



Republic of the Philippines
Department of Environment and Natural Resources
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OCT 05 2020

MEMORANDUM

FOR : All Offices Concerned

FROM : Undersecretary for Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **ADOPTION OF A STANDARD PROCEDURE FOR PURCHASE REQUEST (PR) AND PURCHASE ORDER (PO)/CONTRACT PROCESSING & APPROVAL**

Consistent with the implementation of Quality Management System and Ease of Doing Business, a standard procedure for PR and PO/Contract Processing and Approval is hereby adopted.

Henceforth, all offices concerned are hereby directed to process PRs, POs, and Contracts in accordance with the provided flow charts, attached as Annex 1 & 2.

For information and guidance.


ATTY. ERNESTO D. ADOBO, JR., CESO I

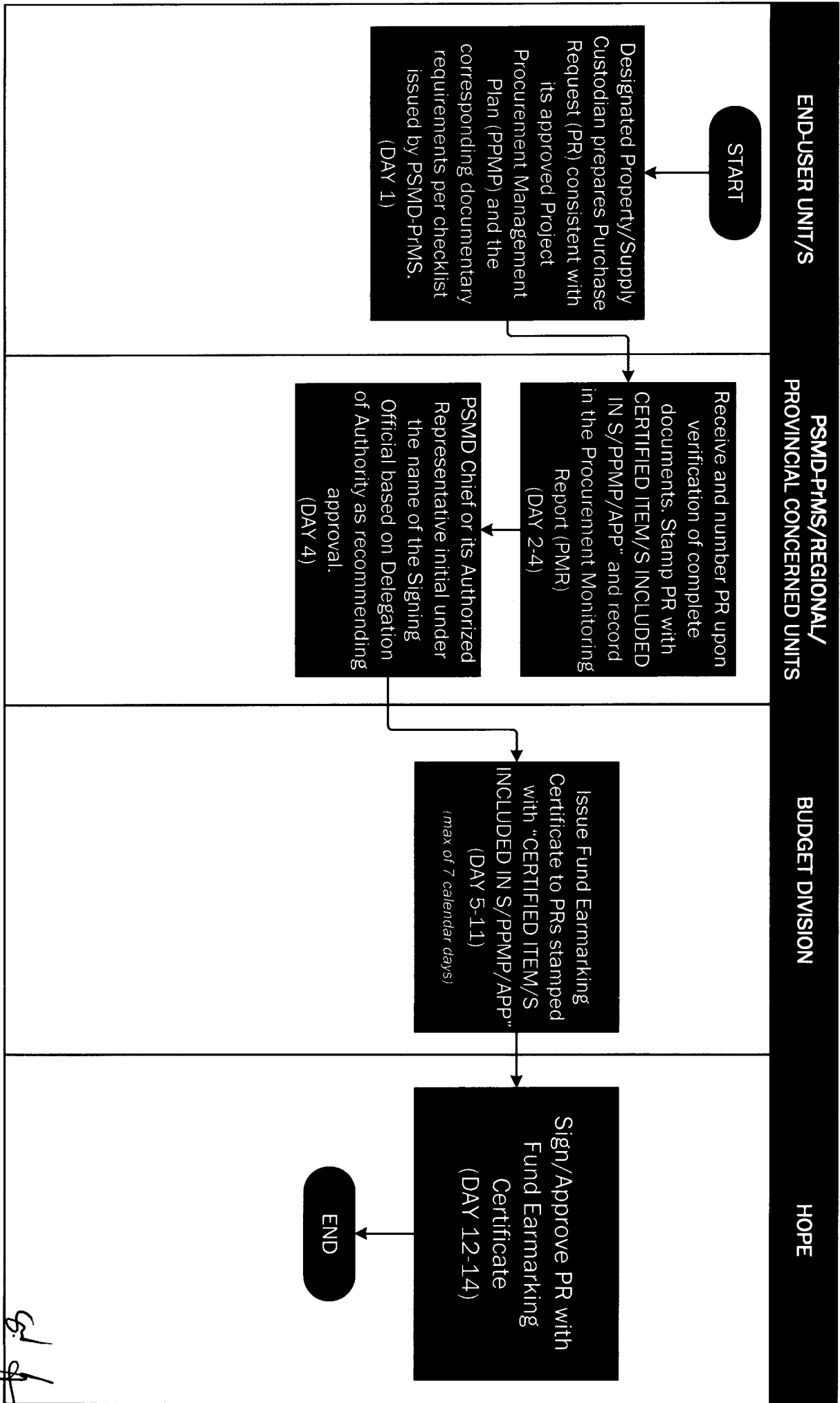


MEMO NO. 2020 - 486

DENR-CENTRAL OFFICE

Property and Supply Management Division-Procurement Management Section (PSMD-PrMS)

