



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City  
Tel. No.: (02) 8249-3367 | (02) 8248-3367

**MEMORANDUM**

**FOR/TO : ALL CONCERNED OFFICES/COMMITTEES**

**FROM : THE DIRECTOR FOR ADMINISTRATIVE SERVICE**

**SUBJECT : PROCEDURE FOR THE ONLINE NUMBERING OF PURCHASE REQUESTS FOR PROCUREMENT PROJECTS**

In support with the continuous efforts of the Department in lessening the spread of Covid-19 infection through adoption of contactless transactions, all concerned offices/committees are hereby directed to submit their Purchase Request (PR) for numbering through an online platform.

Detailed procedure is attached herewith as Annex "A" for your reference and guidance.

Further, please be reminded of the following cut-off dates for PR Numbering per Memorandum No. 2021-301 dated 21 April 2021:

<b>Funding Source</b>	<b>Particulars</b>	<b>Deadline for Submission</b>	<b>Cut-off Date of PR Numbering</b>
Continuing GAA 2020 & GAA 2021	Procurement Projects amounting to above PhP1M	30 June 2021	<b>15 June 2021</b>
	Procurement Projects amounting to PhP1M and below	30 September 2021	<b>15 September 2021</b>
	Vehicle Repair amounting to PhP50K & below	30 November 2021	<b>15 November 2021</b>
	Catering Services amounting to above PhP50K	30 November 2021	<b>15 November 2021</b>
	Catering Services amounting to PhP50K & below	15 December 2021	<b>1 December 2021</b>
NEP 2022	Eligible Procurement Projects to be undertaken thru Early Procurement Activity (EPA)	30 September 2021	<b>15 September 2021</b>

Please be guided accordingly.

  
**ROLANDO R. CASTRO**

# Purchase Request (PR) Numbering Online via E-Mail

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PR will be sent thru E-Mail at  
[pr.denrprms@gmail.com](mailto:pr.denrprms@gmail.com)



Completeness of document will be  
assessed by the assigned PrMS  
staff prior to PR numbering



Complete documents will be sent  
to PSMD Chief/OIC for initial



Document will be forwarded/sent to  
the Budget Division for earmarking

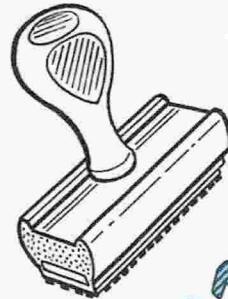


Documents will be sent to  
HoPE/Authorized Representative for  
**APPROVAL**

*Note: Transactions amounting to PhP50,000 and below, kindly use the BTMS PR Form.*

## Requirements for PR Numbering

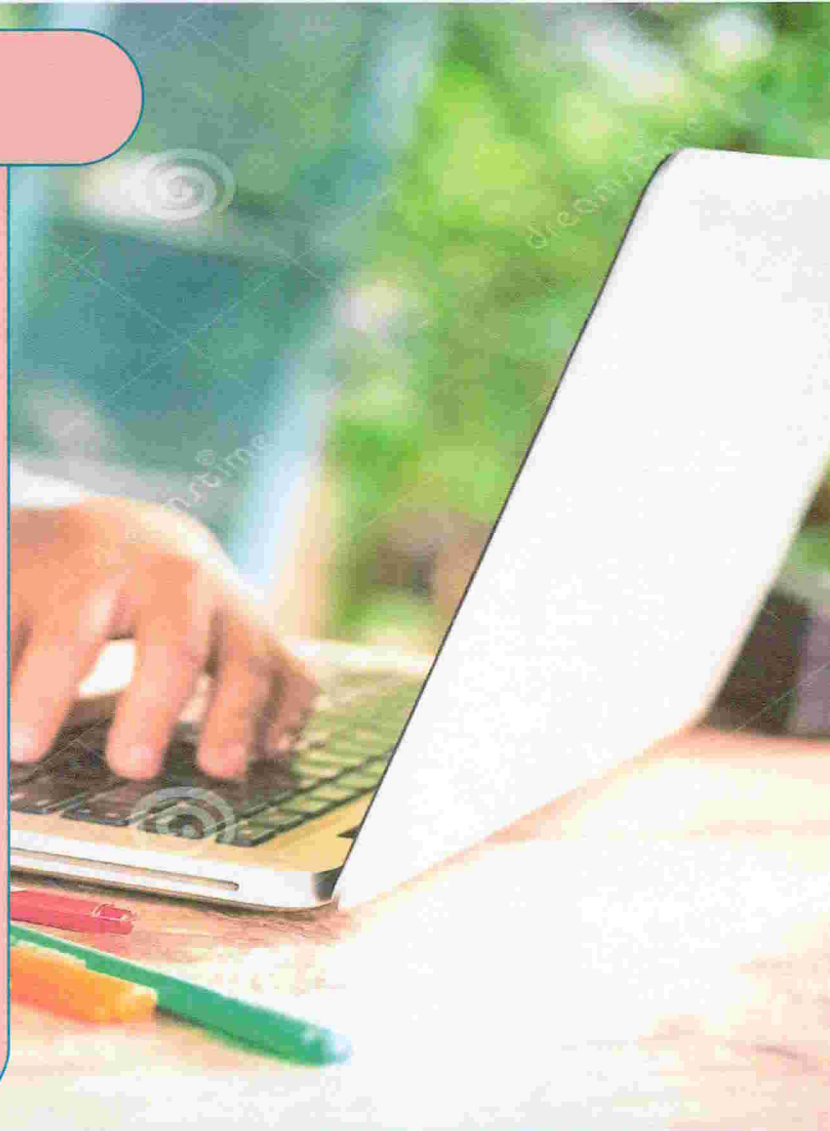
- ✓ Electronic Document Action and Tracking System (EDATS)
- ✓ PR (with date and signature of the end-user)
- ✓ DENR Environmental Aspect and Impact Registry (DEAIR)
- ✓ PPMP/SPPMP (with complete signature; funds allotted for the PR must be **HIGHLIGHTED**)
- ✓ Supporting Documents (refer to the Memorandum No. 2021-677)



