



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



07 NOV 2024

MEMORANDUM

FOR/TO : ALL CONCERNED OFFICES/COMMITTEES
DENR-CENTRAL OFFICE

FROM : THE ASSISTANT SECRETARY
Legal Affairs & Enforcement and
Vice Chairperson, Bids and Awards Committee

SUBJECT : ADVISORY RELATIVE TO PROJECTED TIMELINE FOR
PROCESSING OF PROCUREMENT PROJECTS

This has reference to the Memorandum No. 2024-937 dated October 28, 2024 signed by the Undersecretary for Finance, Information System, Climate Change, prescribing the deadline for submission of Obligation Status Request (ORS) with **complete documentary requirements** to the Budget Division on the following deadlines.

Claims/Transaction for the period	Deadline of Submission
January 01-November 30, 2024	On or before December 9, 2024
December 2024	On or before December 16, 2024

In view of the foregoing and to ensure compliance of the Bids and Awards Committee (BAC) for Regular Operations with the above set deadlines, processing of Purchase Requests, except for Vehicle Repair and Catering Services with an ABC below PhP50,000.00, with complete documentary requirements shall be until **November 15, 2024** only, **NO FURTHER EXTENSION SHALL BE GRANTED.**

Attached as Annex "A" is the Proposed Timeline for Processing of Procurement Projects for CY 2024 and 2025 EPA.

For your information and guidance.


NORLITO A. ENERAN, LL.M., CESO III

MEMO NO. 2024 - 993

**PROJECTED TIMELINE FOR PROCESSING OF PROCUREMENT PROJECTS UNDER
ALTERNATIVE METHOD OF PROCUREMENT FUNDED UNDER 2024 GAA AND 2025 NEP
WITH PHILGEPS POSTING REQUIREMENTS**

Date	Activities	Responsible Office
November 15-18, 2024	Preparation /Approval/Posting of Request for Quotation (RFQ) and Request for Proposal (RFP)	BAC Secretariat
November 22, 2024	Closing of Submission of Proposal	-
November 25-27, 2024	Preparation of Technical Evaluation Report	End-user
	Preparation of Abstract of Quotation (AOQ) and Notice of Award (NOA)	BAC Secretariat
	Routing of AOQ for signature	BAC/HOPE
November 28-29, 2024	Preparation of Purchase Order/Contract	BAC Secretariat
December 2-4, 2024	Preparation of ORS	End-user
	Approval of ORS	Budget Division
December 5-9, 2024	Issuance of CAF	Accounting Division
December 10-11, 2024	Approval of PO/Contract	HOPE
December 12, 2024	Serving of PO/Contract	BAC Secretariat

**PROJECTED TIMELINE FOR PROCESSING OF PROCUREMENT PROJECTS UNDER
PUBLIC BIDDING FUNDED UNDER 2024 GAA AND 2025 NEP**

Procurement Timelines - Goods

This is the earliest possible time.

BETA VERSION 2.0

Select date to begin with: [Compute/Reset to Earliest Possible Time](#) | [Start Over](#)

Procurement Stage	Start Date	End Date	Add days
Advertisement :	11/18/2024	11/25/2024	
Pre-bid Conference : Conduct? <input checked="" type="radio"/> Yes <input type="radio"/> No	11/26/2024	11/26/2024	Update
Submission of Bids :	12/08/2024	12/08/2024	Update
Bid Evaluation :	12/09/2024	12/09/2024	Update
Post-qualification :	12/10/2024	12/10/2024	Update
Issuance of Notice of Award :	12/11/2024	12/11/2024	Update
Contract Preparation and Signing :	12/12/2024	12/12/2024	Update
Approval by Higher Authority : Necessary? <input checked="" type="radio"/> Yes <input type="radio"/> No	12/13/2024	12/13/2024	Update
Issuance of Notice to Proceed :	12/14/2024	12/14/2024	Update

[Compute for the Latest Allowable Time](#) | [User's Guide](#) | [Found errors? Tell us.](#)



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



MEMORANDUM

FOR : All Offices
DENR Central Office

FROM : The Undersecretary
Finance, Information Systems, and Climate Change

SUBJECT : **DEADLINE FOR SUBMISSION OF OBLIGATION REQUEST AND STATUS (ORS) WITH COMPLETE DOCUMENTARY REQUIREMENTS FOR FY 2024**

DATE : OCT 28 2024

Pursuant to Joint Circular No. 2019-1¹ of the Commission on Audit (COA) and the Department of Budget and Management (DBM) dated 01 January 2019, Government Agencies are mandated to submit the Budget and Financial Accountability Reports (BFARs) to COA and DBM within 30 days after the end of each quarter.

In view of the forgoing, all offices are requested to submit their respective Obligation Request and Status (ORS) with **complete documentary requirements** to the Budget Division on the following deadlines:

Claims/Transaction for the period	Deadline of Submission
January 01- November 30, 2024	On or before December 9, 2024
December 2024	On or before December 16, 2024

All offices are hereby reminded to observe the deadline to give ample time for processing, and to ensure that all claims are settled before the closing of the books for FY 2024. Claims which are not submitted on the abovementioned deadline will not be accommodated.

For strict compliance.

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ATTY. ANALIZA REBUELTA-TEJ
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MEMO NO. 2024 - 937