

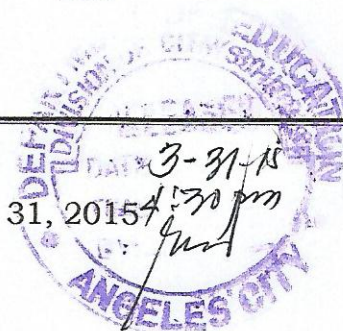


Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
**Angeles City**

Jesus Street, Pulungbulu, Angeles City  
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



March 31, 2015



Division Memorandum  
No. 55 s. 2015

**SIMPLIFIED AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE  
INDICATORS (ACPPI) DATA-COLLECTION GUIDE**


TO: Heads of Public Elementary and Secondary Schools  
Division Bids and Awards Committee  
School Bids and Awards Committees

1. In order to improve the process of data collection to the simplest, easiest and quickest and to facilitate the data consolidation and scoring in the utilization of APCPI, a SIMPLIFIED AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS DATA-COLLECTION GUIDE is introduced and recommended. It is believed that the use of the right and simplified tools for doing work is important. The poor and complex tools are only wasteful of time and energy.
2. The objectives of this data-collection guide are:
  - To simplify the data-collection process in accomplishing the APCPI.
  - To reduce wastage of effort, time and energy in the conduct of an APCPI assessment.
  - To be efficient and effective in utilizing the APCPI.
3. This Data-Collection Guide shall be utilized by the Division Office and all the elementary and secondary schools in the Division of Angeles City.
4. Wide dissemination of the contents of this Memorandum is earnestly desired.


  
**NICOLAS T. CAPULONG, Ph.D., CESO V**  
*Schools Division Superintendent*

PILLARS			DOCUMENTS
Pillar IV	<b>Integrity and Transparency of Agency Procurement Method</b>		
	Indicator 13	Observer participation in Public Bidding	Invitation Letters to CSO, COA BAC Minutes of the Meetings
	Indicator 14	Internal and External Audit of Procurement Activities	Division Order (Creation and Designation of Division Audit Team) Division Audit Team/COA Audit Reports Compliance Reports as to COA Reports
	Indicator 15	Capacity to Handle Procurement Related Complaints	BAC Resolutions on : Motion for Reconsideration Motion for Protest and Complaints
	Indicator 16	Anti-corruption Programs Related to Procurement	Guidelines on Transparency and Good Governance Specific Programs on Anti-Corruption related to procurement


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PILLARS			DOCUMENTS
<b>Pilar II</b>	<b>Agency Institutional Framework &amp; Management Capacity</b>		
	<b>Indicator 4</b>	Presence of Procurement Organizations	Order/Memorandum (Creation and Designation of BAC/Secretariat/Technical Working Group) Certificates of Trainings of BAC Members /Secretariat/TWG on R.A.9184 BAC Organizational Chart BAC Secretariat Organizational Chart
	<b>Indicator 5</b>	Procurement Planning & Implementation	PMR's Annual Procurement Plan (APP) PPMP Planning Conference on the preparation of APP, PPMP
	<b>Indicator 6</b>	Use of PhilGeps	PMR's PhilGEPS Records No PhilGEPS No Procurement Policy Provision of ACCESS Code to all BAC Members and TWG on PhilGEPS
	<b>Indicator 7</b>	System for Disseminating & Monitoring Procurement Information	PMR's submitted to GPPB  Posting of Procurement on Agency Website, PhilGEPS , Facebook or Twitter Quarterly Meeting for the preparation and submission of Monitoring Reports Monitoring Checklist to aid monitoring activities BAC Transparency Board



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PILLARS			DOCUMENTS
<i>Pillar I</i>	<b><i>Compliance with Legislative and Regulations Framework</i></b>		
	<b>Indicator 1</b>	Competitive Bidding as Default Procurement Method	Consolidated Procurement Monitoring Reports (CPMR) Public Monitoring Reports (PMR) PhilGEPS Certificate of Compliance BAC On-Line Help Desk Designation of Focal Persons per Pillar of the APCPI
	<b>Indicator 2</b>	Limited Use of Alternative Modes of Procurement	PMR's Annual Procurement Plan (APP) APP-Common-Use Supplies and Equipment (APP-CSE) PhilGEPS
	<b>Indicator 3</b>	Competitiveness of the Bidding Process	PMR's Bid Doc Official Receipts BAC Minutes of the Meetings Utilization of Social Media to announce the contracts to bid



PILLARS			DOCUMENTS
<b>Pillar III</b>	<b><i>Procurement Operations and Market Practices</i></b>		
	<b>Indicator 8</b>	Efficiency of Procurement Process	APP and PMR's
	<b>Indicator 9</b>	Compliance with Procurement Timeline	BAC Schedule of Activities Notice of Award (NOA) Notice to Proceed (NTP) BAC Resolution and PMR's BAC Transparency Board on Procurement Timelines RED Flag Scheme (Posting on Delayed Procurement Process)
	<b>Indicator 10</b>	Capacity Building for Government Personnel and Private Sector Participants	Trainings of Procurement Personnel on Procurement (List of Trainings, Participants, Certificates of Participation) BAC Competence/Performance Assessment Tool, Posting of Procurement on Agency Website, PhilGEPS, Facebook or Twitter
	<b>Indicator 11</b>	Management of Procurement and Contract Management Records	PMR's, Certificate of Compliance (PhilGEPS) Records of Contracts
	<b>Indicator 12</b>	Contract Management Procedures	Inspection Reports (Post-Qualification, Evaluation, Acceptance) Division Order/Memorandum (Creation and Designation of Division Inspectorate Committee) Proofs of Payments (Billing Statement, Voucher or Check) Purchase Request/ Purchase Order