



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

11 OCT 2021

MEMORANDUM

FOR/TO : ALL CONCERNED OFFICES/COMMITTEES

FROM : THE UNDERSECRETARY
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : REITERATION ON THE 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 Purchase Request (PR) to processing of payment and in compliance with Section 2.1 of the Commission on Audit (COA) Circular No. 2013-004 dated 30 January 2013 re: Information of Publicity on Programs/Projects/Activities of Government Agencies, wherein government agencies are required to provide a list of all on-going government projects/programs/activities (PPA) with its respective details, 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 25th day of the current month.**

PPMRs must be prepared using the attached prescribed format and submitted in both Microsoft Excel and signed Portable Document Format (PDF) files through electronic mail address/es as follows:

| Mode of Procurement | Email Address |
|------------------------------------|--|
| Competitive/Public Bidding | bac.co@denr.gov.ph |
| Alternative Methods of Procurement | ampbac.co@denr.gov.ph |

Further, under Section 4.0: Penalty Clause of the abovementioned COA Circular, failure of offices/committees to comply shall be subject to administrative disciplinary action provided under Section 127 of Presidential Decree No. 1445 without prejudice to the filing of a criminal action, if warranted by existing laws.

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 REPORT FOR CY 2021

OFFICE: _____
 As of: _____

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./RID REF. NO. | Adst/Posting Date of RFQ/RFIP | Date Signed by the End-user | Date Conformed by the Supplier | Date Conformed by the Supplier | ORS DATE | Date Conformed by the Supplier | | DATE | | | Project Status | | Source of Funds | Allocated Budget Specified in the PPMP | ABC (Php) (Amount in PR) | | | Contract (Php) | | | Winning Supplier/ Contractor | Procurement Status/ Remarks | | | | | | | |
|----------|-----------------|-------------------------|-------------------------|------------------------------------|--------------------|-----------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|--------------------------------|----------|--------------------------------|----------------------------------|--------------------|---|-------------------------|--|-----------------|-----------------|--|-----------------------------|-------|------------------------|----------------------|-------|------------------------|------------------------------|-----------------------------|----------------------|-------|--|--|--|--|--|
| | | | | | | | | | | | | | Purchase Order/ Contract | Notice to Proceed (Date Started) | Delivery Extension | Delivery/ Completion (Target Completion Date) | Inspection & Acceptance | Disbursement Voucher forwarded to Acctg. | % of Completion | | | Total Cost Incurred to Date | Total | MOOE (Items below 15%) | CO (Items above 15%) | Total | MOOE (Items below 15%) | | | CO (Items above 15%) | Total | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PREPARED BY: _____ NOTED BY: _____
 End-user Representative/ Focal Person Head of Office



Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

CIRCULAR

No. : 2013-004

Date: JAN 30 2013

TO : All Heads of Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government; Heads of Local Government Units (LGUs); Managing Heads of Government-Owned and Controlled Corporations (GOCCs); COA Assistant Commissioners, Directors, Supervising Auditors, Audit Team Leaders, and All Others Concerned

SUBJECT : Information and Publicity on Programs/Projects/Activities of Government Agencies

1.0 Rationale

- 1.1 Subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full disclosure of all transactions involving public interest (Section 28, Article II, 1987 Philippine Constitution) and recognizes the right of the people to information on matters of public concern (Section 7, Article III, 1987 Philippine Constitution).
- 1.2 It is also the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned (Section 2, Presidential Decree No. 1445).
- 1.3 The Commission on Audit has the exclusive authority to promulgate accounting and auditing rules and regulations, including those for the prevention and disallowance of irregular, unnecessary, excessive, extravagant, or unconscionable expenditures, or uses of government funds and properties (Section 2[2], Article IX-D, 1987 Philippine Constitution).

A handwritten signature in black ink, appearing to be "M. J. S.".

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A handwritten signature in black ink, appearing to be "J. S. S.".

A handwritten signature in black ink, appearing to be "M. J. S.".

2.0 General Guidelines

Consistent with the constitutional and legal mandate of the Commission on Audit to promote good governance through transparency and accountability; to encourage public participation therein; and to secure the right of the people to information on matters of public concern at the least possible cost on public funds or most economically effective means, the following guidelines are hereby restated with amendments and updated to cover all government projects/programs/activities:

