



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
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**DIVISION ORDER NO. 05, S. 2018**

**TO :** Public Schools District Supervisors  
Elementary School Principals/HoPE  
Secondary School Principals/HoPE  
Division Finance Services Officers and Personnel  
Division Bids and Awards Committee  
Division BAC Secretariat  
All Division Chiefs  
Public Elementary and Secondary School Bids and Awards Committees  
and BAC Secretariats, and  
All Others Concerned

**FROM :** **FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**  
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**

**DATE :** September 28, 2018

1. Pursuant to *The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184*, likewise, as required by the Department of Budget and Management (DBM) and the Government Procurement Policy Board (GPPB), and per agreement reached during the recently concluded Capability-Building on Procurement Processes and Reports of the School Heads and School Bids and Awards Committees (Batch 1 and 2), the schedules for the submission of the Procurement and Monitoring Report (PRM)<sup>1</sup> of each Elementary and Secondary School of DepEd – Division of Baguio City shall be the following:
  - a. PMR for the 3<sup>rd</sup> quarter of 2018 – on or before October 5, 2018
  - b. PMR for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2018 – on or before November 5, 2018 (to give time for the backtracking of documents), and
  - c. PMR for the 4<sup>th</sup> quarter of 2018 – on or before January 5, 2019
2. The DO's Bookkeepers and Disbursing Officers shall consolidate the PRMs of all schools (per level) and submit the consolidated PRMs to the Division BAC Secretariat on or before the fifteenth (15<sup>th</sup>) day of October and November 2018 for letters (a) and (b), respectively; and on or before the eight (8<sup>th</sup>) day of January 2019 for the last quarter PRMs, in time for their finalization by the DO BAC Secretariat, and review and approval by the DO BAC and HoPE, before their submission to the DBM and GPPB on July 14, 2019.
3. Quarterly PMR for the succeeding years (2019 and onwards) shall be submitted to the DO Personnel concerned within five (5) calendar days of the first month of the next quarter.
4. This Order shall supersede Memorandum No. 319, s. 2017 dated October 3, 2017.
5. Immediate and wide dissemination of and strict compliance with this Order is directed.

  
**FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**  
Schools Division Superintendent

ALD.09.28.2018

<sup>1</sup> Format per GPPB Circular 03-2017 issued through GPPB Resolution No. 08-2017 dated 10 March 2017; Other source: Appendix 5 of the 2016 Revised IRR of RA No. 9184 (see attached).