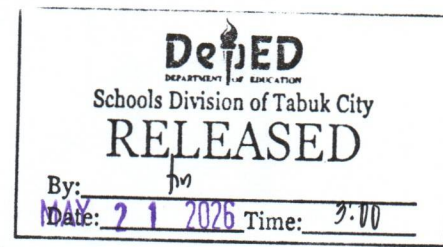




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

May 14, 2026

DIVISION MEMORANDUM

No. 233, S. 2026

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Units and Sections
All others concerned

Streamlined Procurement Process for Goods and Services under Small Value Procurement (SVP)

1. RATIONALE

In pursuit of good governance and in compliance with Republic Act No. 12009, otherwise known as the *New Government Procurement Act (NGPA)*, all government agencies are mandated to modernize, standardize, and regulate procurement activities. This law reinforces fiscal discipline, transparency, and accountability in the utilization of public funds.

In line with these reforms and its Implementing Rules and Regulations (IRR), the Schools Division Office (SDO) of Tabuk City introduces a Streamlined Procurement Process for Goods and Services under the Small Value Procurement (SVP) modality. This innovation includes:

- A standardized procurement process flowchart
- A Procurement Document Routing Slip for tracking and accountability
- An online reporting system managed by the BAC Secretariat to provide real-time updates on procurement status, accessible to program owners and end-users (view-only)

This initiative aims to reduce processing time, improve efficiency, strengthen quality assurance, and ensure that all procurement transactions are transparent, compliant, and audit-ready.





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2. OBJECTIVES

This initiative specifically aims to:

- Clarify procedures, roles, and responsibilities in SVP procurement
- Strengthen accountability and competency of all stakeholders involved
- Integrate roles across functional divisions into a unified workflow
- Promote transparency and traceability through document routing
- Ensure compliance with audit and regulatory requirements

3. EXPECTED INSTITUTIONAL BENEFITS

The implementation of this system is expected to:

- Establish a structured and efficient procurement process
- Improve Agency Procurement Compliance and Performance Indicator (APCPI) ratings
- Enhance compliance with COA and DBM reporting standards
- Build stakeholder confidence in procurement integrity and fairness
- Advance the principles of transparency, accountability, and efficiency

4. IMPLEMENTATION STRATEGY

The streamlined process shall be implemented through the following:

1. Development of Procurement Process Flow (**Annex A**)
A step-by-step guide outlining procedures, roles, timelines, and compliance requirements.
2. Adoption of Document Routing Slip (**Annex B-1 & B-2**)
A tracking tool to monitor document movement and reduce delays.
3. Capacity Building and Orientation
Orientation sessions for all concerned personnel on the new system.





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4. Implementation

To be implemented starting FY 2026, with feedback collection for improvements.

5. OPERATING PROCEDURE FOR PROCUREMENT OF GOODS AND SERVICES (SVP)

The procurement process shall follow the prescribed flow from planning to payment, summarized as follows:

- Conduct of Market Scoping by the proponent
- Preparation of Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), and Activity Request (AR) as applicable
- Submission of Purchase Request with complete attachments and routing slip
- Review, posting, and distribution of Request for Quotation (RFQ)
- Opening, evaluation, and award of quotations
- Preparation of Purchase Order (PO) and Obligation Request (ORS)
- Delivery of goods/services and inspection
- Documentation completion and submission for payment processing

All concerned personnel shall strictly adhere to the prescribed timelines and responsibilities indicated in the detailed process flow. *(See attached Annex A for the process flow)*

6. PROCUREMENT DOCUMENT ROUTING SLIP

A mandatory Procurement Routing Slip shall be attached to all procurement documents. This applies to:

- Supplies Procurement
- Catering Services Procurement

The routing slip ensures:

- Accountability at each stage





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- Timely processing and monitoring
- Clear audit trail for compliance

No procurement document shall be processed without the attached routing slip.
(See attached Annex B-1 & B2 – Procurement routing slip)

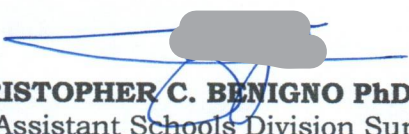
7. GENERAL GUIDELINES

- End-users are responsible for preparing complete technical specifications
- Proponents must ensure completeness of required documentary attachments
- Strict compliance with timelines is required to avoid delays
- Proponents shall monitor payment status and update the PMIS after activity implementation

8. EFFECTIVITY

This Memorandum shall take effect immediately upon issuance and shall remain in force until amended or revoked. All concerned personnel are hereby directed to strictly observe and comply with the provisions herein.

