



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 523

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

FROM : **JOCELYN DR ANDAYA**
Director IV

SUBJECT : **FY 2024 Quarterly Submission of Regional Procurement Activities using the Regional Procurement Monitoring Tool (RPMT)**

DATE : May 23, 2024

1. Pursuant to the attached MEMORANDUM OUPro-No. 2043, s. 2024 from Atty. Gerald L. Chan, CESO I, Undersecretary for Procurement dated May 13, 2024, all Schools Division Offices are requested to submit the procurement related reports identified therein to the specified link provided in the said Memorandum.
2. The submission platform shall be **accessible only from May 13 to June 11, 2024**.
3. For guidance and strict compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F-005	Rev	00
Effectivity	01.26.23	Page	1 of 1



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

MEMORANDUM

OUPro-No. ²⁰⁴³__, s.2024

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

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

SUBJECT: FY 2024 Quarterly Submission of Regional Procurement Activities using the Regional Procurement Monitoring Tool (RPMT)

DATE: 13 MAY 2024

This is with reference to **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 and **OM-OUPro-1414** entitled “**Submissions of Regional Procurement Monitoring Report: Regional and Schools Division Offices Procurement Activities**” dated March 05, 2024, which provide for the submission of the procurement-related documents of the Regional Offices (ROs) and School Divisions Offices (SDOs).

Relative to this, the Regional Procurement Monitoring Office (RPMO) under the Office of the Undersecretary for Procurement (OUPro) has established the Regional Procurement Monitoring Tool (RPMT), that aims to enhance the mechanisms in monitoring the procurement activities of ROs and SDOs.

To proceed with its implementation, the RPMT has transitioned from Google to Microsoft Services as per OUA-OUT-011023-010 entitled “Microsoft 365 Adoption” dated January 12, 2023. It also utilizes an enhanced Government Procurement Policy Board (GPPB)-prescribed Procurement Monitoring Report template to gather relevant data for a comprehensive procurement database for all ROs and SDOs. Additionally, the reports generated through the RPMT shall be submitted and/or presented to the Project Implementation Review Committee and other pertinent offices/entities.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86353761, (+632) 86331940
Email Address: oupro@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref Code	IAWIMF 023	Rev	01
Effectivity	09/20/21	Page	1 of 1



ISO 9001
11/21/2023

In view of the foregoing, we kindly request the **submission of the Excel file of your Annual Procurement Plan (APP) for Fiscal Year (FY) 2024 using the GPPB-prescribed format.** This shall serve as the basis in comparing the updated procurement activities and the utilization of the proposed procurement projects in the APP vis-a-vis the data gathered through the RPMT.

Furthermore, we are also requesting the **submission of your procurement reports for the 1st and 2nd Quarter for FY 2024 using the RPMT template** following the instructions below:

1. The RPMT template is accessible through this link: <https://bit.ly/RPMTtemplates>.
2. The designated focal personnel shall **download** the excel file templates of RPMT and work on their local devices offline.
3. Once the RPMT has been accomplished and procurement projects, activities, status, and other required information are completely filled, the focal personnel shall submit the said files through this link: <https://bit.ly/RPMTsubmission>.
4. Submission of **Annual Procurement Plan (APP) FY 2024** will also take place in the same link above.
5. An automated email will be sent to the focal personnel's email address as proof of submission of the said documents.

Kindly follow the naming format of the files to be uploaded. To wit:

1. 1st Quarter 2024 RPMT – (Q1_2024_RPMT_SDO/RO Name)
2. 2nd Quarter 2024 RPMT- (Q2_2024_RPMT_SDO/RO Name)
3. Annual Procurement Plan (APP) FY 2024 – (APP_2024_SDO/RO Name)

Kindly note that the above-mentioned submission platform shall be **accessible only from May 13 until June 11, 2024.**

For clarifications, please contact us via email at oupro.pbb@deped.gov.ph or through phone at (02) 8635-3761 and (02) 8633-1940.

Thank you very much.