



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

January 6, 2026

**DIVISION MEMORANDUM**

No. 004, s. 2026

**IMPLEMENTATION OF PROJECT SPAT: STRATEGIC PROCUREMENT AWARDING AND TRANSPARENCY SYSTEM**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Program Supervisors (CID & SGOD)  
Education Program Supervisors  
Section/Unit Heads  
End-Users/Focal Persons  
All Others Concerned

1. The Schools Division Office will implement **Project SPAT: Strategic Procurement Awarding and Transparency System** to enhance the efficiency, transparency, and accountability of procurement activities. This initiative aims to:
  - a. Streamline the preparation, submission, and processing of procurement documents.
  - b. Ensure strict compliance with RA 12009 (New Government Procurement Act) and GPBB procurement guidelines.
  - c. Reduce processing time and minimize errors in procurement transactions.
2. All personnel involved in procurement activities are required to strictly follow the procedures outlined in the **Project SPAT Guidelines** and the **End-User Procurement Checklist**, attached as **Enclosure 1**. These documents contain:
  - a. Step-by-step instructions for preparing and submitting procurement proposals.
  - b. Guidelines on the documentation required for each procurement activity.
  - c. The requirement to submit **five (5) complete copies** of all procurement documents for proper evaluation and record-keeping.
3. Responsibilities of personnel include, but are not limited to:
  - a. Ensuring completeness and accuracy of all procurement documents before submission.
  - b. Coordinating with section/unit heads and focal persons for proper routing and processing of requests.

- c. Complying with deadlines and other requirements indicated in the Project SPAT Guidelines.
- d. Reporting any challenges or discrepancies to the designated office for immediate resolution.

4. Full compliance with the Project SPAT procedures is **mandatory** to ensure timely, transparent, and efficient procurement processing across all offices and end-users.
5. Immediate and wide dissemination of this Memorandum is **directed** to ensure all personnel are fully informed and prepared to implement Project SPAT.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Schools Division Superintendent 

Enclosure: *None*  
Reference: *As stated*

To be indicated in the Perpetual Index under the following subjects:  
RA 12009 NEW GOVERNMENT PROCUREMENT ACT (RA12009)



**PROJECT SPAT:**  
**(Strategic Procurement Awarding and Transparency System)**  
Schools Division Office - Calbayog City

**STANDARD PROCUREMENT PROCESS**

**I. PREPARATION OF PROCUREMENT DOCUMENTS**

**Responsible:** End User / Requesting Office

**Timeline:** At least thirty (30) calendar days before the conduct of the activity or delivery of goods

The End User shall prepare **five (5) complete and identical copies** of the procurement documents for submission to the **BAC Office**.

**A. Mandatory Documents**

1. **Purchase Request (PR)** (no date indicated)
2. **Approved Budget Proposal**, duly signed by:  
-Requesting Official  
-Budget Officer (certifying availability of funds)  
-Schools Division Superintendent (approval)
3. Approved **APP or Revised APP**
4. **PPMP** generated from PMIS
5. Original copy of the **Division Memorandum**
6. **Detailed Budgetary Requirement (DBR)**
7. **Activity Code** from PMIS, signed by the PMIS Focal Person
8. **Activity Request** (for activities included in PMIS-WFP)
9. **Training Design / Training Matrix / Proposal** (if applicable)
10. **Agency Procurement Request (APR)** for common-use supplies
11. **Market Scoping / Market Research**, using the **GPPB-prescribed Template**
12. Copy of SARO/Sub-ARO and its corresponding Guidelines and Issuances
13. Other necessary or supporting documents, as may be required

**A1. Market Scoping Requirement**

- The End User shall conduct **Market Scoping/Market Research** before submission of the PR.
- Market Scoping shall be prepared using the **official GPPB template** and shall:  
-Identify available suppliers or service providers  
-Determine prevailing market prices  
-Serve as a basis for the **Approved Budget for the Contract (ABC)**
- The accomplished Market Scoping shall form an integral part of the procurement documents submitted to the BAC Office.

### **Important Reminders:**

- **No date shall be indicated on the PR.** The Supply Office shall indicate the date upon receipt for recording purposes.
- **ICT-related procurements** shall be evaluated and countersigned by the **Information Technology Officer (ITO)** before submission.
- The BAC Office **shall not accept incomplete submissions.**

### **B. For Activities NOT Included in the Approved PMIS-WFP or APP**

If the activity is not included in the approved PMIS-WFP or APP, or constitutes a modification thereof, the following shall be required:

#### **1. Authority to Conduct (ATC),** duly signed by:

- Division Chief Concerned
- Division Budget Officer (availability of allotment)
- Schools Division Superintendent (approval)

#### **2. SARO / Sub-ARO,** if applicable (e.g., Program Support Funds)

Upon receipt of the Sub-ARO, the Program Coordinator/Focal Person shall submit:

- a. Detailed Budgetary Requirement
- b. Supplemental PR, PPMP, and APP
- c. PMIS Work and Financial Plan (WFP)
- d. Activity Guidelines

### **II. RECORDING OF PURCHASE REQUEST**

**Responsible:** Supply Office

**Timeline:** 5 minutes per PR

The PR shall be officially recorded, dated, and assigned a **PR Number**.