PROCESS FLOW FOR PR PROCESSING AND APPROVAL

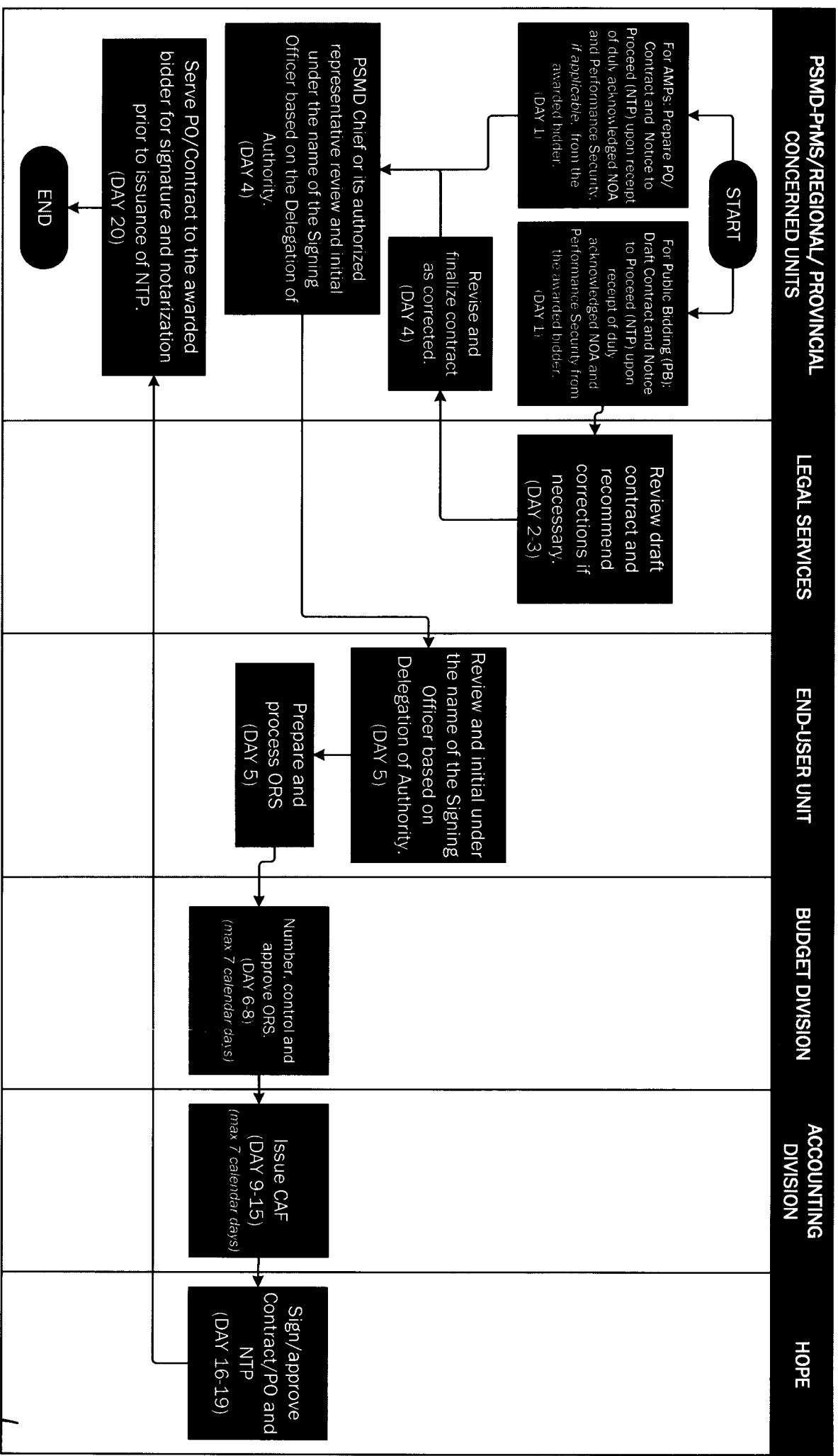


5/1/14

DENR-CENTRAL OFFICE

Property and Supply Management Division-Procurement Management Section (PSMD-PrMS)

