



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MEMORANDUM

RM-NCR-2024- 201

TO : Schools Division Superintendents
Division Procurement Focal Persons
Bids and Awards Committee Chairpersons
All Others Concerned

FROM : **JOCELYN DR. ANDAYA** 
Director IV

SUBJECT : **SUBMISSION OF DIVISION PROCUREMENT MONITORING
REPORT: SCHOOLS DIVISION OFFICES PROCUREMENT
ACTIVITIES**

DATE : March 7, 2024

1. Pursuant to the attached MEMORANDUM OUPro-No. 1414, s. 2024 from Atty. Gerald L. Chan, CESO I, Undersecretary for Procurement dated March 5, 2024, all Schools Division Offices are requested to submit the procurement activities of SDOs using the links provided in the said Memorandum.
2. The deadline of submission is on or before **March 25, 2024**.
3. For strict compliance.



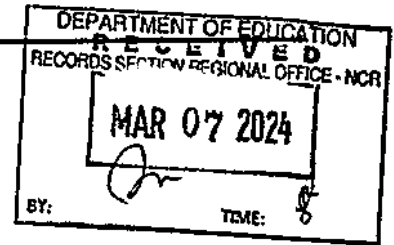
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT



MEMORANDUM
OUPro-No. 1414 s.2024

TO: Regional Directors
Schools Division Superintendents
Regional and Division Procurement Focal Persons
Bids and Awards Committee Chairpersons
All Others Concerned

Gerard Chan
FROM: **ATTY. GERARD L. CHAN, CESO I**
Undersecretary for Procurement

SUBJECT: Submission of Regional Procurement Monitoring Report: Regional and Schools Division Offices Procurement Activities

DATE: March 05, 2024

This is with reference to the **OM-OUPro-1084** entitled, “**Monitoring of Regional Offices’ and Field Offices’ Compliance to Agency Accountabilities, Submission of Procurement-related Requirements and Updating of Reports**” dated June 19, 2023.

The Procurement Strand (ProcS) was created pursuant to Department of Education (DepEd) Order No. 001, S. 2023, is mandated to ensure that the DepEd’s conduct of its procurement activities is compliant with Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (RIRR). Consistent with this mandate, the Office of the Undersecretary for Procurement (OUPro), the Office of the Assistant Secretary for Procurement (OASP), the Procurement Management Service (ProcMS), and the Central Office Divisions under the Strand, shall establish a mechanism to monitor the compliance of the Field Offices (FOs), as Procuring Entities (PEs with the Agency accountabilities embodied under the RIRR and procurement-related issuances).

To strengthen the monitoring of the procurement of the Regional and Schools Division Offices, the Regional Procurement Monitoring Office (RPMO) under OUPro would like to inform you that we have fully transitioned the monitoring system from Google to Microsoft Services with reference to OUA-OUT-011023-010 entitled “Microsoft 365 Adoption” dated January 12, 2023.



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The format of the Regional Procurement Monitoring System (RPMS) is identical to the template of the Procurement Monitoring Report (PMR). However, there are several distinctions in the required input fields to provide the necessary information for our report. The data submitted by the Regional Office (RO) and Schools Division Office (SDO) will be presented to the Project Implementation Review (PIR) and other related activities that require such information.

The RPMO is currently enhancing the RPMS and will soon be transitioning to a fully developed website, which will be accessible by the assigned focal person for ROs and SDOs. As we proceed with this procedural undertaking, the integrity of the data of your deliverables will play a pivotal role in the success of our project.

In view of the foregoing, we would like to request the submission of the procurement activities of ROs and SDOs below using the template within this link: <https://bit.ly/RPMStemplates>

Submission for the following Fiscal Years:

1. FY 2022
2. FY 2023
3. FY 2024

**EPA: (If non-undertaking no need to submit)*

1. EPA 2023
2. EPA 2024
3. EPA 2025

Note: **PLEASE DO NOT MERGE CELLS AND DO NOT CHANGE THE HEADER FORMAT** as this may affect the formula. We greatly appreciate your submissions on or before **March 25, 2024**.

You may proceed with your submissions by using this link: <https://bit.ly/RPMSsubmissions>

For any additional inquiries or clarifications, please feel free to contact us via email at oupro@deped.gov.ph or by phone at the following numbers: (02) 8635-3761 and (02) 8633-1940.

Thank you very much.