### **III. SUBMISSION TO BAC OFFICE**

**Responsible:** End User

**Timeline:** At least 30 calendar days before the activity

The End User submits the **five (5) complete copies** of the recorded PR and supporting documents to the **BAC Office** for procurement action.

### **IV. BAC SECRETARIAT ACTIONS**

**Responsible:** BAC Secretariat/Staff

**Timeline:** 1 day

The BAC Secretariat shall:

1. Post the procurement opportunity in **PhilGEPS**, if applicable (for approved ABCs above 200,000.00)
2. Prepare **three (3) Requests for Quotation (RFQs)**
3. Endorse RFQs to the designated **Canvasser**

## **V. CANVASSING OF SUPPLIERS**

**Responsible:** Canvasser

**Timeline:** Within three (3) calendar days

The Canvasser shall:

1. Identify at least **three (3) eligible suppliers/service providers**
2. Inform suppliers of the requirement for **BIR-registered receipts/delivery Receipts**
3. Secure proof of canvass/acknowledgment receipt
4. Submit **three (3) sealed price quotations** to the BAC Secretariat for recording and safekeeping

## **VI. OPENING AND EVALUATION OF QUOTATIONS**

**Responsible:** BAC Members

**Timeline:** 1 day

**The BAC shall:**

- Open and evaluate sealed quotations
- Recommend an award to the **Lowest Calculated and Responsive Quotation (LCRQ)**

**Supplier eligibility documents shall include:**

- Mayor's Business Permit
- Notarized Omnibus Sworn Statement
- Income/Business Tax Returns
- PhilGEPS Certificate

## **VII. NOTICE TO END USER**

**Responsible:** BAC Secretariat

The End User shall be informed of the procurement result, whether **successful or failed**, immediately after evaluation.

## **VIII. PREPARATION AND ROUTING OF PROCUREMENT DOCUMENTS**

**Responsible:** BAC Secretariat

**Timeline:** Within 3 days

The following shall be prepared:

1. Abstract of Quotations
2. Purchase Order (*no date indicated*)
3. BAC Resolution to Award

#### **PO Routing:**

- Winning Supplier – 1 day
- Schools Division Superintendent – 1 day
- Accounting Office – 3 days

### **IX. RECORDING OF PURCHASE ORDER**

**Responsible:** Supply Office

**Timeline:** 5 minutes

The approved PO shall be recorded, dated, and numbered.

**After this stage, BAC's responsibility ends, and documents are returned to the End User.**

### **X. IMPLEMENTATION OF ACTIVITY / DELIVERY OF GOODS**

**Responsible:** *End User*

The End User shall implement the activity and ensure proper documentation, such as:

- ACR/ Attendance sheets
- Headcount of participants
- Time-stamped Photos of venue, backdrop, and food

### **XI. POST-ACTIVITY DOCUMENTATION**

**Responsible:** End User

**Timeline:** Within three (3) days after the activity

#### **A. For Catering Services**

- Disbursement Voucher (DV)
- ORS/BURS
- Activity Documentation Report (ADR)
- Attendance sheets
- Time-stamped Photos
- Billing Statement
- Other supporting documents

#### **B. For Supplies and Materials**

- Distribution List and acknowledgment receipts
- Documents shall be submitted to the **Supply Office**.

## **XII. INSPECTION AND ACCEPTANCE**

**Responsible:** Supply Office

**Timeline:** 1 day - Preparation of **Inspection and Acceptance Report (IAR)**.

## **XIII. BUDGET OBLIGATION**

**Responsible:** Budget Office

**Timeline:** 1 day

- Certification in **Box B of ORS/BURS** and endorsement to accounting.

## **XIV. ACCOUNTING AND PAYMENT PROCESSING**

**Responsible:** Accounting Office

**Timeline:** 1 day

- Preparation of **LDDAP, BIR Forms**, and certification of DV.

## **XV. PAYMENT RELEASE**

**Responsible:** Cashier's Office

**Timeline:** Within 2 days

- Processing and release of payment.

**Prepared by:**



**JUN-NILOU D. DULFO, PhD**

OIC-Assistant Schools Division Superintendent  
BAC Chairperson

**Approved by:**



**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
Schools Division Superintendent