



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

30 APR 2021

MEMORANDUM

FOR/TO : ALL CONCERNED OFFICES/COMMITTEES

**FROM : THE UNDERSECRETARY FOR LEGAL, ADMINISTRATION,
HUMAN RESOURCES AND LEGISLATIVE AFFAIRS**

**SUBJECT : SUBMISSION OF PROCUREMENT PROJECT MONITORING
REPORT**

Pursuant to Section 12.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Bids and Awards Committee (BAC) shall be responsible for ensuring that the Department abides by the standards set forth by the Act and its IRR, and it shall prepare a Procurement Monitoring Report (PMR) to be approved and submitted by the Head of the Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) within its specified timelines.

In order to promote ease of monitoring and to provide complete data in the PMR, from numbering of PR to processing of payment, all concerned offices/committees are hereby directed to submit its monthly **Procurement Project Monitoring Report (PPMR)** to the BAC through the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) every **5th day of the following month**.

PPMRs must be prepared using the prescribed format and submitted in both Microsoft Excel and Portable Document Format (PDF) files through electronic mail address denrcoprocedurement2020@gmail.com.

You may contact Ms. Jessa B. Montes through telephone number (02) 8926-2675 for further queries and clarifications.

For information and **STRICT COMPLIANCE**.

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

PROCUREMENT PROJECT MONITORING FOR CY 2021

OFFICE: Pasig River Coordinating and Management Office

As of : April 2021

NAME OF FOCAL PERSON: _____

TEL. or CEL NOs./ FB MSGR ACCT: _____

EMAIL ADDRESS: _____

DATS No.	PR No./ PR Date	Procurement Description	2021 PPMP or 2021 SPPMP	Validity of Earmarking Certificate	BAC Resolution No.	BAC Control No.	RFP NO./RFQ NO./BID REF. NO.	Ads/Posting Date of RFO/BFP	Date Signed by the End-user	Date Conformed by the Supplier	ORS DATE	Data Conformed by the Supplier		DATE				Source of Funds	Alloted Budget Specified in the PPMP	Contract (Php)			Issuing Supplier/ Contractor	Procurement Status/ Remarks	
									Abstract No.	Notice of Award No.		Purchase Order/ Contract	Notice to Proceed	Delivery Extension	Delivery/ Completion	Inspection & Acceptance	Disbursement Voucher forwarded to Acctg.			Total	MOOE (Items below 15k)	CO (Items above 15k)			

PREPARED BY: _____
End-user Representative/ Focal Person

NOTED BY: _____
Head of Office