



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
DepED, Division of Zambo. Norte  
No: \_\_\_\_\_  
Date: FEB 15 2024 By: \_\_\_\_\_  
**RELEASED**

Office of the Schools Division Superintendent

February 14, 2024

Division Memorandum  
No. 101, s. 2024

**DEPLOYMENT AND UTILIZATION OF INTEGRATED PROCUREMENT SYSTEM (IPS)**

TO: Chiefs, CID and SGOD  
Education Program Supervisors  
Senior Education Program Specialists  
Section/Unit Heads  
All Others Concerned

1. Relative to the DepEd MATATAG Agenda and in consonance with the Division Reform Agenda, this office announces the deployment and utilization of the **Integrated Procurement System (IPS)** aimed at improving efficiency, transparency and accountability in the division procurement activities, ensuring compliance with the legal and statutory requirements and ultimately contributing in putting premium on value for money in the use of public funds.
2. The IPS, before it was deemed ready for deployment and utilization, was pilot tested by the Division Bid and Awards Committee (BAC) Secretariat and thereafter, went through necessary debugging and enhancements.
3. In view of the foregoing, an orientation will be conducted on **February 26, 2024, at 9:00 a.m., at the 4<sup>th</sup> Floor, New SDO Building.**
4. Please see attachment for IPS Policy Framework.
5. Widest dissemination and strict compliance of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

Reference/s: as stated  
Enclosure/s:  
Annex A List of Participants  
Annex B POLICY AND FRAMEWORK OF INTEGRATED PROCUREMENT SYSTEM (IPS)

To be indicated in the Perpetual Index  
under the following subjects:

Integrated Procurement System

BAC/EKBSLJEECJPJOB/DM-007-2024/IPS Deployment/02142024







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Attachment to DM 2024 DEPLOYMENT AND UTILIZATION OF INTEGRATED PROCUREMENT SYSTEM (IPIS)

Annex A. List of Participants

No.	Name	Position
1	Roy C. Tuballa EMD, JD, CESO V	Schools Division Superintendent
2	Sheena Marie L. Suelto	AO II
3	Raymond M. Salvador	ASDS
4	Tedee S. Tabilon	ADA VI
5	Helen E. Tangon	AO V
6	Glicerio Jr. A. Tan	ADAS III
7	Arvie M. Ompoy	Accountant III
8	Bryan Jeffrey A. Prejoles	AO II
9	Casemera V. Lunjas	AO V
10	Christian James S. Paco	ADAS III
11	Elena A. Nieves	AO IV
12	Jolibee C. Inclan	ADAS II
13	Julius O. Belagantol	ITO I
14	Lougen Magbanua	Computer Programmer (SG 11)
15	Atty. Rey P. Janolino	Atty. III
16	Christine Joyce S. Paco	Legal Asst. I
17	Marylynne B. Bayron	AO IV
18	Shelamae E. Dayapdapan	AO II
19	Jemima D. Garay	AO II
20	Arnel C. Masion	AO IV
21	Rey Jayson A. Bagalanon	ADA III
22	Jun Leonard U. Romarate	AO IV
23	Edwin O. Curam	AO II
24	Mickrel N. Duller	EPS
25	Grace T. Dela Cruz	EPS
26	Fe G. Jebone	EPS
27	Leynie Boy G. Bellino	EPS
28	Jalderita A. Dublico	EPS
29	Evelyn C. Labad	EPS
30	Arcelita B. Zamoras	EPS
31	Arthuro J. Lamdag	EPS
32	Janet N. Recamara	EPS
33	Ma. Kristine A. Zamoras	ADA III
34	Marvin Barrientos	PDO II
35	Mea Jill Albon	ADA VI of CID Chief
36	Joy L Singson	SGOD Chief





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37	Ervie A. Acaylar	EPS
38	Cheryl V. Ocupe	Med Off. III
39	Dave A. Patigayon	Engr III
40	Leonido A. Pampilo	SEPS
41	Jessie E. Elacan	SEPS
42	Wilson H. Inding	SEPS
43	Robert I. Poculan III	SEPS
44	Giparel B. Elumba	PO III
45	Glinda C. Oca	Dent II
46	Joy Marie O. Labog	Dent II
47	Jed A. Nieves	EPS II
48	Nicolette Ria E. Tangon	EPS II
49	Maria Gina M. Chiong	Nurse II
50	Josephine U. Dano	Nurse II
51	Jessica L. Caburatan	Nurse II
52	Horlita D. Balais	Nurse II
53	Vicente Ramon C. Suarez	Nurse II
54	Eunice D. Janolino	PDO II
55	Ethyl Kimberly S. Labadan	PDO I
56	Joseph L. Pantoja	PDO I
57	Laisa Madel M. Cinches	PDO I
58	Mary Jerica L. Ocupe	ADA VI
59	Noriza Jean L. Daga	ADAS II
60	Mary Grace B. Pajaren	ADA VI





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Attachment to DM [161](#) 2024 DEPLOYMENT AND UTILIZATION OF INTEGRATED PROCUREMENT SYSTEM (IPS)

## **Annex B. POLICY AND FRAMEWORK OF INTEGRATED PROCUREMENT SYSTEM (IPS)**

### **I. RATIONALE:**

RA 9184, also known as the Government Procurement Reform Act, was enacted to promote transparency, efficiency, and accountability in government procurement processes. The law provides a legal framework that governs the acquisition of goods, services, and infrastructure projects by government entities.

