



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

21 September 2026

DIVISION MEMORANDUM
OSDS-2026-095

**UPDATED PROCESSES FOR PROCUREMENT, CONTRACT MANAGEMENT,
DELIVERY, INSPECTION AND PAYMENT**

To: Assistant Schools Division Superintendent
Chiefs SGOD and CID
All Division Personnel
All Others Concerned

1. This memorandum is issued to provide a simple and clear process flow for the processing of procurement documents, delivery of goods and services, obligation, accounting, and payment.
2. This standard process aims to ensure that transactions are properly documented, processed on time, and compliant with existing government rules and regulations
3. All concerned personnel shall observe the following process:

OFFICE	Step No.	PROCESS	RESPONSIBLE UNIT/PERSON	REMARKS
PROGRAM HOLDERS	1	CONDUCT OF MARKET SCOPING	PROGRAM HOLDER/END-USER	Program Holders conduct market scoping to determine what is actually available in the market, develop realistic specifications or Terms of Reference, establish a reasonable cost estimate and determine appropriate delivery requirements.



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	2	PREPARATION AND SUBMISSION OF APPROVED PROCUREMENT DOCUMENTS	PROGRAM HOLDER/END-USER	Submit approve required procurement documents at Procurement Office
PROCUREMENT	1	RECEIVING OF DOCUMENTS FOR PROCUREMENT	Procurement Unit/BAC Secretariat	Receives the following 5 sets documents (at least 2 original and 3 photocopy) from the program holders; -Purchase Request/POW -Activity design -Market Scoping w/ attachments -PPMP -WFP -Activity Request
	2	PRE-PROCUREMENT PROCESS	Bids and Awards Committee	Conduct pre-procurement process to present the technical specifications before the preparation of the Invitation to Bid
	3	POSTING TO MPHILGEPS	Procurement Unit/BAC Secretariat	Posts APP, Purchase Request and Invitation to Bid in the PhilGEPS and 3 Conspicuous Places for transparency
	4	PREBID CONFERENCE	Bids and Awards Committee	Conduct Pre bid Conference at least 12 days before the opening of Bids and at least 7 days after the posting of the ITB in the PhilGEPS (Competitive Bidding)
	5	OPENING OF BIDS	Bids and Awards Committee	Conduct opening of the bids at least 12 days after the Pre-bid Conference. Note: if failure of Bidding, process shall start again to Posting of ITB
	6	BID EVALUATION	Bids and Awards Committee	Conduct Bid Evaluation process to identify the lowest and most responsive calculated bid and prepares report recommending the conduct of post-qualification of the winning bidder



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	7	POST-QUALIFICATION	Bids and Awards Committee	Conduct post-qualification on the lowest and responsive calculated bidder and prepares post-qua report as to the result of the post-qualification process and submit to the BAC through the BAC Secretariat
	8	RECOMMEND AWARD	Bids and Awards Committee	Upon identifying the most responsive bid through the recommendation of the BAC TWG, the BAC will issue a Resolution recommending the award of the winning bidder to the Head of the Procuring Entity
	9	ISSUANCE OF NOTICE OF AWARD	HOPE/ Procurement Unit/BAC Secretariat	Prepares Notice of Award for the approval of the HOPE and forwards to the winning bidder for the submission of Performance Bond and other documents for the perfection of contract
	10	SIGNING OF CONTRACT	HOPE/ Procurement Unit/BAC Secretariat	Prepares contract to be signed by the program holder, accountant, supplier, supplier's witness and HOPE. Upon approval of the HOPE the contract will be received by the supplier for notarization
	11	ISSUANCE OF NOTICE TO PROCEED	HOPE/ Procurement Unit/BAC Secretariat	After the perfection of the contract, the procurement will issue a Notice to Proceed signed the HOPE.
	12	REPRODUCTION OF DOCUMENTS	Procurement Unit/BAC Secretariat	After the completion of all needed documents, all the procurement documents must be reproduced in 5 sets to be submitted to different sections/ units
	13	SUBMISSION TO COA	Procurement Unit/BAC Secretariat	Submits 1 set of copy to COA
	14	SUBMISSION TO SUPPLY OFFICE	Procurement Unit/BAC Secretariat	Submit 3 sets of copy to supply for delivery and payment preparation
SUPPLY UNIT	1	Receiving of complete procurement documents from	Receiving personnel	Receive the complete procurement documents from Procurement Unit



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		Procurement Unit		Scan the Document Tracking Slip
				Log the received documents to the Property & Supply Unit monitoring sheet
	2	Get the Delivery Receipt from the supplier	Supply Officer	
	3	Check the delivered supplies based on the Delivery Receipt and Purchase Order/Contracts	Supply Officer & Supply Personnel	Check the number of Quantity/Unit/Description/ Unit Price/Total Amount
				3.1 If all delivered supplies are in good condition do Step 4
				3.2 If delivered supplies are not in good condition, return the delivered supplies and delivery receipt to the supplier
	4	Sign the Delivery Receipt	Supply Officer	
	5	Prepare a Field Inspection Order to Inspectorate Team and write a Letter Request for inspection of deliveries to the Commission on Audit (COA)	Supply Officer	Field Inspection Order will be forwarded to Admin Office for signature of AO V
				Supply Officer will sign the Letter request for inspection of deliveries to COA
	6	Hand in the Field Inspection Order to Inspectorate Team Leader and Letter request for inspection to COA	Supply Officer/Supply Personnel	
	7	Inspection of deliveries	Division Inspectorate Team/COA	



