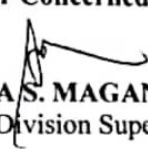




DIVISION MEMORANDUM

No. 250 s. 2022

TO : Bids and Awards Committee Members
Technical Working Group Members
Bids and Awards Committee Members
Division Accountant and Budget Officer
Supply Officer
All Program Implementers & Coordinators
All Other Concerned

FROM :  **MARIZA S. MAGAN, EdD, CESO V**
Schools Division Superintendent

DATE : June 14, 2022

SUBJECT : REITERATION ON THE PREPARATION OF
DOCUMENTARY ATTACHMENTS FOR
SMALL VALUE PROCUREMENT AND DOCUMENTS FLOW

1. This Division is promoting the speedy payment for all successful and delivered small value procurement. Anent to this, all concerned are reminded to consider the following:
 - I. **Preparation of Purchase Request, supporting documents and signatures to be secured.**
 - a. Print out of **Activity Request** and **Activity Code** from the PMIS. The Activity Request is to be signed by the following signing authorities:
 - i. Requesting Official
 - ii. Budget Officer as to availability of allotment
 - iii. SDS for approval.
 - b. Budget Matrix for Training must be countersigned signed by HRTD Officer, signed by the Training implementer and by the Accountant as to Funds Availability and Approved by the Head of Agency/SDS.
 - c. Training Design Proposal
 - d. Division Memorandum/Regional Memorandum for the Activity
 - e. Other necessary documents as needed.

NOTE: IF THE ACTIVITY IS NOT INCLUDED IN THE APPROVED WFP AND APP OR CONSTITUTES OR EMBODIES A MODIFICATION THEREOF, THE REQUIREMENTS IN ITEM IA IS TO BE SUBSTITUTED WITH THE FOLLOWING DOCUMENTARY REQUIREMENTS:

- a. An Authority to Conduct (ATC) is required for holding the activity, which





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shall be prepared in accordance with the following signing authorities:

1. Division Chief Concerned
 2. SDS as approving official
 3. Budget Officer as to Availability of Allotment
- b. SARO for the activity is to be attached.
- c. Supplemental PPMP and APP

NOTE: THE END USER SUBMITS THESE PROCUREMENT DOCUMENTS TO THE BAC OFFICE FOR PROPER ACTION.

II. BAC STAFF perform the following:

1. Post the activity in the Philgeps Website.
2. Prepares three Request for Price Quotation (RFQ).
3. BAC staff turned over the RFQ to the canvasser.

III. CANVASSER performs the following:

1. Look for three suppliers.
2. After doing the canvass, submits the three sealed price quotations to BAC STAFF for recording and drop the same to the sealed box.

IV. BAC MEMBERS perform the following:

1. Open three sealed price quotations and award it to the lowest price bid.

NOTE: WINNING BIDDER OR SUPPLIER SHOULD HAVE ATTACHED MAYOR'S BUSINESS PERMIT, DTI CERTIFICATE AND PHILGEP'S REGISTRATION (IF REQUIRED).

V. BAC STAFF prepares Abstract of Bids, Purchase Order and BAC Resolution

NOTE: AFTER THE ABSTRACT OF BIDS, PURCHASE ORDER and BAC RESOLUTION HAD BEEN SIGNED BY THE PROPER SIGNING AUTHORITIES, THE JOB OF THE BAC STAFF ENDS. ALL PROCUREMENT DOCUMENTS FOR THAT PARTICULAR ACTIVITY SHOULD BE TURNED OVER TO THE END USER FOR PAYMENT PROCESSING.



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- VI. **END USER** after the conduct of the activity, attach the original attendance sheet, pictures of the activity undertaken including the food served, Activity Completion Report and Billing Statement from the supplier. After which the end user will submit the procurement documents to the Supply Office.
 - VII. **SUPPLY OFFICE** prepares Inspection and Acceptance Report and turn -over the documents to the Disbursement Voucher (DV) In-Charge
 - VIII. **DISBURSEMENT VOUCHER IN-CHARGE** prepares Disbursement Voucher. Forward the document to the Budget Office.
 - IX. **BUDGET OFFICE** prepares Obligation Request.
 - X. **ACCOUNTING OFFICE** prepares LDDAP and BIR FORM. Examine supporting documents. Signs DV for payment and forward the same to the Cashier's Office.
 - XI. **CASHIER'S OFFICE** prepares check for payment.
 - XII. **SDS OFFICE** approves check and DV for payment.
 - XIII. **CASHIER'S OFFICE** forwards ACIC and LDDAP to DBP for crediting payment to supplier.
2. Wide dissemination of this Memorandum is desired.