of the activity
Step 2	If the <b>Approved Budget for the Contract (ABC)</b> is <b>below</b> the capitalization threshold of P 50,000.00 :	
	End-user / program holder / implementer shall prepare the Purchase Request (PR) and with the attached approved program / activity design / project proposal and uploaded Memorandum of the activity/program to be submitted to BAC Secretariat.	1 working day after approval of the program / activity design / project proposal
	If the <b>Approved Budget for the Contract (ABC)</b> is <b>above</b> the capitalization threshold of P 50,000.00 :	
	End-user / program holder / implementer shall forward the approved program / activity design / project proposal to PhilGEPS Officer for posting	1-2 working days after submission to BAC
Step 3	Authorized personnel posts Purchase Request (PR) to PhilGEPS Website, if required.	1-5 working days
Step 4	BAC Secretariat shall prepare the Request for	1 working day after



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	Sealed Quotations (RFQ) duly signed by BAC Chairperson in three (3) copies.	receipt of the PR from the end-user / program holder / implementer
Step 5	BAC Secretariat shall forward the three (3) copies of originally signed RFQs to the assigned division / section / unit canvasser	1 working day after RFQ is prepared and signed by the BAC
Step 6	Assigned division / section / unit canvasser shall send the three (3) originally signed copies to three (3) suppliers / service providers of known qualifications. Once price / service is / are quoted, canvassers shall instruct the suppliers / service providers to seal the RFQ.	1-5 working days after receipt of the RFQ from BAC
Step 7	Assigned division / section / unit canvasser shall submit the sealed RFQs to BAC Secretariat	1-2 working days after canvass
Step 8	BAC Secretariat shall open the sealed RFQ in the presence of all or majority of the regular members present / represented by alternate members, as the case may be, and determine the most responsive bidder	1 working day after receipt of the sealed RFQs
Step 9	BAC Secretariat shall prepare the Abstract of Quotation duly signed by the BAC Chairperson and regular and / or alternate members as the case may be.	1-3 working days after the opening of RFQs
Step 10	BAC Secretariat shall prepare the Notice of Award (NOA) to be signed by BAC Chairperson	1 working day after the preparation of the Abstract of Quotation
Step 11	BAC Secretariat shall prepare the Notice to Proceed (NTP) and Purchase Order (PO) to signed by the Head of Procuring Entity (HoPE). PO shall be forwarded to the Supply Officer.	1 working day after the preparation of the NOA
Step 12	Supply Officer shall notify the end-user / program holder / implementer for the procurement of goods and / or services	1-3 working days after receipt of the PO
Step 13	Supply Officer shall submit the signed PO by the supplier / service provider to BAC Secretariat	1 working day after issuance of PO to supplier / service provider
Step 14	Inspectorate Team inspects the delivered goods and services and reports to the Supply Officer. Supply Officer then prepares the Inspection and Acceptance Report (IAR)	1-2 working days after issuance of PO to supplier / service provider
Step 15	Supply Officer shall forward IAR to the BAC Secretariat	1 working day after the inspection and acceptance of goods / services

4. Non-compliance with the abovementioned internal procedures means deferment of the concerned programs, projects and / or activities.

5. Immediately after two (2) working days after the conduct / implementation of any program, project and / or activity, all end-users / program holders / implementers shall

submit to the BAC Secretariat the Statement of Account (SOA) from the supplier / service provider together with duly signed and approved Activity Completion Report (ACR) and Complete Attendance Sheets.

6. Received billings with no approved PRs and POs shall not be considered official transactions of the Office and shall not be processed for payment.
7. For everyone's guidance and strict compliance.
8. For queries and clarifications, you may contact **Mr. Ernesto Q. Alas-as Jr. CESE, Officer In-Charge (OIC), Office of the Assistant Schools Division Superintendent, BAC Chairperson** at **09667649831** or email at **ernesto.alasas@deped.gov.ph**.
9. Immediate and wide dissemination of this Memorandum is directed.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/EQA/bac



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