

ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya

Period Covered: CY 2021-2022

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1 Public Bidding*														
1.1 Goods	30,921,834.00		5	4	16,499,912.00	1	12	46	18	5	4	0	0	4
1.2 Works	197,861,799.38		10	9	170,645,950.31	1	45	104	73	10	9	34	34	9
1.3 Consulting Services														
Sub-Total	228,783,633.38		15	13	189,145,862.31	2	57	150	91	15	13	34	34	13
2 Alternative Modes														
2.1.1 Shopping (52.1 a above 50K)														
2.1.2 Shopping (52.1 b above 50K)	16,931,655.97		64	64	13,527,245					64	64			
2.1.3 Other Shopping	6,387,969.25		331	331	6,233,913									
2.2 Direct Contracting (above 50K)														
2.2.1 Direct Contracting (50K or less)														
2.3.1 Repeat Order (above 50K)														
2.3.2 Repeat Order (50K or less)														
2.4 Limited Source Bidding														
2.5.1 Negotiation (Common-Use Supplies)														
2.5.2 Negotiation (Recognized Government Privates)														
2.5.3 Negotiation (TFS 53.1)														
2.5.4 Negotiation (S/P 53.9 above 50K)														
2.5.5 Other Negotiated Procurement (Others above 50K)														
2.5.6 Other Negotiated Procurement (50K or less)														
Sub-Total	23,319,665.22		395	395	19,760,857.22					64	64			
3 Foreign Funded Procurement**														
3.1 Public-Bid														
3.2 Alternative Modes														
Sub-Total	0.00		0	0	0.00									
4 Others, specify:														
TOTAL	252,103,278.60		410	408	208,906,719.53									

* Should include foreign-funded publicly-bid projects per procurement type

** All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

MARIA LUCEL BALING
BAC Secretariat

ROBERT C. ROSAL NR
State Auditor/IVQC-Audit Team Leader

MARY JULIE A. CRUS PHD, CESA
Assistant Schools Division Superintendent

RACHEL R. LLAMA PHD, CESA V
Schools Division Superintendent (IOPF)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI) QUESTIONNAIRE

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya

Name of Respondent: RACHEL R. LLANA PHD, CESO V

Date: March 29, 2023

Position: Schools Division Superintendent

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

Agency prepares APP using the prescribed format

Approved APP is posted at the Procuring Entity's Website

please provide link: <http://deped-ny.com.ph/procurement.php>

Submission of the approved APP to the GPPB within the prescribed deadline

please provide submission date: 20-Feb-23

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

Agency prepares APP-CSE using prescribed format

Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually

please provide submission date: 19-Sep-22

Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

Original contract awarded through competitive bidding

The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item

The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification

The quantity of each item in the original contract should not exceed 25%

Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality

Preparation and issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority

Transmittal of the Pre-Selected List by the HOPE to the GPPB

Within 7cd from the receipt of the acknowledgment letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPs website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

Bidding documents are available at the time of advertisement/posting at the PhilGEPs website or Agency website;

Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the following conditions? (3e)

The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity

MARIA LICET BALICO
BAC Secretariat

ROBERT C. ROSAL JR.
State Auditor in Charge, Team Leader

MARY JULIA A. TRUS PHD, CESE
Assistant Schools Division Superintendent

RACHEL R. LLANA PHD, CESO V
Schools Division Superintendent (ICPFI)

No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment

Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPs website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

Office Order creating the Bids and Awards Committee please provide Office Order No.: Division Memorandum No. 427, s.2022

There are at least five (5) members of the BAC please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. MARY JULIE A. TRUS PHD, CESE	April 6-8, 2022
B. MARICEL S. FRANCO PHD, CESE	April 6-8, 2022
C. MELANY M. ASUNCION PHD	April 6-8, 2022
D. MARITRESS E. VIDAD	April 6-8, 2022
E. ATTY. JULIUS CAESAR DOMINGO	April 6-8, 2022
F. NIMFA NORIE A. AQUINO, PHD.	April 6-8, 2022
G. DINDO JOHN H. MORENO, PHD.	April 6-8, 2022

Members of BAC meet qualifications

Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat please provide Office Order No.: Division Memorandum No. 427, s.2022

The Head of the BAC Secretariat meets the minimum qualifications please provide name of BAC Sec Head: Ma. Licel T. Balico

Majority of the members of BAC Secretariat are trained on R.A. 9184 please provide training date: April 6-8, 2022

8. Have you conducted any procurement activities on any of the following? (5c) If YES, please mark at least one (1) then, answer the question below.

