



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

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**Office of the Schools  
Division Superintendent**

MEMORANDUM

MLA-2021- 125

TO : **Bids and Awards Committee (BAC) Members**  
Other Concerned

FROM : *Handwritten signature*  
**SENEN PRISCILLO P. PAULIN, CBSO V**  
Schools Division Superintendent *TV*  
*3/30/2021*

SUBJECT : **Conduct of Agency Procurement Compliance and  
Performance Indicator (APCPI) Evaluation**

DATE : March 26, 2021

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1. In compliance with the Implementing Rules and Regulation of RA 9184, this Office hereby conducts the Agency Procurement Compliance and Performance Indicator (APCPI) Evaluation on **April 29, 2021**.
2. The Bids and Awards Committee (BAC) members are+ expected to prepare the documents not later than **April 27, 2021** and present the same during the pre-evaluation on April 27 to 28, 2021, at the 3<sup>rd</sup> Floor of the Division Conference Room.
3. Please find the herein attached enclosure which is "Annex A" for the persons responsible to prepare the needed documents.
4. Participants to this activity are BAC Chairperson, persons responsible to prepare and present the MOV's, BAC Secretariat, Selected BAC members and accredited CSO evaluators.
5. Expenses incurred during the conduct of this activity shall be charge to the Division MOOE and or Other local funds subject to the usual accounting and auditing rules and regulations.
6. For information ang guidance of all concerned.

**13 0 MAR 2021**



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ANNEX. A

**NEEDED DOCUMENTS AND PERSON RESPONSIBLE FOR PREPARATION**

<b>Means of Verification (MOVs)</b>	<b>Person Responsible</b>
1. Annual Procurement Plan for all types of procurement	<b>Amabel A. Herrera</b>
2. Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Common-Use Supplies and Equipment for the Procurement Service	<b>Amabel A. Herrera</b>
3. Sufficiency of time given to prospective bidders a. Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website; b. Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening; c. Minutes of Pre-bid conference are readily available within three (3) days	<b>Marx Lee T. Badon</b>
4. Creation of BAC and BAC Secretariat a. Office Order creating the Bids and Awards Committee; b. There are at least five (5) members of the BAC; c. Members of BAC meet qualifications; and/or d. Majority of the members of BAC are trained on R.A 9184 e. Office Order creating of Bids and Awards Committee Secretariat or designating Procurement Unit to act as BAC Secretariat f. The Head of the BAC Secretariat meets the minimum qualifications g. Majority of the members of BAC Secretariat are trained on R.A 9184	<b>Ma. Irene Cecilia A. Elemia</b>  <b>&amp;</b>  <b>Ivone Marie M. Villafranca</b>
5. Accessibility of procurement information a. Agency has a working website b. Procurement information is up-to-date c. Information is easily accessible at no cost	<b>Marx Lee T. Badon</b>



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<p><b>6.</b> Preparation, posting and submission of agency's Procurement Monitoring Report</p> <ul style="list-style-type: none"><li><b>a.</b> Agency prepares the PMRs</li><li><b>b.</b> PMRs are promptly submitted to the GPPB</li><li><b>c.</b> PMRs are posted in the agency website</li><li><b>d.</b> PMRs are prepared using the prescribed format</li></ul>	<p><b>Ma. Irene Cecilia A. Elemia, Ivone Marie M. Villafranca &amp; Andrie P. Amor</b></p>
<p><b>7.</b> Performance of procurement personnel</p> <ul style="list-style-type: none"><li><b>a.</b> Written procedure within the procuring entity in evaluating the performance of procurement personnel</li><li><b>b.</b> Procuring entity communicates standards of evaluation to procurement personnel</li><li><b>c.</b> Procuring entity acts on the results and takes corresponding action</li></ul>	<p><b>Karla P. Antonio</b></p>
<p><b>8.</b> Participation of staff in annual procurement training</p>	<p><b>Karla P. Antonio &amp; Ruby Jean Estrelita Bidaure</b></p>
<p><b>9.</b> Conduct dialogue to inform and update bidders on the procurement regulations</p>	<p><b>Andrie P. Amor</b></p>
<p><b>10.</b> System for keeping and maintaining procurement records</p> <ul style="list-style-type: none"><li><b>a.</b> List of contract management related documents that are maintained for a period of at least five years</li><li><b>b.</b> The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and soft copies in dedicated computers</li><li><b>c.</b> The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel</li></ul>	<p><b>Andrie P. Amor</b></p>
<p><b>11.</b> Well defined and written procedures for quality control, acceptance and inspection of goods, works and services</p> <ul style="list-style-type: none"><li><b>a.</b> Written procedures for quality control, acceptance and inspection of goods, services and works</li><li><b>b.</b> Supervision of civil works is carried out by qualified construction supervisors</li><li><b>c.</b> Agency implements CPES for its works projects and uses results to check contractors' qualification (applicable for works only)</li></ul>	<p><b>Ruby Jean Estrelita Bidaure</b></p>



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<p><b>12.</b> Compliance to the threshold prescribed for amendments to order, variation orders, advance payment, and slippage in publicly bid contract</p> <p><b>a.</b> Amendments to order or variation orders, if any, are within ten percent (10%) of the original contract price</p> <p><b>b.</b> Advance payment(s) made does/do not exceed fifteen percent (15%) of the contract amount</p> <p><b>c.</b> Goods, works and services are timely delivered</p>	<p><b>Ruby Jean Estrelita Bidaure</b></p>
<p><b>13.</b> Period of release of final payment to supplier/service provider, contractor/consultant</p>	<p><b>Ruby Jean Estrelita Bidaure</b></p>
<p><b>14.</b> Observers in all stages of procurement</p>	<p><b>Andrie P. Amor</b></p>
<p><b>15.</b> Creating and operating your Internal Audit Unit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)</p> <p><b>a.</b> Office Order creating the Internal Audit as prescribed by the DBM (Circular Letter No. 2008-5, April 14, 2008)</p> <p><b>b.</b> Conduct or regular audit of procurement processes and transactions by Internal audit unit</p> <p><b>c.</b> Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the auditor's report</p>	<p><b>Karla P. Antonio</b></p>
<p><b>16.</b> COA recommendations responded to or implemented within six months of the submission of the auditors' report</p>	<p><b>Andrie P. Amor</b></p>
<p><b>17.</b> Efficient procurement complaints system and the capacity to comply with procedural requirements</p> <p><b>a.</b> The BAC and the HOPE resolved Requests for Reconsideration and Protests within seven (7) calendar days as per Section 55 of the IRR and decisions</p> <p><b>b.</b> Decisions on Protests are submitted to GPPB</p> <p><b>c.</b> Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the OMB, COA, GPPB or any quasi-judicial/quasi-administrative body</p>	<p><b>Andrie P. Amor</b></p>



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<p><b>18.</b> Specific anti-corruption program/s related to procurement</p> <ul style="list-style-type: none"><li><b>a.</b> Agency has a specific good governance program including anti-corruption and integrity development;</li><li><b>b.</b> Agency has a specific office responsible for the implementation of good governance programs;</li><li><b>c.</b> Agency has a specific policies and procedures in place for detection and prevention of corruption associated with procurement</li></ul>	<p><b>Lani B. Yurong</b></p>
<p><b>19.</b> To coordinate with accredited CSO Evaluators on the scheduled date as provided</p>	<p><b>Lani B. Yurong</b></p>



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