9. Immediate dissemination of and strict compliance with this memorandum is hereby directed.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent



Annex A

Operating Procedure for Procurement of Goods and Services (SVP)

Step	Activity	Person Responsible	Timeline	Interface With	Output
1	Prepares WFP and PPMP in accordance with market scoping findings	Proponent and Chief/Unit Head	Within 5 days upon receipt of the SubARO and guidelines	Budget Officer, ASDS and SDS	1. Accomplished Market Scoping Template 2. Approved WFP 3. Approved PPMP
2	Prepares Activity Request and/or Purchase Request	Proponent and Chief/Unit Head		Budget Officer, ASDS and SDS	1. Approved AR and/or 2. Approved PR
3	Submits the following to the BAC Secretariat: 1. Letter Request for SVP 2. Accomplished Market Scoping 3. Approved WFP 4. Approved PPMP 5. Approved AR 6. List of recipients for supplies, if applicable Attach routing slip <i>Note: End-users must coordinate with the TWG to ensure all required technical specifications of goods are properly provided</i>	Proponent	15 working days before the implementation of the activity	BAC Sec	
4	Ensures procurement request is included in the APP; if absent, prepares Supplemental APP	BAC Sec	Day 1-2	BAC HOPE	1. Approved APP 2. RFQ



	and secures approval; prepares RFQ				
5	Reviews, checks technical specifications in coordination with the TWG and signs RFQs	BAC	Day 2	BAC Sec	1. Signed RFQ
6	Posts notice in PhilGEPS for three (3) days (ABC > ₱200,000) Deliver RFQs to at least 3 eligible suppliers	BAC Sec	Day 3	Suppliers	1. Posted Notice of Procurement in the PhilGEPS 2. Received RFQs
7	Retrieves sealed RFQs	BAC Sec	Day 6-7	Suppliers	1. Sealed Completed RFQs
8	Coordinates with BAC Members to ensure a quorum for the RFQ Opening Submits sealed RFQs to BAC for opening	BAC Sec	Day 7	BAC Chair/ Members	
9	Opens sealed RFQs; determines responsiveness and conduct Bid Evaluation	BAC & TWG	Day 7	BAC Sec	1. Evaluated RFQs 2. Minutes of Meeting
10	Prepares Abstract of Quotation and BAC Resolution; forwards to BAC for review and signing	BAC Sec	Day 8	BAC	1. Signed Abstract of Quotation 2. Signed BAC Resolution
11	Forwards BAC Resolution to HOPE for action <i>Note: If the bidder is found responsive and declared successful, the procurement process shall proceed to the award stage.</i>	BAC Sec	Day 9	HOPE	1. Approved Resolution to Award



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

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	<i>However, if no award is made, the BAC shall recommend the most appropriate course of action for the proponent.</i>				
12	Forwards approved resolution to Supply Office	BAC Sec	Day 9	Supply Officer	
13	Prepares Purchase Order (PO) and forwards PO to accountant and hope for signature and confirmation by the supplier	Supply Officer	Day 9-10	Accountant HOPE	1. Approved and confirmed PO
14	Prepares and submits ORS to budget office for signing	Budget Officer/ Supply Officer	Day 10	Budget Officer	1. Signed ORS
15	Coordinates with supplier to check on readiness of logistical requirements	Proponent	Day 11	Supplier	Guaranteed delivery of goods and services – on time as agreed

Delivery of Supplies or Implementation of Activity

16	Prepares Report of Inspection	Inspectorate Team	1 calendar day after delivery	Supply Office	
17	Prepare IAR and cause its approval	Supply Office	2 calendar days	Proponent	Signed IAR
18	Ensures completeness of required documents: 1. Letter Request for SVP 2. Market Scoping 3. WFP 4. PPMP 5. AR 6. IAR with documentation, as applicable: 7. ICS/RIS, as applicable	Proponent	5 calendar days after activity	Supply Office	Accepted complete documents necessary for payment