In this connection, an **“Integrated Procurement System”** is proposed to improve efficiency, transparency, and accountability in procurement processes, ensures compliance with legal requirements, streamlines operations, and enhances value for money in the use of public funds, ultimately contributing to the overall development and progress of the Division Office of Zamboanga del Norte.

### **II. OBJECTIVES:**

This program aims to:

1. **Enhanced Transparency and Accountability:** By integrating procurement activities into a centralized system, it becomes easier to track and monitor the entire procurement lifecycle, ensuring compliance with the principles of fairness, competitiveness, and integrity outlined in RA 9184.
2. **Improved Efficiency and Cost Savings:** It eliminates duplication of efforts and facilitates faster procurement cycles, resulting in reduced administrative burden and optimized resource allocation.
3. **Comprehensive Documentation and Auditing:** It allows for the standardized capture and storage of procurement-related information, making it easier to generate reports, conduct audits, and ensure compliance with legal and regulatory requirements.
4. **Increased Integrity and Anti-Corruption Measures:** It promotes fair and transparent processes, reduces opportunities for corruption and favoritism, and enables better monitoring of procurement transactions, thereby aligning with the principles outlined in RA 9184.
5. **Harmonization of Best Practices:** By facilitating interoperability and compatibility with procurement strategies, promoting collaboration and knowledge sharing among program owners involved in procurement.

### **III. SCOPE OF POLICY**

This policy shall apply to the Division Office of Zamboanga del Norte with its personnel and program owners as the end-users as well as the Bids and Awards Committee members and secretariat duly supervised by the Executive Management Committee.

### **IV. POLICY STATEMENT**

The procurement system/process of every government organization is crucial to successfully deliver the quality service to its clientele. It is the policy of this division to enhanced and fast track procurement process without comprising the statutory and regulatory requirement set by the overseeing government agencies by practicing transparency





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and accountability, comprehensive documentation and auditing and due diligence in fulfilling the responsibilities of each key personnel.

**V. INTEGRATED PROCUREMENT SYSTEM (IPS)**

Each government offices/organizations have been directed to properly utilize funds for the delivery of mandated services. One component to achieve this efficiency is to streamline the procurement process of an organization.

With the scope of the Schools Division of Zamboanga del Norte, which serves 759 schools and caters to around 200,000 learners, the need for fast, efficient, and accurate procurement of materials and services becomes crucial. It is imperative to ensure that the procurement process is streamlined and optimized to effectively deliver the mandated services of this Division. By implementing an integrated procurement system in accordance with RA 9184, the Division can enhance its capacity to meet the diverse needed services of its schools and learners promptly and effectively. This will result in improved resource allocation, timely acquisition of materials, and the provision of essential support services for the delivery of quality basic education.

**1. ROLES AND RESPONSIBILITIES**

- a. **End-user** shall be all Division Personnel that utilizes goods and services, or infrastructure being procured. The end-user shall provide the basic procurement requirements through creation of Purchase Request indicating the technical specifications of the request.
- b. **Bids and Awards Committee** shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the RA 9184, and shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB and shall have the following roles and responsibilities:
  - i. advertise and/or post the invitation to bid/request for expressions of interest;
  - ii. conduct pre-procurement and pre-bid conferences;
  - iii. determine the eligibility of prospective bidders;
  - iv. receive and open bids;
  - v. conduct the evaluation of bids;
  - vi. undertake post-qualification proceedings;
  - vii. resolve requests for reconsideration;
  - viii. recommend award of contracts to the Head of the Procuring Entity (HoPE) or his duly authorized representative;
  - ix. recommend the imposition of sanctions in accordance with Rule XXIII;
  - x. recommend to the HoPE the use of Alternative
  - xi. Methods of Procurement as provided in Rule XVI hereof;
  - xii. conduct any of the Alternative Methods of Procurement;
  - xiii. conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and m) perform such other related functions as may be necessary, including





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the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts..