- 2.1 At the beginning of the year, all government agencies shall provide their respective assigned Supervising Auditors (SAs) and Audit Team Leaders (ATLs) with a list of all on-going government projects/programs/activities ("PPA") and those that are to be implemented during the year. The list shall include the project name; implementing unit, office or division if it is not the agency as a whole; brief description of the PPA; contractor or supplier, if any; mode of procurement; funding source; cost or approved budget; project duration including start and completion dates; and location. Other information on the PPA may be requested by the SA or ATL anytime for audit purposes.
- 2.2 Notification to the public and other forms of announcement and/or publicity for or otherwise relating to the PPA shall be made at the least possible cost, taking into account that the nature of and purposes of such notification, announcement and/or publicity, is to inform the public of the essential features/elements of the PPA. Accordingly,
 - 2.2.1 All government agencies, or the implementing unit, office or division as the case may be, shall notify the public of their PPA through the posting of relevant information detailed in Item 2.1 above on signboards, blackboards, whiteboards, posters, tarpaulins, streamers, electronic boards or similar materials (collectively, "Signboards") not exceeding 3 feet by 2 feet, in conspicuous places within the agency premises, and in the venue where the PPA is located or carried out. This requirement applies to all government PPAs, regardless of amount or source of funds.
 - 2.2.2 If the PPAs are implemented through the assistance of foreign development agencies, the name and logo of such development agency/ies shall be prominently printed in the signboards and public notices.
 - 2.2.3 For infrastructure projects, a tarpaulin signboard must be suitably framed for outdoor display at the project location, and shall be posted as soon as the award has been made. The design and format of the tarpaulin, as shown in Annex "A," shall have the following specifications:

Tarpaulin, white, 8 ft x 8 ft
Resolution: 70 dpi
Font : Helvetica
Font Size: Main Information – 3"
Sub-Information -1"
Font Color: Black



- 2.2.4 For non-infrastructure PPAs, such as but not limited to medical and dental missions; distribution of relief goods and services; feeding programs; sports, athletic, and cultural/social events; employment and livelihood fairs and training; workshops and seminars; office anniversary celebrations, a tarpaulin signboard similar to Item 2.2.3 above may be displayed at the project site, but not to exceed 3 ft by 4 ft. Project Details may be omitted for PPA not exceeding 5 days; however, the start and end dates must be specified.
- 2.2.5 The cost of the public notices referred to above shall be charged against the project cost, provided such notices conform to the specifications set forth herein.
- 2.2.6 The display and/or affixture of the picture, image, motto, logo, color motif, initials or other symbol or graphic representation associated with the top leadership of the project proponent or implementing agency/unit/office, on Signboards, is considered unnecessary. This rule shall also apply to Signboards displaying and/or affixed with the picture, image, motto, logo, color motif, initials or other symbol or representation associated with Members of the Congress, Executive Officials or Local Officials where the PPA is implemented wholly or partially through the Priority Development Assistance Fund (PDAF) of Congress or through other forms of government fund transfers from the Executive Department or LGUs.
- 2.2.7 The display and/or affixture of the items mentioned in Item 2.2.6 above on equipment and facilities; vehicles of all type, whether engine, manpower or animal driven; wrappers, containers, and similar items; tokens, souvenir items, calendars, ballpens, T-shirts or other apparel, and other publicity materials relating to any PPA, is also considered unnecessary.
- 2.2.8 No election related expense or propaganda, even if lawful under existing laws and the rules and regulations of the Commission on Elections, shall be charged against public funds.

3.0 Reporting and Monitoring

- 3.1 The Head of Agency shall inform its SA and ATL within ten (10) days after the award of the infrastructure project or before the start of the program/activity that the appropriate project signboards and/or public notices are already posted, and the SA and ATL shall validate the same.
- 3.2 Based on the data sourced from the monthly monitoring report prepared by the agency and verified by the Technical Audit Specialist of this Commission, the Project Status (in Annex "A") should be maintained as current as possible and updated, using the following schedule:



| Contract Duration | Frequency of Verification | Interval of Verification (% of Work Accomplished) |
|--------------------|---------------------------|---|
| 90 days or less | 2 times | 50% and 100% |
| 91-180 days | 3 times | 30%, 50% and 100% |
| 181-240 days | 4 times | 25%, 50%, 75% and 100% |
| 241-360 days | 5 times | 20%, 40%, 60%, 80% and 100% |
| 361-720 days | 7 times | 15%, 30%, 45%, 60%, 75%, 90% and 100% |
| More than 720 days | 10 times | Every 10% |

3.3 The ATLS/SAs shall submit to their respective Regional/Cluster Directors a Quarterly Report of the Publicized Government Projects/Programs/Activities for consolidation and transmittal to the Office of the Chairperson, this Commission, for monitoring compliance, using the form prescribed in Annex "B."

3.4 The public is encouraged to report any violation of this Circular by sending a text message to the COA Citizen's Desk at cell phone number 0915-5391957 or email at citizensdesk@coa.gov.ph.

