



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 519

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 Early Procurement Activities (EPA) Related Requirements and Results of the APCPI System for FY 2021 Procurement Transactions to GPPB-TSO of SDOs for the Grant of FY 2022 Performance Based Bonus**

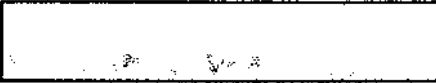
DATE : May 21, 2024

1. Pursuant to the attached MEMORANDUM OUPro-No. 1991, s. 2024 from Atty. Gerald L. Chan, CESO I, Undersecretary for Procurement dated May 8, 2024, all Schools Division Offices are requested to submit the procurement related reports identified therein to [oupro.pbb@deped.gov.ph](mailto:oupro.pbb@deped.gov.ph), copy furnished this Office through [procurement.ncr@deped.gov.ph](mailto:procurement.ncr@deped.gov.ph).
2. The deadline of submission is on or before **May 31, 2024**.
3. For strict compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT

OUPro No. 1991, s. 2024

## MEMORANDUM

FOR : **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Schools Division Office Procurement Focals**  
**Bids and Awards Committee Chairpersons**  
**All Others Concerned**

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

SUBJECT : **Submission of Early Procurement Activities (EPA) related Requirements and Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO of ROs and SDOs for the grant of FY 2022 Performance Based Bonus**

DATE : **8 May 2024**

This is with reference to the communication sent by our Office through email with the subject, "2022 Performance-Based Bonus (PBB) and Regional Procurement Monitoring (RO & SDO)" sent on February 13, 2024, with a given deadline of submission on February 23, 2024 and AO25 IATF Memorandum Circular No. 2022-1 dated 24 March 2022 on Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

The Regional Procurement Monitoring Office – Office of the Undersecretary for Procurement (RPMO-OUPro) is currently consolidating Early Procurement Activities related requirements and Submission of Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO for the grant of FY 2022 PBB as part of the additional requirements and documentations.

In line with this, our office is respectfully reminding your good offices for your immediate submission and compliance of the following:

1. **Signed Early Procurement Activity for FY 2022**
2. **Certificate of Compliance** that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO
3. **Certificate of Undertaking of EPA 2022**
4. **Certificate of Non-Undertaking of EPA 2022**



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5. **'SCREENSHOT'** of your email as proof of your **EPA FY 2022** submission to the validating agency (GPPB-TSO)
6. **'SCREENSHOT'** of email submission of Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO

Your office focal or personnel may send your compliance on or before **May 31, 2024** to [oupro.pbb@deped.gov.ph](mailto:oupro.pbb@deped.gov.ph).

For any additional inquiries or clarifications, please feel free to contact us via email at [oupro.pbb@deped.gov.ph](mailto:oupro.pbb@deped.gov.ph) or by phone at (02) 8635-7361.

Thank you very much.