2021-01-024

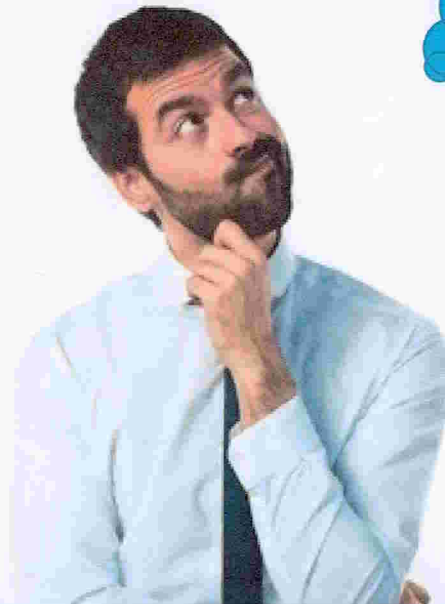


*Note: If the processor received an incomplete documents/attachments or documents which must be revised, these will be returned to the end-user for appropriate action.*

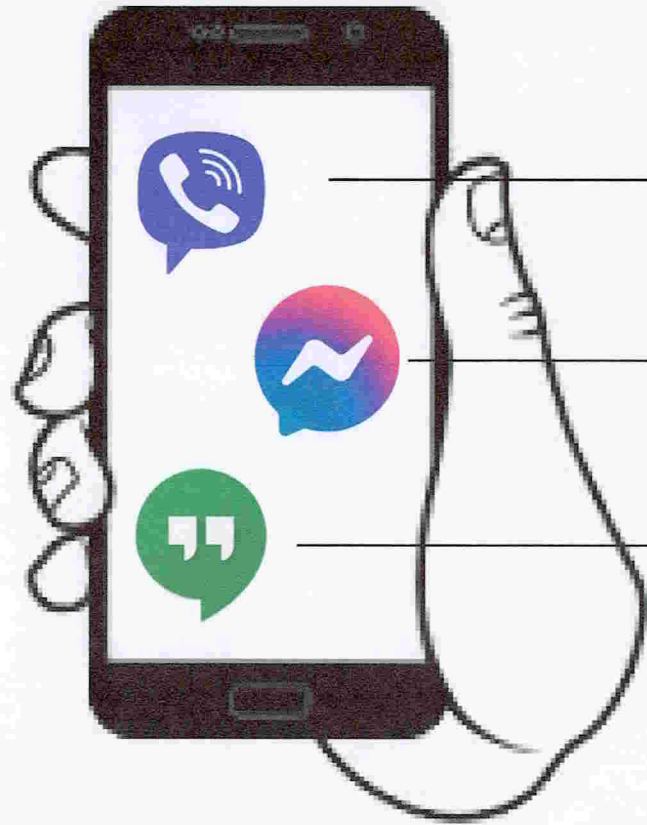
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- PR can be approved via Email Confirmation. This will serve as a proof and the screenshot will be attached as a supporting document.
  - Approved PR (PDF File) will be sent back to the end-user for processing.
  - In case the end-user wishes to revise an approved PR, the following must be sent to the PrMS E-mail for verification and appropriate action:
    - ✓ Approved PR for revision which will serve as a guide and this will be cancelled by the assigned PrMS personnel for recording purposes
    - ✓ Revised PR subject for re-numbering
    - ✓ EDATS
    - ✓ DEAIR
    - ✓ PPMP/SPPMP
    - ✓ Supporting documents

How can we follow-up the status  
of our document?

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YOU CAN REACH US THRU THE FOLLOWING:



**Viber** [\(0961-252-8655\)](tel:0961-252-8655)

**Messenger** [\(JAYCEE\)](#)



**Jaycee (Alex)**  
Happy Girls are the Prettiest

**Hangouts** [\(jcdingalla@denr.gov.ph\)](mailto:jcdingalla@denr.gov.ph)



**Thank You**

**and**

**Keep Safe!!!**