4.0 Penalty Clause


All expenses incurred in violation of this Circular shall be disallowed in audit. Failure of the concerned agency or COA officials to comply with any of the provisions of this Circular shall be subject of administrative disciplinary action provided under Section 127 of Presidential Decree No. 1445 without prejudice to the filing of a criminal action, if warranted by existing laws.

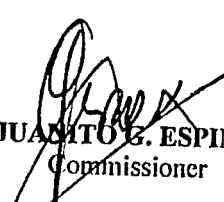
5.0 Saving Clause


This Circular supersedes COA Memorandum Nos. 87-492 dated July 27, 1987; 88-492A dated January 6, 1988; and 98-016 dated June 16, 1998. All other issuances inconsistent herewith are hereby repealed or amended accordingly.

6.0 Effectivity

This Circular shall take effect after fifteen (15) days from publication in a newspaper of general circulation.


MA. GRACIA M. PULIDO TAN
 Chairperson


JUANITO G. ESPINO, JR.
 Commissioner


HEIDI L. MENDOZA
 Commissioner

Name of Agency
Business Address

Project: _____
Location: _____

Cost: _____
Fund Source/s: _____

Implementing Agency/ies: _____
Development Partner/s: _____
Contractor/Supplier: _____
Brief Description of Project: _____

Project Details:

| Project Date | | | Project Status | | | | Remarks |
|--------------|---------|---------------------------|--------------------------|--------------|-----------------------|----------------|---------|
| Duration | Started | Target Date of Completion | Percentage of Completion | As of (Date) | Cost Incurred to Date | Date Completed | |
| | | | | | | | |
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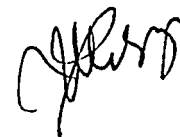
For particulars or complaints about this project, please contact the Regional Office or Cluster which has audit jurisdiction on this project:

COA Regional Office No./Cluster: _____

Address : _____

Contact No. : _____ or Text COA Citizen's Desk at 0915-5391957





Annex "B"

Commission on Audit
 Regional Office/Cluster
 Consolidated Quarterly Report on Government Projects/Programs/Activities
 For the ___ Quarter, CY ___

| Agency/Address | Project/Program/ Activity Name | Location | Total Cost | Date Started | No. of Extensions | Target Completion Date | Project Status | | Remarks |
|----------------|-----------------------------------|----------|---------------|-----------------|----------------------|------------------------------|--------------------|--------------------------------------|---------|
| | | | | | | | % of Completion | Total Cost Incurred to Date | |
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Submitted by: 

Regional/Cluster Director







Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

CIRCULAR

No : 2015-006

Date : AUG 20 2015

TO : All Heads of Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government; Heads of Local Government Units (LGUs); Managing Heads of Government-Owned and Controlled Corporations (GOCCs); COA Assistant Commissioner, Directors, Supervising Auditors, Audit Team Leaders, and All Others Concerned

SUBJECT : AMENDMENT TO COA CIRCULAR NO. 2013-004 DATED JANUARY 30, 2013 RE: INFORMATION AND PUBLICITY ON PROGRAMS/PROJECTS/ACTIVITIES OF THE GOVERNMENT AGENCIES

In cognizance of the jurisdiction of the Assistant Commissioners to oversee the audit of their respective operating sector, and to lessen the voluminous report submitted to the Office of the Chairperson, Section 3.3 of COA Circular No. 2013-004 on Reporting and Monitoring is hereby amended to read as follows:

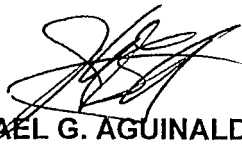
"3.3 The ATLS/SAs shall submit to their respective Regional/Cluster Directors a Quarterly Report of the Publicized Government Projects/Programs/Activities for consolidation and transmittal to the Office of the Assistant Commissioner of concerned Sector, for monitoring compliance, using the form presented in Annex "B". The Assistant Commissioner shall report to the Chairperson any matter that would require the latter's attention."

This Circular shall take effect fifteen (15) days after publication in the newspaper of general circulation.



COMMISSION ON AUDIT
OFFICE OF THE COMMISSION SECRETARIAT




MICHAEL G. AGUINALDO
Chairperson


HEIDI L. MENDOZA
Commissioner


JOSE A. FABIA
Commissioner

Commission on Audit
 Regional Office/Cluster
 Consolidated Quarterly Report on Government Projects/Programs/Activities
 For the ___ Quarter, CY ___

| Agency/Address | Project/Program/ Activity Name | Location | Total Cost | Date Started | No. of Extensions | Target Completion Date | Project Status | | Remarks |
|----------------|-----------------------------------|----------|---------------|-----------------|----------------------|------------------------------|--------------------|--------------------------------------|---------|
| | | | | | | | % of Completion | Total Cost Incurred to Date | |
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Submitted by:

MM

Regional/Cluster Director

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