



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 05 2026

DIVISION MEMORANDUM

No. 114, s. 2026

**Implementation of the Revised Procurement Workflow in Compliance with
RA 12009 and the Anti-Red Tape Act (ARTA)
at the Schools Division of Bataan**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the establishment of the newly created Procurement Unit and the appointment of Procurement Officers, namely Mr. Paul John D. Dimla (Administrative Officer IV – Procurement) and Ms. Riezle C. Muñoz (Administrative Officer II – Procurement), the Schools Division of Bataan hereby adopts a revised procurement workflow to ensure efficiency, transparency, and compliance with procurement laws and DepEd policies.
2. The revised workflow is likewise issued in compliance with Republic Act No. 12009 and the Anti-Red Tape Act (ARTA), which mandate the streamlining of government processes. In adherence thereto, the Division shall adopt a fixed number of signatories per form, thereby minimizing unnecessary delays and ensuring faster transactions.
3. End-users shall prepare the following documents: Purchase Request (PR), Project Proposal, APP-CSE/PPMP reference, market study/canvass (if required), and Specifications/Terms of Reference (TOR). These documents shall be endorsed to the Section Head and routed through the appropriate Division Chiefs (CID Chief / SGOD Chief / ASDS).
4. Division Chiefs shall review and approve the PR and Project Proposal. Only duly reviewed and approved requests shall be forwarded to the Records Unit for proper logging and monitoring.
5. The Records Unit shall receive and log all procurement documents to ensure proper tracking, monitoring, and reference for accountability and transparency.
6. The Budget Unit shall verify fund availability and the completeness of attachments. Requests with incomplete documents shall be returned to the End-User for compliance.
7. The Assistant Schools Division Superintendent (ASDS) shall review and recommend approval of the PR and Project Proposal. Thereafter, the Schools Division Superintendent (SDS) shall then review and grant final approval.



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8. The Procurement Unit shall assign PR Numbers, prepare Requests for Quotation (RFQ), and post them in PhilGEPS for procurements above ₱200,000.00. For competitive bidding, the Procurement Unit shall prepare and post the Invitation to Bid.
9. The Bids and Awards Committee (BAC) shall conduct the bidding process, open bids, and declare the winning supplier. The Procurement Unit shall prepare the Summary of Canvass, BAC Resolution Recommending Award, and the Purchase Order (PO).
10. The Accountant shall review the PO and supporting documents prior to forwarding them to the SDS for signature ensuring financial accountability and compliance with auditing standards.
11. The SDS shall review and sign the PO, which shall then be forwarded to the Budget Unit for the assignment of the ORS/BURS Number and obligated amount to ensure proper fund utilization.
12. The Procurement Unit shall submit the signed PO to the Commission on Audit (COA) and the winning bidder for conformity ensuring transparency and legal compliance.
13. The Supply Unit shall prepare the Inspection and Acceptance Report, Inventory Custodian Slip (if applicable), and Requisition and Issue Slip. Delivery of goods or services shall be monitored within the specified period in the PO.
14. All personnel involved in procurement are hereby reminded to uphold ethical standards, avoid conflicts of interest, and ensure fairness in all transactions. Transparency and accountability shall be observed at every stage, in accordance with ARTA and RA 12009.
15. This Procurement Workflow shall take effect immediately upon issuance of this Memorandum. All concerned personnel are directed to familiarize themselves with the process and ensure strict compliance.
16. For strict compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects
WORKFLOW PROCESS PROCUREMENT

DEPED – DIVISION OF BATAAN'S PROCUREMENT WORKFLOW

End-user shall prepare the following documents:
Purchase Request (PR),
Project Proposal, APP-CSE / PMP reference, Market study / canvass (if required), Specifications or Terms of Reference (TOR), consult with the Procurement Unit and endorsed to the Section Head and routed through the appropriate Division Chiefs (CID Chief / SGOD Chief / ASDS).

Division Chiefs (CID Chief / SGOD Chief / ASDS) shall review and approve the Purchase Request and Project Proposal.

Records Unit shall receive and log all procurement documents for proper monitoring, tracking, and reference.

Schools Division Superintendent shall review and grant final approval of the Purchase Request and Project Proposal.

Assistant Schools Division Superintendent shall review and recommend the approval of the Purchase Request and Project Proposal.

Budget Unit shall verify fund availability for the request and completeness of attached documents. If attachments are incomplete, the documents will be returned to the End-User.



Procurement Unit shall assign the Purchase Request (PR) Number, prepare the Request for Quotation (RFQ), and conduct canvassing and posting of the RFQ in PhilGEPS for procurements with an Approved Budget for the Contract (ABC) exceeding Two Hundred Thousand Pesos (₱200,000.00), where Small Value Procurement is applicable.

Bid and Awards Committee shall conduct the bidding process, open bids and identify/declare the winning supplier.

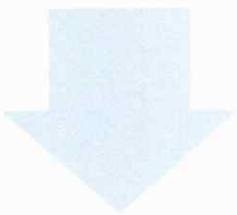
Procurement Unit shall prepare the Summary of Canvass, Committee on Awards, BAC Resolution Recommending Award, and the Purchase Order.

Budget Unit shall assign the ORS/BURS No. and Date including the obligated amount and forward the documents to the Procurement Unit.

Schools Division Superintendent shall review and sign the Purchase Order and forwarded to the Budget Unit.

Accountant shall review the Purchase Order (PO) and its supporting documents. After signing, the PO shall be forwarded to the SDS Office.

Procurement Unit shall submit a copy of the signed PO to the Commission on Audit and to the winning bidder for signature to signify conformity.



Supply Unit shall prepare the Inspection and Acceptance Report, Inventory Custodian Slip (if applicable) and Requisition and Issue Slip. Delivery of goods or services shall be monitored within the specified period in the PO.