



MEMORANDUM

JAN ' 2 2023

FOR/TO : All Regional Directors

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

SUBJECT : DOCUMENTARY REQUIREMENTS FOR THE STREAMLINING AND PROCESS IMPROVEMENT OF CRITICAL SERVICES (SPICS) FOR FY 2022

This refers to Memorandum dated 12 April 2022 relative to the Submission of documentary requirements in compliance with the Streamlining and Process Improvement of Critical Services (SPICS) for FY 2022 signed by the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs.

In compliance with the Memorandum dated 14 December 2022 signed by the Director for Knowledge and Information System Service and Chair, Client Satisfaction Survey Focal Team, kindly submit documents related with the Process Improvement for Sales of Bidding Documents, if any, and Means of Verification (MOV's) detailed below to the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) thru email address bac.co@denr.gov.ph as part of the Quality Management System (QMS) for the reason that the Sales of Bidding Documents is no longer included in the processes enrolled for SPICS. Submission of the requirement and MOVs from PENROs and CENROs will be **CONSOLIDATED BY ITS RESPECTIVE REGIONAL OFFICE** before submitting to the PSMD-PrMS email address.

REQUIREMENTS	MEANS OF VERIFICATION	FILE NAME
Sales of Bidding Documents: Process Improvements	<ul style="list-style-type: none">• CSS Summary Reports• Copy of Official Receipt (OR)• Copy of Logbook indicating the Turn Around Time (TAT) of the bidder• Copy of e-mails (if applicable)	(REGIONAL OFFICE- PENRO/CENRO-SBD2022) eg. R1-PBulacan-SBD2022 R1-CBulacan-SBD2022 R1-SBD2022

For information and guidance.

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

cc:

- Chief, Management Audit Division, IAS
- All Regional Offices, CENROs and PENROs
- Director, Knowledge and Information Systems Service and Chair, Client Satisfaction Survey Focal Team