



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024- 596

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

FROM : **JOCELYN DR ANDAYA**
Director IV

SUBJECT : **MONITORING AND CONSOLIDATION OF REQUIRED DOCUMENTS FOR THE GRANT OF FY 2023 PERFORMANCE BASED BONUS (PBB)**

DATE : June 11, 2024

1. Pursuant to the attached MEMORANDUM OUPro-No. 2330, s. 2024 from Atty. Gerald L. Chan, CESO I, Undersecretary for Procurement dated June 10, 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 and compliance of the items in the checklist indicated in the said Memorandum shall be **on or before July 31, 2024** to email address: oupro.pbb@deped.gov.ph, copy furnished this Office at procurement.ncr@deped.gov.ph.
3. For guidance and strict compliance.



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

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT

OUPro No. 2330, 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 Chan*
ATTY. GERARD L. CHAN, CESO I
Undersecretary for Procurement

SUBJECT : **MONITORING AND CONSOLIDATION OF REQUIRED DOCUMENTS FOR THE GRANT OF FY 2023 PERFORMANCE BASED BONUS (PBB)**

DATE : **10 June 2024**

This is with reference to the AO25 IATF **Memorandum Circular No. 2023-1** dated 22 August 2023, "**Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023**" under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

As one of its monitorial functions, the Regional Procurement Monitoring Office – Office of the Undersecretary for Procurement (RPMO–OUPro) is currently consolidating requirements as mandated by MC No.2023-1 relative to the grant of **FY 2023 Performance Based Bonus (PBB)**.

The rationale of this consolidation is to monitor the submission of ROs and SDOs vis-à-vis consolidate required documents for future assessments to be made by our office. These documents shall later on serve as proof of documentation, record, and future reference.

In line with this, we respectfully request your offices for your immediate submission and compliance of the following items in the checklist below as your guide:

CHECKLIST	
EARLY PROCUREMENT ACTIVITY (EPA 2023)	
	• Certificate of Compliance that the agency conducted Early Procurement Activities (EPA) for at least 50% of the Total Value of the FY 2024 Procurement Projects sent to GPPB-TSO with acknowledgment receipt. <i>(EPA conducted in FY 2023 specified in the AO25 IATF Memorandum Circular No. 2023-1 pg. 62)</i>
✓	Certificate of Undertaking of EPA



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	✓ Certificate of Non-Undertaking of EPA
	✓ Certification of Exemption of EPA
	✓ 'SCREENSHOT with visible attachments' of your email as proof of your EPA FY 2024 submission to the validating agency (GPPB-TSO) with acknowledgment receipt. <i>(Submission not exceeding deadline January 31, 2023)</i>
FY 2023 APP NON-CSE	
	✓ Signed PDF File
	✓ MS Excel File
	✓ Certificate of Submission (GPPB-TSO Guidelines NPM No. 001-2022)
	✓ 'SCREENSHOT with visible attachments' of email submitted to GPPB-TSO with acknowledgment receipt. <i>(Submission not exceeding deadline March 31, 2023)</i>
APCPI for FY 2022	
	✓ Signed PDF File
	✓ MS Excel File
	✓ 'SCREENSHOT with visible attachments' of email submission Results of the APCPI system for FY 2022 Procurement Transactions sent to GPPB-TSO with acknowledgment receipt. <i>(Submission not exceeding deadline June 30, 2023)</i>
INDICATIVE FY 2024 APP NON-CSE	
	✓ Signed PDF File
	✓ MS Excel File
	✓ 'SCREENSHOT with visible attachments' of email proof of compliance of timely submission <i>(Submission not exceeding deadline September 30, 2023)</i>
	✓ 'SCREENSHOT with visible attachments' of the Indicative FY 2024 APP-non CSE posted in the agency Transparency Seal webpage
FY 2024 APP-CSE	
	✓ 'SCREENSHOT with visible attachments' proof of submission of the FY 2024 APP-CSE exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. <i>(Submission not exceeding deadline July 31, 2023)</i>
	✓ Signed PDF File
	✓ MS Excel file
	✓ 'SCREENSHOT with visible attachments' of email as proof of submission (if any)
PhilGEPS POSTING	
	• PhilGEPS Posting of all Updated procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the PhilGEPS .
	✓ Certificate of Compliance PhilGEPS Posting submitted to the validating agency (if any)
	✓ 'SCREENSHOTS with visible attachments' of email submitted to the validating agency with acknowledgment receipt (if any)
	✓ 'SCREENSHOTS with visible attachments' of updated PhilGEPS Posting per transaction
	✓ Any Supporting documents that will justify the timely compliance of updating the PhilGEPS Posting from January 1, 2023 to December 31, 2023. <i>(Compliance not exceeding deadline January 31, 2024)</i>

Your office focal may proceed with the submission of the following said documents through this email **oupro.pbb@deped.gov.ph** on or before **July 31, 2024**.

For additional inquiries and clarifications, please contact us on the same email or by phone at (02) 8635-7361.

Thank you very much.

Copy furnished:

- **Atty. Revsee A. Escobedo**
Undersecretary for Operations
- **Atty. Reynold S. Munsayac**
Assistant Secretary for Procurement
- **Atty. Rhoan L. Orebia**
Director IV – Procurement Management Service
- **Ma. Teresa S. Fulgar**
Chief Administrative Officer – Procurement Planning and Management Division
- **Cecilia G. Tiamson (OIC)**
Project Development Officer IV – Organization Effectiveness Division

Attachment:

- **Memorandum Circular No. 2023-1** "Guidelines on the Grant of the Performance -Based Bonus (PBB) for the Fiscal Year 2023 under EO No. 80 s. 2012 and EO No. 201, S. 2016"