PROCESS FLOW FOR PURCHASE ORDER(PO)/CONTRACT PROCESSING & APPROVAL



Signature

CONFERENCE AGREEMENT ON VARIOUS ISSUES AND CONCERNS RELATIVE TO THE PROCUREMENT PROCESS

VISTA TALA RESORT AND RECREATIONAL PARK, ORANI, BATAAN


20 February 2020


Issues/Concerns	Proposed Action/s	Comments	Agreement
Numbering of PR	-	-	PRMS to evaluate the PR vs PPM prior to numbering.
Coverage of Petty Cash Advance	-	-	Management Division will discuss with the concerned offices the drafted guidelines.
Reimbursement	-	-	Management Division to draft policy to cover Reimbursement in coordination with Legal Services and PSMD by end of February 2020.
Procurement projects not indicated/specified in the PPM but with certification of Earmarking/Allocation of Funds issued by the Budget Division	Budget Division to issue Certificate of Earmarking of Funds consistent with the S/PPMP of the end-user unit prior the approval of PR by the authorized signing official	Process Flow Chart routing for approval and shall be presented by the PRMS during the BAC Year End Assessment for deliberation.	<ul style="list-style-type: none"> • PRMS to forward numbered PR with initials of the Chief, PSMD with complete documents per checklist prior to issuance of Earmarking/Allocation of Funds Certification before approval of the authorized signing official. • Budget Division to issue Earmarking/Allocation of Funds Certification maximum of seven (7) calendar days. • After issuance of Certification, Budget Division to forward the complete set of documents to the authorized signing official based on the Manual of Authority.
Catering Services below PHP50,000.00 uncontrolled/unmonitored by the BAC	Well defined guidelines covering the catering services below PHP50,000.00	Standard Procedure to be presented by the PRMS during the BAC Year End Assessment, subject for deliberation.	Check with the Management Division the authorized signatory relative to issuance of policies.
Accounting Division Requiring Certified Copies of Documents required for progress payment	Project Management Section (PRMS) shall ensure that all submitted documents to the Accounting Division for the FIRST PAYMENT are Certified Copies. No need to resubmit for the next progress payments.	-	Attached in the progress billing the receiving copy of COA.
Accounting Division Requiring original copy of NOA and NTP for processing of payment.	Submission of Certified True Copies will suffice.	All original copies must be issued to the winning bidder.	CTC is acceptable.

Issues/Concerns	Proposed Action/s	Comments	Agreement
Accounting Division Requiring PPMMP prior to issuance of CAF	Budget Division to indicate stamp "CERTIFIED ITEMS INCLUDED IN THE S/PPMP"	This is to minimize paper usage in support with the EMS Program.	CTC of approved S/PPMP shall be submitted to Accounting Division as a requirement in the issuance of CAF pursuant to COA rules and regulations.
Processing of Procurement Projects based on the adoption of Cash Budgeting System (CBS)	<ul style="list-style-type: none"> All requirements intended for the 4th quarter of CY 2020 must be submitted to the BAC for processing on the start of 3rd quarter. Early Procurement Activity will start upon approval of NEP and submission to the Congress (usually July). 		PSMD-PRMS to draft Memo re timely submission of PRs to the BAC for processing.
Late submission of PPMMP for CSE by the End-user Unit	End-user to prepare and process PR and APR based on its approved PPMMP to be submitted to PRMS for purchasing at PS-DBM		No PPMMP-CSE No Supply.
Issuance of Justification in lieu of PhilGEPS Posting as requirement for processing of payment.			Training Related: HRDS to draft policy and guidelines.
Clarify transactions which are qualified for "Check and Carry" basis of payment.	Prepare policy on transactions which are classified as "Check and Carry" since this is against COA rules and regulations.	Supporting documents must be submitted to the Accounting Division for compliance.	GSD to coordinate with the Accounting Division on the processing/submission of the documentary requirements. Management Division to prepare Standard Operating Procedure (SOP) for Check and Carry Transactions specific for vehicles.
Quotations that were submitted by suppliers before or beyond date of submission of quotation per RFQ & no reposting of RFQ was attached to the voucher for payment.			PRMS to ensure all dates in each transaction are in order.
Late submission of CY 2021 PPMMPs to be consolidated into an APP as a basis of the Department's FY 2021 budget proposal.			PRMS to draft memo requesting/directing the end-user units to submit approved PPMMP within the set deadline in coordination with the Budget Division by first week of March 2020.

Issues/Concerns	Proposed Action/s	Comments	Agreement
Basis of the Budget Division on the issuance of ORS related to procurement projects.		NOA or Contract/PO?	<ul style="list-style-type: none"> • PRMS to forward copy of the <u>duly conformed NOA</u> to the end-user units as basis for preparation and processing of ORS and shall also be the basis of the Budget Division in the approval of ORS. • Budget Division to issue Farmarking of Fund Certification. • End-user units to ensure the signing of MOA of parties involved before issuance of ORS by the Budget Division.
Basis of the Budget Division on the issuance of ORS related to MOA			

This agreement shall take effect starting 1 March 2020.


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 Chief, Accounting Division


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 Assistant Secretary for Field Operations-Visayas &
 Chairperson, Bids and Awards Committee