

Republic of the Philippines

Department of Environment and Natural Resources Visayas Avenue, Diliman, Quezon City Tel Nos. (02) 8929-6626 to 29; (02) 8929-6633 to 35

Tel Nos. (02) 8929-6626 to 29; (02) 8929-6633 to 35 (02) 8929-7041 to 43; (02) 89296252; (02) 8929-1669

APR 2 5 2023

MEMORANDUM

FOR

ALL END-USER UNITS/CONCERNED OFFICES

DENR-Central Office

FROM

The Undersecretary for Legal and Administration

SUBJECT

STREAMLINING THE PROCEDURE FOR PURCHASE REQUEST (PR)

SUBMISSION AND APPROVAL

Consistent with the implementation of Quality Management System and Ease of Doing Business in the Department, a streamlined procedure for Purchase Request (PR) submission and approval is hereby adopted.

Henceforth, all end-user units and concerned offices are hereby directed to submit their respective PRs in accordance with the streamlined procedure and flow chart attached hereto as Annex 1 and 2.

Attached also are the following documents for reference and perusal:

- 1. Standard Purchase Request Form (with stamped certification of availability of Funds per approved and funded PPMP);
- 2. Checklist of Procurement Requirements for Numbering and processing of PR; and
- 3. Stock Position Sheet (to be filled up by end-user supply/property custodian).

An orientation shall be conducted not later than one week upon issuance of this memorandum. The implementation of the streamlined procedure for PR submission and approval shall take effect immediately.

For information and guidance.

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



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NARRATIVE PROCEDURE ON THE NUMBERING AND APPROVAL OF PURCHASE REQUEST (PR) FOR GOODS AND SERVICES/CONSULTING SERVICES/ INFRASTRUCTURE PROJECTS

I. LEGAL BASIS

Department of Budget and Management Circular Letter No. 2016-7 dated 20 July 2016 Advisory for All National Government Agencies (NGAs) to Comply with Commission on Audit (COA) Circular No. 2015-007 Prescribing the Adoption of FY 2016 Government Accounting Manual (GAM)] for Budgetary Documents and Transactions.

II. DEFINITION

The PR is a form used by the Supply and/or Property Custodian for purchasing of goods/supplies/property based on the approved Project Procurement Management Plan (PPMP) or if the item/s requested is/are not available on stock.

III. PROCEDURE

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RESPONSIBLE OFFICE	ACTION	DOCUMENT REQUIREMENTS	REMARKS
End-user Unit (Designated Property/Supply Custodian)	1. Prepares PR consistent with the approved availability of funds and the items are included in the approved and funded PPMP 2. Attach Supporting documents per checklist issued by PSMD-PrMS	1. Electronic Document Action Tracking System (EDATS) 2. Approved and funded PPMP 3. Terms of Reference (TOR)/Scope of Works (SoW) /Technical Specifications (TS)	
		4. DENR Environmental Aspect and Impact Registry (DEAIR)	

