

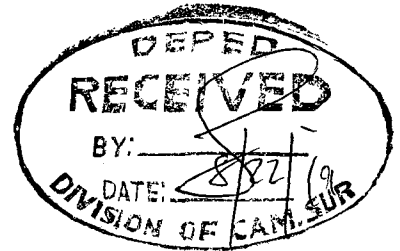


DEPARTMENT OF EDUCATION
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



Division Memorandum No. 360 s., 2019

To: Assistant Schools Division Superintendent
Division Chiefs
Section Chiefs
All Concerned



From: **SUSAN S. COLLANO**
Assistant Schools Division Superintendent
Officer –In-Charge
Office of the Schools Division Superintendent

Date: August 19, 2019

Subject: **REITERATING THE SCHEDULE OF SUBMISSION OF PROCUREMENT PROJECTS FOR CY 2019**

1. The Bids and Awards Committee for Goods & Services reiterates the schedule of submission of all procurement projects for CY 2019 on the following dates: (Ref., Office Memorandum, dated April 12, 2019.

Quarter	Last Day of Submission
Second Quarter (April, May and June)	April 30, 2019
Third Quarter (July, August and September)	May 31, 2019
Fourth Quarter (October, November and December)	August 30, 2019

2. As stated in the earlier memorandum, this is to give the BAC and its Secretariat ample time to process such projects and to prepare the required reports.
3. Stated below is the flow of transaction for the acceptance of procurement projects for processing:

Flow of Transaction	Responsible Persons	Responsibilities
1. Preparation of project proposal, purchase request, attachments/documents and PMIS related documents (AR/ATC)	End-user	<ol style="list-style-type: none">1. Secures copy of Annual Procurement Plan (APP) from BAC Secretariat.2. Checks project's inclusion in APP, if found included, end-user highlights the item and attaches the copy to the project documents.3. If not found, seek assistance of BAC TWG and Secretariat for the preparation of SPP.

		<ol style="list-style-type: none"> 4. Prepares project proposal and attachments/ supporting documents. 5. Seeks technical assistance of HRTD Officer for training details, and BAC Secretariat and BAC TWG for procurement concerns. 6. Seeks approval of signatories in the project proposal and other documents. 7. Submits project proposal to Supply/Property Office for the preparation of purchase request. 8. Seeks approval of signatories in the purchase request. 9. Processes PMIS related documents with the assistance of section's PMIS in-charge. 10. Seeks approval of signatories in the PMIS documents (AR/ATC), SMME Officer and Budget Officer. 11. Checks feasibility of project implementation: Alternative Mode of Procurement – 30 days before implementation, consider 15 days processing Competitive Bidding – 60 days before implementation, consider 30 days processing. 12. Checks completeness of documents for submission.
2. Submission of project proposal, purchase request, attachments/documents and PMIS related documents (AR/ATC) to BAC Secretariat	End-user	<ol style="list-style-type: none"> 1. Submits of project proposal, purchase request, attachments/documents and PMIS related documents (AR/ATC) to the BAC Secretariat.
3. Review of project documents	BAC Secretariat	<ol style="list-style-type: none"> 1. Reviews completeness and propriety of project documents submitted. 2. Accomplishes checklist of documentary requirements
4. Acceptance of project documents for processing	BAC Secretariat	<ol style="list-style-type: none"> 1. Accepts and stamps received the project documents if found complete and proper. 2. Returns the project documents to end-user if found incomplete and improper. 3. Recommends to end-user the revisions needed and required documents for attachment.

5. Determination of project's mode of procurement	BAC Secretariat BAC Members	<ol style="list-style-type: none"> 1. BAC Secretariat calendars project documents received for BAC action. 2. BAC Members convene for the determining the project's mode of procurement. 3. BAC Secretariat prepares the resolution for the project's mode of procurement. 4. BAC Members signs the resolution for the project's mode of procurement. 5. BAC Secretariat facilitates signing of the HOPE of the resolution for the project's mode of procurement.
6. Processing of the project based on the determined mode of procurement	BAC Secretariat BAC Members	<ol style="list-style-type: none"> 1. BAC Secretariat processes the procurement based on the determined mode of procurement.

4. For dissemination and strict compliance.