**c. BAC Technical Working Group**

- i. Review of the Technical Specifications, Scope of Work, and Terms of The 2016 Revised Implementing Rules and Regulations – Annex “A” 31 Reference;
- ii. Review of Bidding Documents;
- iii. Shortlisting of Consultants;
- iv. Eligibility Screening;
- v. Evaluation of Bids;
- vi. Post-Qualification; and
- vii. Resolution of Request for Reconsideration.

**d. BAC Secretariat** shall be the main support unit of the BAC with the following functions:

- i. Provide administrative support to the BAC and the TWG;
- ii. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- iii. Prepare minutes of meetings and resolutions of the BAC;
- iv. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- v. Manage the sale and distribution of Bidding Documents to interested bidders;
- vi. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- vii. Assist in managing the procurement processes;
- viii. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- ix. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
- x. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

**e. Head of Procuring Entity (HoPE)** shall be the highest ranking official or authority within the procuring entity with the following responsibilities:

- i. Approves the procurement plan.
- ii. Appoints members of the Bids and Awards Committee (BAC).
- iii. Reviews and approves the BAC's recommendations for contract awards.
- iv. Ensures compliance with the provisions of RA 9184 and its implementing rules and regulations.
- v. Establishes an internal audit unit to monitor procurement activities.





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**2. PROCESSES**

- **Procurement Planning:** Development of a detailed plan that outlines the procurement process, including the preparation of procurement documents and identification of the appropriate procurement method.
- **Enhanced Procurement Process:** This involves the preparation and issuance of bid documents, pre-bid conferences, bid submissions, bid opening, evaluation of bids, and awarding of contracts to the winning bidder.
- **Documentation and Reporting:** Maintenance of detailed records of the procurement process, including bid documents, evaluation reports, and contracts including Procurement Monitoring Report as requested by overseeing agencies.

**3. MONITORING AND EVALUATION, TECHNICAL ASSISTANCE, CAPACITY BUILDING, AND FEEDBACK MECHANISM**

- a. Monitoring and Evaluation (M&E).** The Division shall employ Stringent regular internal audits, generation of performance reports, and benchmarking against regulatory standards and provides a comprehensive overview of the system's performance. The *Internal Quality Auditors* shall analyze data and submit reports to the Head of Procuring Entity (HoPE).
- b. Technical Assistance.** By establishing regular training sessions and workshops, and engaging experts for consultancy services, when necessary, the Division shall ensure that procurement staff receives specialized support contributing to the system's adaptability and resilience.
- c. Capacity Building.** The Division office shall provide comprehensive training programs, knowledge-sharing platforms, and certification programs to the Bids and Awards Committee and Secretariat promoting continuous learning and development.
- d. Feedback Mechanism.** A feedback mechanism shall be introduced to collect valuable insights from end-users, EXECOM and suppliers providing a channel to contribute their perspectives. The BAC Secretariat shall manages the collection of feedback, while the Bids and Awards Committee shall reviews and addresses the feedback. The HoPE shall ensure that feedback is systematically considered for continuous process improvement of the integrated procurement system.

**VI. MILESTONE**

This programs aims to achieve the following milestones :

YEAR 1	YEAR 2 and ONWARDS
<ul style="list-style-type: none"> <li>• Launching of the program</li> <li>• Establishment of committees</li> <li>• Conduct a baseline internal audit to identify areas for immediate improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement major enhancements based on feedback and PIR</li> <li>• Upskill/Reskill end-users and Procurement Staff</li> </ul>







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<ul style="list-style-type: none"> <li>• Development of Key Performance Indicators</li> <li>• Continuous system maintenance and enhancement</li> <li>• Conduct a comprehensive training needs for procurement staff and end-users</li> <li>• Refinement of mechanism</li> <li>• Conduct of Program Implementation Review</li> <li>• Plan for Major Technological Enhancement</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct specialized training workshops based on identified needs</li> <li>• Continuously refine mechanism</li> <li>• Plan for further improvements and expansions in the upcoming year.</li> <li>• Yearly conduct of PIR</li> </ul>
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**VII. TIMELINE/SCHEDULES**

<b>Activity</b>	<b>Frequency</b>	<b>Persons/Office Responsible</b>
System Operations and Maintenance Feedbacking	Every Week	End-users, BAC Secretariat, ICT
Submission of Updates on the performance status of procurement timeliness and processes	Monthly	BAC Secretariat
Report Generation: Procurement Monitoring Report	Quarterly	BAC Secretariat
Other Reports as needed	As needed	BAC Secretariat
Program Implementation Audit	Semi-annual	Internal Quality Auditors
Policy recommendation	Annually	Internal Quality Auditors with Bids and Awards Committee

**VIII. IMPLEMENTATION**

This issuance shall take effect immediately after its approval and publication.





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**ANNEX 1. INTEGRATED PROCUREMENT SYSTEM (IPS) FRAMEWORK**