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	8. Post-activity report with photos 9. Attendance sheet 10 Billing statement				
19	Prepares DV and transmits to Accounting Office	Proponent/ Chief/Head/ Accountant	5 days after activity	SDS	Approved DV
20	Transmits documents to Cash Section for payment	Accountant	10–15 days after activity or after delivery	Accounting & Cash Section	

Notes:

1. *Proponent must monitor payment of programs, projects, and activities.*
2. *Proponent must update PMIS after activity.*

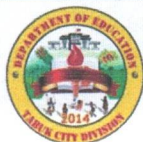
Annex B-1

PROCUREMENT DOCUMENT ROUTING SLIP - SUPPLIES

(This routing slip must be attached in all procurement activities at all times. Do not remove it)

Title of the Activity: _____

PARTICULARS	FROM	TO	Date	Name & Signature of Receiver
Preparation of the WFP, PPMP with market scoping	Proponent	ASDS HOPE		
Preparation of AR and PR and Letter Request for SVP	Proponent	BAC HOPE		
Receive duly approved Purchase Request with complete attachments <ul style="list-style-type: none"> • WFP, PPMP with Market Scoping, AR, PR • Letter Request for SVP • Approved PR • List of recipients if applicable 	Proponent	BAC Sec.		
Prepare RFQs for review and signature	BAC Sec	BAC		
Distribute copies of the signed RFQs	BAC Sec & Proponent	Supplier s		
Retrieve sealed RFQ from suppliers	Suppliers	BAC Sec		
Open sealed RFQs	BAC Sec	BAC		
Prepare abstract and BAC resolution to award	BAC Sec	BAC HOPE		
Submit approved BAC Resolution with the attached required documents	BAC Sec	Supply Office		
Prepare and cause signing of ORS	Proponent Chief/ Head	Budget Officer		
Prepare and transmit Purchase Order	Supply Office	SDS Office		
Serving of PO and delivery of supplies (c/o: Supply Office)				
Prepare IAR and cause its approval	Inspectora te Team	Supply Officer		
Prepare and cause signing of ICS/RIS (as applicable)	Supply Officer	Recipient		
Transmit complete Procurement: ___ Letter Request for SVP ___ Market Scoping ___ WFP ___ PPMP ___ AR ___ IAR with documentation As applicable: ___ ICS/RIS ___ Billing statement	Supply Officer	Accounti ng		
Prepare and Transmit Pre audited DV with attachments	Accountin g	HOPE		
Monitor date of payment	Cash Section	Propone nt		



Annex B-2

PROCUREMENT DOCUMENT ROUTING SLIP – CATERING SERVICES

(This routing slip shall be attached in all procurement activities, at all times. Do not detach it)

Title of the Activity: _____

DATE: _____

PARTICULARS	FROM	TO	Date	Name & Signature of Receiver
Preparation of the WFP, PPMP with market scoping	Proponent	ASDS HOPE		
Preparation of AR and PR and Letter Request for SVP	Proponent	BAC HOPE		
Receive duly approved Purchase Request with complete attachments <ul style="list-style-type: none"> • WFP, PPMP with Market Scoping, AR, PR • Letter Request for SVP • Approved PR 	Proponent	BAC Sec.		
Prepare RFQs for review and signature	BAC Sec	BAC		
Distribute copies of the signed RFQs	BAC Sec	Suppliers		
Retrieve and submit sealed RFQ from suppliers	Suppliers	BAC Sec		
Open sealed RFQs	BAC Sec	BAC		
Prepare abstract and BAC resolution	BAC Sec	BAC HOPE		
Submit approved BAC Resolution with the attached required documents	BAC Sec	Supply Office		
Prepare and transmit Purchase Order	Supply Office	SDS Office		
Prepare and cause signing of ORS	Proponent Chief/Head	Budget Officer		
Implementation of the Activity				
Prepare IAR and cause its approval	Inspectorate Team	Supply Officer		
Transmit complete Procurement: <ul style="list-style-type: none"> _____ Letter Request for SVP _____ Market Scoping _____ WFP _____ PPMP _____ AR _____ Approved ORS _____ IAR with documentation _____ Post-activity report with photos _____ Attendance sheet _____ Billing statement, if applicable 	Proponent	Supply Officer		
Prepare Disbursement Voucher	Proponent/ Supply Officer	Accounting		
Transmit Pre audited DV with attachments	Accounting	HOPE		
Monitor date of payment	Cash Section	Proponent		