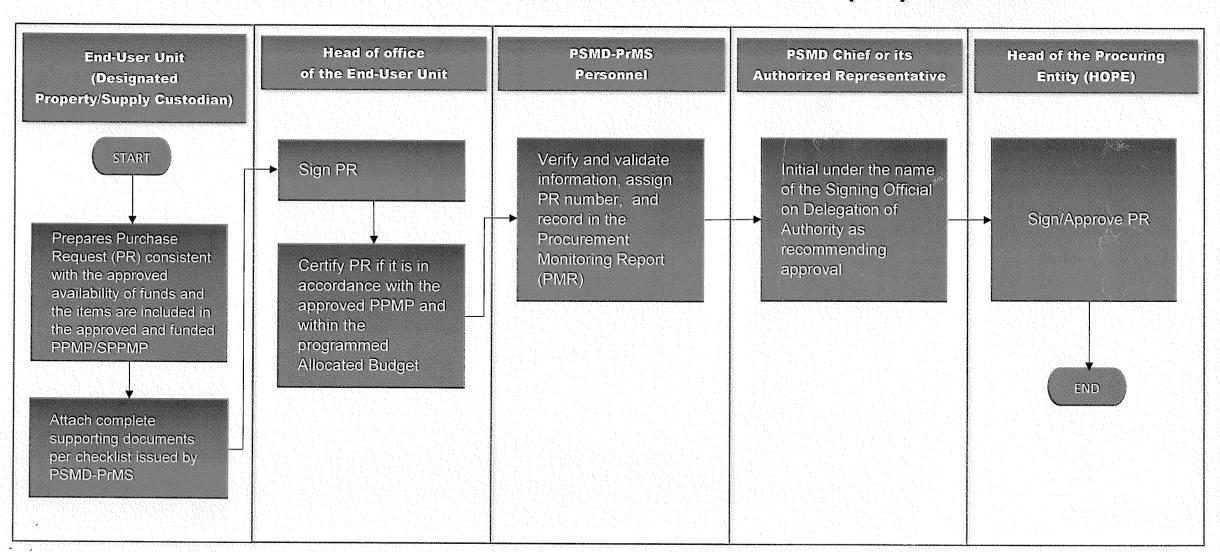
ANNEX 1

		5. Additional Documentary Requirements based on the checklist depending on the purpose of the Purchase Request	
Head of Office of the End-User Unit	1. Sign PR 2. Certify PR if it is in accordance with the approved PPMP and within the programmed Allocated Budget		
PSMS-PRMS personnel	Verify and validate information, assign PR number, and record in the Procurement Monitoring Report (PMR)	Duly signed PR with complete documentary requirements	Refer back to end-user if documents are incomplete
PSMD Chief or its Authorized Representative	Initial under the name of the Signing Official on Delegation of Authority as recommending approval	Duly signed PR with complete documentary requirements	
Head of the Procuring Entity (HOPE)	Sign/Approve PR		HOPE is based on the Manual of Authority: 5M & Director, below Administrative Service Above ASEC for 5M to Administration 10M Above USEC for 10M to Legal and 15M Administration Above 15M Secretary 15M

DENR-CENTRAL OFFICE

Property and Supply Management Division-Procurement Management Section (PSMD-PrMS)

PROCESS FLOW FOR PURCHASE REQUEST (PR) NUMBER



Stock Position Sheet (to be filled-up by end user, supply/property custodian) Supplies and Materials

Item Description

BALLPEN, black, gel pen 0.50mm

Quantity

120

Item per Unit

25.00

Total Amount

3,000.00

	Requested		Current Balance		Consumed		Stock Balance	
Date*	Quantity	Amount**	Quantity	Amount	Quantity	Amount	Quantity	Amount
	(1)	(2)	(3=3-1)	(4)	(5)	(6)	(7=7+1-5)	(8)
Beginning Balance			120	3,000.00			10	250.00
22-Feb-23	60	1,500.00	60	1,500.00	50.00	1,250.00	20	500.00
18-Apr-23	10	250.00	50	1,250.00		-	30	750.00
		-	50	1,250.00		· -	30	750.0
		-	50	1,250.00	-	-	30	750.00
		-	50	1,250.00		-	30	750.0

Prepared By:			Noted by	:
End-user			H	ead of Office



Republic of the Philippines

Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100

Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618

426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

PURCHASE REQUEST

Office: Section:		PR No.: Responsibility Center Code:		Date:		
Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost	
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	Condition/		Certifie			
Delivery Pe	riod/Compt	lletion Period:		in accordance with th	• •	
			1	within the programme	ed Allocated Budget	
Note:	Can attach	ned Specification/Terms of Reference/Scope of Reference	Signatu	Political de la companya della companya della companya de la companya de la companya della compa	of Requesting Unit	
Purpose:	Sec attacin	ed Specification/ terms of Kelerence/Scope of Kelerence		Head	of requesting our	
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		Requested by:	Approv	d b,,,,		
İ		Requested by:	Approv	ea by:		
Signature:						
Printed Nar						
	<u></u>		/uapr			
Designation: (Head of		(Head of Requesting Unit)	(HOPE or his duly authorized representative based on Manual on Authority)			
			1			

"Suggested Format"

Stock Position Sheet (to be filled-up by end user, supply/property custodian) Catering / Workshop / Seminars

Item Description

Catering Services

Quantity

12

Item per Unit

5,000.00

Total Amount

60,000.00

	Consumed/F	Requested	Balance		
Date*	Quantity	Amount**	Quantity	Amount	
	(1)	(2)	(3=3-1)	(4)	
Beginning			12	60,000.00	
22-Feb-23	1	5,000.00	11	55,000.00	
13-Mar-23	1	9,000.00	10	46,000.00	
31-Mar-23	a veri promje transmeno provinci staturovi i provinci provinci provinci provinci provinci provinci provinci pr	7,000.00	9	39,000.00	
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	or a communication of the state	 	9	39,000.00	
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Legend:

- * Date Actual Date of event
- ** Amount Actual Amount per transaction

Prepared By:			Noted by:
End-user			Head of Office