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14 DEC 2022

MEMORANDUM

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

FROM : The Assistant Secretary for Legal Affairs
Officer-in-Charge
Office of the Undersecretary for 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

This is to reiterate Memorandum No. 2021-747 dated 27 October 2021 regarding the Assignment of Reference Numbers by the BAC Secretariat on the Memoranda of Agreements (MOAs) covering Outsourcing of Procurement Projects with Other Government Projects.

As stated on the above-mentioned memorandum, the copy of MOAs with other agencies which outsource the procurement tasks with other agencies, pursuant to Section 7.3.3 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 or the Government Procurement Reform Act (GPRA) should pass through the Department's Bids and Awards Committee (BAC), through its Secretariat for purposes of monitoring of procurement projects.

Also, this is to comply with the submission of copy of government contracts, purchase orders and their supporting documents to the Commission on Audit (COA) within the prescribed period as provided in COA Circular No. 2009-001 dated February 12, 2009 (Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027).

In order to avoid COA Audit Observation Memorandum and/or Notice of Disallowance and 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; and
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. MICHELLE ANGELICA D. GO, LL.M, CESO II

*cc: Office of the Director-Financial Management Service
Office of the Director-Policy and Planning Service
Accounting Division
Management Division*