



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DIVISION MEMORANDUM NO. 319, S. 2017

TO : Public Schools District Supervisors
Secondary School Principals
Elementary School Principals
Division Accounting Services Personnel
Division Bids and Awards Committee
Division BAC Secretariat

All Division Chiefs
Education Program Supervisors
Administrative Officers
Teachers-In-Charge
Public Elementary and Secondary School Teachers
Non-Teaching Personnel, and
All Others Concerned

FROM : **FEDERICO P. MARTIN, Ed.D., CESO VI**
Schools Division Superintendent/
Head of Procuring Entity (HoPE)

SUBJECT : **Submission of Procurement Monitoring Report (PMR) by the Public Elementary and Secondary Schools to the Division Office's Bids and Awards Committee**

DATE : October 3, 2017

Pursuant to *The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184*, and per the Division Bids and Awards Committee's instruction during the Field Staff Meeting on September 25, 2017, a Procurement and Monitoring Report (PRM)¹ of each Elementary and Secondary School of DepEd – Division of Baguio City shall be submitted on or before the tenth (10th) day of the succeeding month to the Accounting Services of the Division Office (DO).

The DO's Bookkeepers shall consolidate the PRMs of all subject schools and submit the consolidated PRMs to the Division BAC Secretariat on or before the fifteenth (15th) day of the same month.

Immediate and wide dissemination of and ~~strict~~ compliance with this Order is directed.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

APPENDIX 5 PROCUREMENT MONITORING REPORT (PMR) FORMAT PER GPPB CIRCULAR 03-2017⁶⁵

(Name of Agency) Procurement Monitoring Report as of month/year

Code (LAOSP) AP7	Procurement Project	PAID Budget	Name of Procurement	Pre-Proc Conference	Assistant of B	Public Of	Bidding Check	SAO/Gen of Bid	Bid Evaluation	Post Qual	Notice of Award	Notice to Proceed	Issued to Contractor	Inspection & Acceptance	Source of Funds	ABC (P%)	MOE CO	Contract Cost (P%)	CO	List of Initial Observers	Date of Receipt of Invitation	Pre-Bid Check of Bid	SAO/Gen of Bid Evaluation	Bid Qual Acceptance (if applicable)	Delivery/ completion from AF7	Remarks
COMPLETED PROCUREMENT ACTIVITIES																										
															Total Allocated Budget of Procurement Activities											
															Total Contract Price of Procurement Activities Conducted											
															Total Savings (Total Allocated Budget - Total Contract Price)											

ON-GOING PROCUREMENT ACTIVITIES																								
Total Allocated Budget of On-going Procurement Activities																								

Prepared by: BAC Secretariat	Recommended for Approval by: BAC Chairperson
APPROVED: Head of the Procuring Entity	

⁶⁵ Issued through GPPB Resolution No. 08-2017, dated 10 March 2017