

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



DIVISION MEMORANDUM
No. 092, s. 2014

ADOPTING THE AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI) AS STANDARD PROCUREMENT MONITORING AND ASSESMENT TOOL FOR ALL PROCUREMENT PROJECTS

To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is DepEd Order No. 6, series 2014, entitled, "Adopting the Agency Procurement Compliance and Performance Indicators (APCI) as Standard Procurement Monitoring and Assessment Tool for all Procurement Projects", for information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is directed.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

ADM/rng14

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Republic of the Philippines
Department of Education

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DepEd O R D E R
No. **6**, s. 2014

ADOPTING THE AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI) AS STANDARD PROCUREMENT MONITORING AND ASSESSMENT TOOL FOR ALL PROCUREMENT PROJECTS

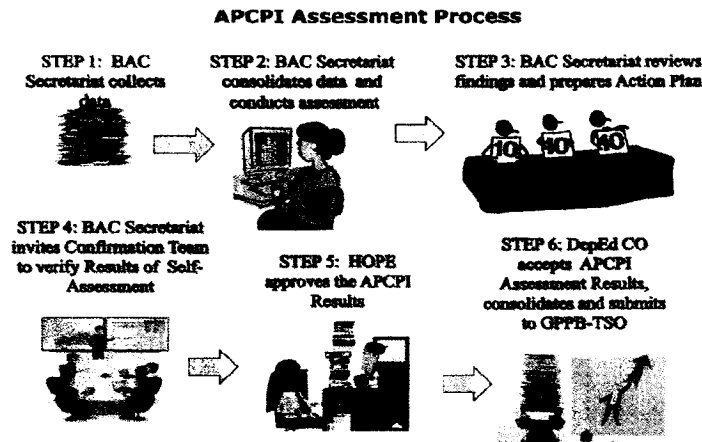
To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to Resolution No. 10 dated June 1, 2012, the Government Procurement Policy Board (GPPB) approved the adoption of the **Agency Procurement Compliance and Performance Indicators (APCPI) as Standard Procurement Monitoring and Assessment Tool** to be used by all procuring entities of the government. All procuring entities are mandated to conduct a yearly APCPI self-assessment and to submit the results of the assessment, using the prescribed format, to the GPPB Technical Support Office (TSO).

2. The APCPI aims to:

- a. provide a standard procurement performance monitoring and evaluation tool for use by all procuring entities on a regular basis;
- b. identify strengths and weaknesses in the agency's procurement systems and to develop an Action Plan for Procurement Improvement to address the areas of risks and weaknesses;
- c. utilize the information submitted by the agencies as part of the procurement database which will be linked to other government related databases to analyze national procurement performance for more effective policy and decision making; and
- d. assist in strengthening the GPPB-TSO capability in monitoring national compliance to procurement regulations and in implementing the agency level Action Plans.

3. The APCPI Assessment Process is summarized below:



4. The following prescribed data-gathering instruments shall be used in the conduct of APCPI assessment:

- a. **Annual Procurement Plan (APP).** This is the regular form of consolidated Project Procurement Management Plans (PPMPs) by the BAC and approved by the Head of the Procuring Entity (HOPE). The APPs to be reviewed shall include the original as well as the supplemental amendments made during the year;
- b. **Procurement Monitoring Report (PMR).** Under Section 12.2 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the BAC prepares a procurement monitoring report in the form prescribed by the GPPB, which shall cover all procurement activities specified in the APP, whether on-going and completed, from the holding of the pre-procurement conference to the issuance of notice of award and approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the head of the procuring entity to the GPPB in printed and electronic format within 14 calendar days after the end of each semester;
- c. **Consolidated Procurement Monitoring Report (CPMR).** This form provides a profile of agency procurement for one calendar/fiscal year that includes such information as breakdown of APP according to types and methods of procurement, number of procurement activities, number and value of contracts including contracts awarded to only one bidder, number of failed biddings, number of posting in Philippine Government Electronic Procurement System (PhilGEPS) website for Invitation to Bid (IB) and contracts awarded, number of bidders who acquired submitted bids, and number of bidders who passed bid evaluation; average number of days from advertisement/posting of IB/Request for Expression of Interest (REI) to Notice to Proceed (NTP), average number of days for approval of Resolution/issuance of Notice of Award (NOA), average number of days to resolve Request for Reconsideration/Protests, and number of contracts awarded below or exceeding prescribed timeframes. These shall be submitted together with the APCPI Assessment Form (Annex "A" of the User's Guide);

- d. **PhilGEPS Data.** These include such information as the number of bid opportunities, contract award and procurements using alternative methods notices posted at the PhilGEPS. The agency shall use information based on its own records and data posted at PhilGEPS;
- e. **Procurement Related Documents.** These refer to, but not limited to, Office Orders creating the BAC and BAC Secretariat, procurement contracts, Bidding Documents, submitted Bids, Abstract of Bids, Supplemental Bid Bulletins, Minutes of Meetings, Request/s for Reconsideration, Protest and Resolutions, Observer's Report, and Commission on Audit (COA) Reports/Agency Action on Prior Years' Audit Recommendations (APYARs); and
- f. **Contract Management Records.** These refer to, but not limited to, payment schedules, purchase requests, purchase orders, delivery receipts, receiving reports, and invoices, among others.

5. The results of the DepEd Regional and Division Offices 2013 APCPI Self-Assessment shall be submitted to the **Procurement Service, DepEd Central Office**, DepEd Complex, Meralco Avenue, Pasig City not later than **March 14, 2014**. This Department shall submit the consolidated 2013 APCPI Self-Assessment Report to GPPB-TSO on or before **March 31, 2014**.

6. The APCPI Self-Assessment Results of the schools division, and regional offices for subsequent years shall be submitted within 60 days after the end of each calendar year.

7. For transparency purposes, the approved annual APCPI Self-Assessment Report shall be posted in the website of the agency: open.data.gov. A copy of GPPB Resolution No. 10, s. 2012, which contains the APCPI User's Guide and prescribed forms may also be downloaded at the website: www.gppb.gov.ph.

8. For more information, all concerned may contact the **Procurement Service, DepEd Central Office**, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 636-6542/43; (02) 635-3762.

9. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference: None
To be indicated in the Perpetual Index
under the following subjects:

PROCUREMENT
PROJECTS
REPORTS