



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
(02) 8929-7041 to 43; (02) 89296252; (02) 8929-1669

APR 25 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

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)	

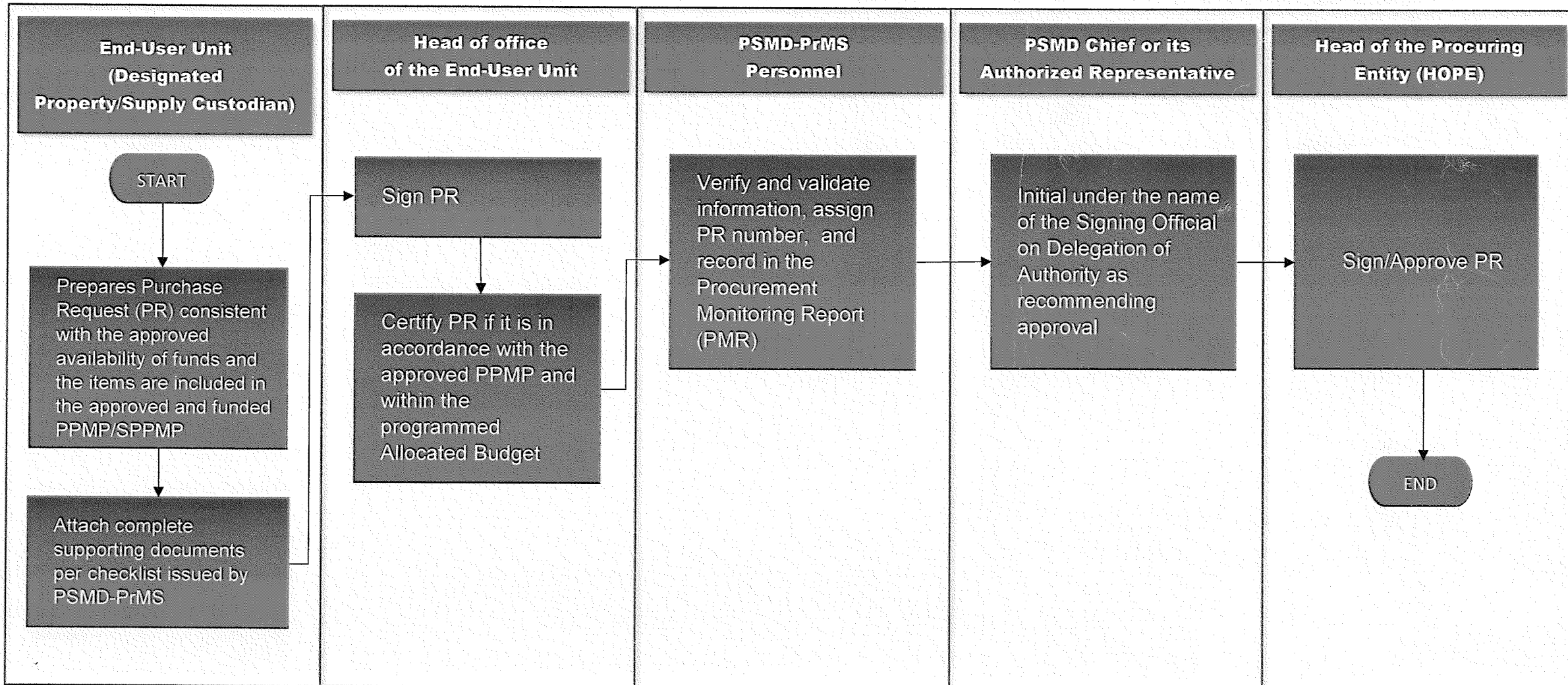
ANNEX 1

		5. Additional Documentary Requirements based on the checklist depending on the purpose of the Purchase Request									
Head of Office of the End-User Unit	<ol style="list-style-type: none"> 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		<p>HOPE is based on the Manual of Authority:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">5M & below</td> <td>Director, Administrative Service</td> </tr> <tr> <td>Above 5M to 10M</td> <td>ASEC for Administration</td> </tr> <tr> <td>Above 10M to 15M</td> <td>USEC for Legal and Administration</td> </tr> <tr> <td>Above 15M</td> <td>Secretary</td> </tr> </table>	5M & below	Director, Administrative Service	Above 5M to 10M	ASEC for Administration	Above 10M to 15M	USEC for Legal and Administration	Above 15M	Secretary
5M & below	Director, Administrative Service										
Above 5M to 10M	ASEC for Administration										
Above 10M to 15M	USEC for Legal and Administration										
Above 15M	Secretary										

DENR-CENTRAL OFFICE

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

PROCESS FLOW FOR PURCHASE REQUEST (PR) NUMBER



"Suggested Format"

**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

Date*	Requested		Current Balance		Consumed		Stock Balance	
	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	750.00
		-	50	1,250.00		-	30	750.00
		-	50	1,250.00		-	30	750.00

Prepared By:

Noted by:

End-user

Head 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: _____ PR No.: _____ Date: _____
 Section: _____ Responsibility Center Code: _____ Date: _____

Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost

Terms and Condition/s: Delivery Period/Completion Period: _____ Note: See attached Specification/Terms of Reference/Scope of Reference	Certified : in accordance with the approved PPMP within the programmed Allocated Budget Signature : _____ Head of Requesting Unit
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Purpose: _____

Requested by:	Approved by:
Signature: _____	
Printed Name: _____	
Designation: _____ (Head of Requesting Unit)	(HOPE or his duly authorized representative based on Manual on Authority)

"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

Date*	Consumed/Requested		Balance	
	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	1	7,000.00	9	39,000.00
			9	39,000.00
			9	39,000.00
			9	39,000.00
			9	39,000.00
			9	39,000.00
			9	39,000.00

Legend:

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

Prepared By:

Noted by:

End-user

Head of Office