REGIONAL MEMORANDUM
No. 266, s. 2021

SUBMISSION OF PROCUREMENT REPORTS AS PREREQUISITE FOR THE 2020 PERFORMANCE-BASED BONUS (PBB)

To: All Schools Division Superintendents

1. This has reference to the attached Advisory 01-2021 from Dir. Rowena Candice M. Ruiz, Executive Director IV, Government Procurement Policy Board Technical Support Office dated March 25, 2021, re: Submission of Procurement Reports relative to 2020 Performance-Based Bonus (PBB).

2. In line with this, please submit the four enumerated procurement reports as prerequisite for the 2020 Performance-Based Bonus (criterion for the Compliance to Good Governance Conditions on Transparency Seal) on or before March 31, 2021 at the e-mail addresses given. Our report submission will spell out the eligibility of DepEd as an agency for the said bonus.

3. For information, guidance and strict compliance.

For the Regional Director:

RONALD B. CASTILLO
Schools Division Superintendent
Officer-In-Charge, Office of the Assistant Regional director

Encl.: Advisory 01-2021
Reference: Advisory 01-2021
To be indicated in the Perpetual Index
Under the following subjects:

BENEFITS \ BIDS AND AWARDS \ DATA
LISTS \ PERFORMANCE \ REPORTS

AD/hfa/RM_Submission of Procurement Reports as Prerequisite for the 2020 Performance-Based Bonus (PBB)
March 29, 2021

DepEd Region 1: Built on character; empowered by competence.
FOR: ALL PROCURING ENTITIES
SUBJECT: SUBMISSION OF PROCUREMENT REPORTS
DATE: 25 March 2021

Pursuant to Government Procurement Policy Board (GPPB) Resolution No. 11-2020\(^1\) and GPPB Circular No. 02-2020\(^2\), this advisory is being issued to remind all Procuring Entities (PEs) on their compliance with the submission of procurement reports.

1.0 What to submit?

All PEs shall submit to the GPPB the following procurement reports to the respective electronic mail addresses provided:

<table>
<thead>
<tr>
<th>Report</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 Annual Procurement Plan (APP)</td>
<td><a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a></td>
</tr>
<tr>
<td>(Changes within 2nd Semester)</td>
<td></td>
</tr>
<tr>
<td>FY 2021 APP</td>
<td><a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a></td>
</tr>
<tr>
<td>FY 2020 Procurement Monitoring Report for 2nd Semester</td>
<td><a href="mailto:pmr@gppb.gov.ph">pmr@gppb.gov.ph</a></td>
</tr>
<tr>
<td>FY 2020 Agency Procurement Compliance and Performance Indicator (APCPI) results</td>
<td><a href="mailto:apcpi@gppb.gov.ph">apcpi@gppb.gov.ph</a></td>
</tr>
</tbody>
</table>

2.0 When should these reports be submitted?

The above stated procurement reports shall be submitted on or before 31 March 2021.\(^3\)

3.0 In what form should the reports be submitted in order to be considered as compliant?

All PEs are reminded to comply with the Specific Guidelines\(^4\) for the submission and preparation of the subject procurement reports, which include the following, among others:

a. APPs, PMRs and APCPI results must be prepared using the prescribed format\(^5\) and submitted in both Microsoft Excel and Portable Document Format (PDF) files;

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\(^1\) GPPB Resolution 11-2020 issued on 20 May 2020, may be viewed thru this link: https://www.gppb.gov.ph/issuances/Resolutions/GPPB%20Resolution%20No.%2011-2020.pdf
\(^2\) GPPB Circular 02-2020 issued on 20 May 2020, can be viewed thru this link: https://www.gppb.gov.ph/issuances/Circulars/GPPB%20Circular%2002-2020.pdf
\(^3\) Section 3.2 of GPPB Circular 02-2020
\(^4\) Section 4.0 of GPPB Circular 02-2020
\(^5\) APP prescribed format by GPPB may be downloaded thru this link: https://www.gppb.gov.ph/downloads/forms/APP%20Format%20(2020-1289).xlsx
PMR prescribed format by GPPB can be downloaded thru this link: https://www.gppb.gov.ph/downloads/forms/PMR%20Format%20(2020-01).xlsx
APCPI prescribed format can be downloaded thru this link: https://www.gppb.gov.ph/downloads/forms/APCPI%20Format%20(2020-01).xlsx
b. APPs, PMRs and APCPI results must be duly approved and signed by the Head of the Procuring Entity or his/her duly designated second ranking official;

c. Submission of APPs and PMRs must include the Posting Certification\(^6\) duly signed by the Head of the BAC Secretariat; and

d. APPs submitted shall be in accordance to the approved General Appropriation Act (GAA), corporate budget or appropriate ordinances. Submissions prior to the approval of GAA, corporate budget or appropriation ordinances are considered only as Indicative APP and not the final and approved APP required to be submitted to the GPPB pursuant to Section 7 of Republic Act 9184 and its 2016 revised Implementing Rules and Regulations.

4.0 How does one know if the PE’s submission has been successful?

To be considered as having submitted the procurement reports, the PE should receive an auto-generated acknowledgment receipt from the GPPB - Technical Support Office (TSO) upon its submission through electronic mail. If no acknowledgment receipt was received within one (1) hour after the submission, the PE should contact the GPPB-TSO through Performance Monitoring Division at (02) 7900-6741 to 44 local 102, to validate its submission and request for an acknowledgement receipt. Note that, this acknowledgment receipt is the only acceptable proof of submission for purposes of compliance.

Moreover, due to the large volume of electronic mails we receive during or near the date of the deadline/s, PEs are highly encouraged to submit in advance and avoid last minute submission to ensure the timely receipt of the auto-generated acknowledgment receipt. The large volume of electronic mails can result in the delayed transmission of electronic mails from network to servers which may result in the delayed receipt or non-receipt of the auto-generated acknowledgment receipt.

5.0 What to do in case you need further clarifications?

You may contact the GPPB-TSO at telephone no. (02) 7-900-6741 to 44, Monday to Friday, 7:00am – 4:00pm or email us at monitoring@gppb.gov.ph.

6.0 For the information and compliance of all concerned.

Date:
2021.03.25
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ROWENA CANDICE M. RUIZ
Executive Director V

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APCPI Results must include the accomplished Self-Assessment Form, Consolidated Procurement Monitoring Report, APCPI Questionnaire and Action Plan in the submission.

\(^6\) Appendix “1” of GPPB Circular 02-2020