



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City

**February 16, 2024**

**DIVISION MEMO**  
NO. 158 s. 2024


**CONDUCT OF THE 2023 AGENCY PROCUREMENT COMPLIANCE AND  
PERFORMANCE INDICATOR (APCPI) EVALUATION**

**TO: HEAD OF PROCURING ENTITY (HOPE)  
BAC CHAIRMAN, VICE-CHAIR AND MEMBERS  
TECHNICAL WORKING GROUP (TWG) CHAIR AND MEMBERS  
BAC SECRETARIAT CHAIR AND STAFF  
BAC MEMBER ALTERNATES  
INSPECTORATE TEAM  
INTERNAL AUDIT TEAM  
PROCUREMENT MANAGEMENT OFFICE/  
PROCURING ENTITY UNIT HEADS  
END-USERS  
ALL OTHERS CONCERNED**

1. In relation to the Agency Procurement Compliance and the Performance Indicator (APCPI) this office hereby announces the conduct of 2023 APCPI Evaluation on March 14, 2024 from 9AM until it is done within the given date. The activity will be conducted at the SDO Library Hub, Tacloban City.
2. The activity is aimed at determining in a qualitative and quantitative manner, the procurement strengths and weaknesses of the procuring entity, and formulate a reasonable action plan to address identified areas for improvement and will be adopting measures to sustain strengths alongside a competitive, transparent and economical, efficient and accountable public procurement administration.
3. All Division functional units are instructed to prepare all necessary documents and other mode of verification (MOVs). These documents might be asked by the evaluator/s so these must be readily available during the day of the evaluation.
4. A Pre-conference is set for before the evaluation and the participants during this preliminary from 9:00AM-9:30AM are as follows:

- HOPE
  - BAC-Chair and BAC Members
  - TWG
  - BAC Secretariat Chair and Staff
  - PMO-Unit heads
  - BAC Alternates
  - Inspectorate Team
  - Internal Audit Team
  - End-users of the 3 Functional Divisions
5. After the pre-conference, all participants are free to go back to the respective offices/units to continue their work while the BAC Sec. Chair and Staff shall remain for the actual evaluation. After the evaluation, a post-conference shall be done by the G-Watch confirmator to the 2023 APCPI participants. All participants during the pre-conference are required again to join the said conference.
6. Expenses incurred relative to BAC Activity-APCPI like 2 snacks and 1 lunch of 15 members and honorarium of the confirmator shall be charged against the Division Funds subject to the usual accounting rules and auditing procedures.

For information, guidance and compliance.

  
**SHERLITA A. PALMA EdD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