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	8	Prepare Inspection and Acceptance Report	Supply Officer/Supply Personnel	with complete attachments: GOODS (Procurement Documents, Delivery Receipts/Charge Invoice) CATERING/SEMINARS (Procurement Documents, Delivery Receipts/Charge Invoice, Room lists (if live-in), Attendance Sheet, Memorandum) VAN RENTAL (Procurement Documents, Charge Invoice, Passenger Attendance Sheet, Memorandum)
	9	Signing of Inspection Report by the Inspectorate Team	Inspectorate Team	Signed Inspection Report as inspected
	10	Signing of Acceptance Report	Supply Officer	Signed Acceptance Report
	11	Submission of the documents for payment	Supply Officer/Supply Personnel	
BUDGET UNIT	1	RECEIVING OF DOCUMENTS FROM SUPPLY UNIT FOR OBLIGATION	Receiving personnel/budget staff	A. With complete Attachments IF IMPLEMENTED OR DELIVERED I. Obligation Requests and Status (ORS) signed in section A. II. Disbursement Voucher (DV) III. Activity Design (signed) with attached; a. Signed Work and Financial Plan (WFP) b. Market scoping with attachments c. Signed Project Procurement Management Plan (PPMP) d. Signed Purchased Request (PR) (For goods and services) e. Signed Program of Work (POW) (For minor repairs)



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				f. Signed Online (PMIS Generated) if PSF or Offline Activity Request (AR) if not PSF g. Authority to Conduct (ATC) if savings. h. Procurement Documents such as Purchased Order or Contract (signed), Invitation to Bid (ITB)/ Request for Quotation (RFQ), Notice of Award (NOA), Notice to Proceed (NTP), and Duly Received by COA. IV. Attendance/Distribution List/Rooming List. V. Charge Invoice with Delivery Receipt VI. Signed Inspection and Acceptance Report B. IF NOT IMPLEMENTED OR DELIVERED, attach the following documents; I. Obligation Requests and Status (ORS) signed in section A. II. Disbursement Voucher (DV) III. Activity Design (signed) with attached; a. Signed Work and Financial Plan (WFP) b. Market scoping with attachments c. Signed Project Procurement Management Plan (PPMP) d. Signed Purchased Request (PR) (For goods and services) e. Signed Program of Work (POW) (For minor repairs) f. Signed Online (PMIS Generated) if PSF or Offline Activity Request (AR) if not PSF g. Authority to Conduct (ATC) if savings.
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				h. Procurement Documents such as Purchased Order or Contract (signed), Invitation to Bid (ITB)/ Request for Quotation (RFQ), Notice of Award (NOA), Notice to Proceed (NTP), and Duly Received by COA.
	2	Check the completeness and correctness of attached documents and obligate.	MOOE in charge	I. Verify the amount indicated in the ORS against the attached Purchased Order (PO) or contract, Purchased Request (PR), and Charge Invoice. II. Verify the quantity and description of the Purchased Order (P.O) or Contract vs. The Purchased Request (PR)
	3	Certify to the availability of allotment by signing in section B of the ORS.	Budget Officer	
	4	Forward signed Obligation Requests and Status (ORS) to the next office (accounting) if implemented , Procurement if not implemented .	MOOE in charge	
ACCOUNTING UNIT	1	Receive DVs with documentary requirements	Receiving personnel	Disbursement Vouchers (DVs) with documentary requirements



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	2	Check completeness and correctness of supporting documents, and amount claimed proper	Pre-audit in charge	
	3	Verify availability of NCA Balance	NCA in charge	
	4	Affix NCA number where the payment will be charged	NCA in charge	
	5	Reviews completeness and correctness of supporting documents, and amount claimed proper attachments and sign DVs	Accountant	
	6	Determine payment type (List of Due and Demandable Accounts Payable and Advice to Debit Account (LDDAP-ADA) or Check Disbursement)	Accountant	
	7	Prepare (LDDAP-ADA)	LDDAP-ADA in-charge	
	8	Release Signed DVs with attachments	Outgoing personnel	
CASH UNIT	1	Received signed LDDAP-Ada with DVs, OR and attachments from the accounting unit	cash staff	Check all documents are signed
	2	Prepare PACSVAL, CHECKS, ACIC and SLIAAE	cash staff	



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	3	Encode the PACSVAL, CHECKS, ACIC and SLIAAE and other approved disbursement transaction in the LBP system	cash staff	
	4	Verifies the completeness and accuracy of the payment details and authorizes the transaction in the Landbank Payment system before final processing and release of funds	Cashier/Head of the Agency /alternate approver or signatory	

4. For inquiries and concerns, contact the following concerned personnel;

Procurement Unit-Melanie S. Caincay, Administrative Officer IV
Supply Unit-Joanne Gay M. Alquiza, Administrative Officer IV
Budget Unit-Grace M. Albarracin, Administrative Officer V
Accounting Unit-Ranolyn B. Undray, Accountant III
Cash Unit -Leonila Tabaranza, Administrative Officer IV

5. Immediate dissemination and strict compliance of this Memorandum is directed.


Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
2023.008.20470
ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

**PROCUREMENT
PAYMENT**

MSC/OSDS-PROCUREMENT/DM - updated processes for procurement, contract management, delivery, inspection and payment

0733/September 21, 2026



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