



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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MEMORANDUM

27 OCT 2021

TO : **All End-User or Implementing Units**
DENR Central Office

FROM : **The Undersecretary**
Legal, Administration, Human Resources, and Legislative Affairs

SUBJECT : **ASSIGNMENT OF REFERENCE NUMBERS BY THE BAC SECRETARIAT ON MEMORANDA OF AGREEMENTS (MOAs) COVERING OUTSOURCING OF PROCUREMENT PROJECTS WITH OTHER GOVERNMENT AGENCIES**

It has come to the attention of this Office that the various Memoranda of Agreements (MOAs) with other government agencies, to outsource the procurement tasks with other government agencies, pursuant to Section 7.3.3 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 or the Government Procurement Reform Act, do not pass the Department's Bids and Awards Committee (BAC), through its Secretariat, resulting to poor monitoring of such projects.

To effectively monitor all procurement activities in the DENR Central Office involving outsourcing of procurement projects, the following procedures shall be strictly observed by all offices before the execution of such MOA with another government agency:

1. The End-user or implementing unit concerned shall submit to the BAC, through its Secretariat, the final draft of the MOA, with complete supporting documents, for the issuance of a specific reference number covering such MOA;
2. Upon assignment and issuance of a specific reference number covering a particular MOA, the BAC Secretariat through the Procurement Management Section (PrMS) of the Property and Supply Management Division (PSMD), shall endorse such MOA to the Accounting Division for issuance of the Certificate of Availability of Funds (CAF);
3. The Accounting Division, upon issuance of the CAF, shall subsequently forward the said MOA to the End-user/Implementing Unit concerned for the subsequent approval of the Head of Procuring Entity (HoPE) or his duly authorized representative, as well as notarization of the said MOA.
4. The End-user/Implementing Unit concerned shall furnish the BAC Secretariat, through the PrMS-PSMD, certified true copies of the said MOA, with complete supporting documents, within three (3) calendar days from the date of execution of such MOA.

For information and guidance.

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