- Computer Monitors, Desktop Computers and Laptops
 - Air Conditioners
 - Vehicles
 - Fridges and Freezers
 - Copiers
 - Paints and Varnishes
 - Food and Catering Services
 - Training Facilities / Hotels / Venues
 - Toilets and Urinals
 - Textiles / Uniforms and Work Clothes
- Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s? Yes No

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

Agency has a working website please provide link: http://deped-nv.com.ph

Procurement information is up-to-date

Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

Agency prepares the PMRS

MARIA LICEI T. BALICO
BAC Secretariat

ROBERT C. ROSAL JR.
State Auditor / BAC Audit Team Leader

MARY JULIE A. TRUS PHD, CESE
Assistant Schools Division Superintendent

RACHEL R. LLAMA PHD, CESO V
School Division Superintendent (HCP/E)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI) QUESTIONNAIRE

PMRs are promptly submitted to the GPPB
 please provide submission dates: 1st Sem - _____ 2nd Sem - _____

PMRs are posted in the agency website
 please provide link: <http://depd-nv.com/procurement.php>

PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

There is an established procedure for needs analysis and/or market research

There is a system to monitor timely delivery of goods, works, and consulting services

Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

Personal roles, duties and responsibilities involving procurement are included in their individual performance commitments

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: April 6-8, 2023

Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Units

Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year

The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

RACHEL R. LLAMA PH.D. CESO V
 Schools Division Superintendent (HOPE)

MARY JULE A. TRUS PH.D. CESE
 Assistant Schools Division Superintendent

ROBERT C. ROSAL JR.
 State Auditor/ OIC-Audit Team Leader

MARIA LUCEL T. BALIDO
 SAC Secretariat

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI)

QUESTIONNAIRE

15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

There is a list of procurement related documents that are maintained for a period of at least five years

The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers

The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

There is a list of contract management related documents that are maintained for a period of at least five years

The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers

The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

Yes No

If YES, please answer the following:

Supervision of civil works is carried out by qualified construction supervisors

Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 5 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

A. Eligibility Checking (For Consulting Services Only)

B. Shortlisting (For Consulting Services Only)

C. Pre-bid conference

D. Preliminary examination of bids

E. Bid evaluation

F. Post-qualification

Observers are invited to attend stages of procurement as prescribed in the IRR

Observers are allowed access to and be provided documents, free of charge, as stated in the IRR

Observer reports, if any, are promptly acted upon by the procuring entity

RACHEL R. LLANA PH.D. CESO V
Schools Division Superintendent (NCFE)

MARY JULIETA TRUJILLO PH.D. CESE
Assistant Schools Division Superintendent

ROBERT C. ROSAL JR.
State Auditor (CICAudit Team Leader)

MARIA LEEA I. SANTI
BAC Secretariat

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCI)

QUESTIONNAIRE

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency
- Agency Order/BM Approval of IAU positions:

10-Jul-19

- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months) 100 %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

23. In determining whether agency has a specific anti-corruption programs related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption

Back to "how to fill up"

MARY JULIE A. TRUS PHD, CESP
Assistant Special Division Superintendent

RACHEL R. LLAMA PHD, CESP V
Special Division Superintendent (HOPE)

ROBERT C. ROSAL, JR.
State Auditor/COA-Audit Team Leader

MARIA LUCEL T. BALUCO
SAC Secretariat



No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00- 39.99%	Between 40.00-50.00%	Above 50.00%
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 5.00-7.00 %	Between 3.00-4.99 %	Below 3.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 9.00 -15.00%	Between 4.00-8.99%	Below 4.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
7	Compliance with Repeat Order procedures	Not Compliant			Compliant
8	Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
Indicator 3. Competitiveness of the Bidding Process					
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
10	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00 – 1.99	2.00-2.99	3.00 and above
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
14	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 5. Procurement Planning and Implementation					
16	An approved APP that includes all types of procurement	Not Compliant			Compliant
17	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
18	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant			Compliant
Indicator 6. Use of Government Electronic Procurement System					
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Below 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
20	Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00– 50.99%	Between 51.00-80.00%	Above 80.00%

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
21	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0 Below 20.00%	1 Between 20.00 - 50.99%	2 Between 51.00-80.00%	3 Above 80.00%

Indicator 7. System for Disseminating and Monitoring Procurement Information

22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES

Indicator 8. Efficiency of Procurement Processes

24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Below 40.00% or above 100.00%	Between 40.00- 60.99%	Between 61.00%- 80.00%	Above 80.00%
25	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95.00%	Above 95.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

Indicator 9. Compliance with Procurement Timeframes

27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
28	Percentage of contract's awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
29	Percentage of contract's awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%

Indicator 10. Capacity Building for Government Personnel and Private Sector Participants

30	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/or professionalization program	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76-90% of staff trained	Between 91.00-100% Trained
32	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant			Compliant

Indicator 11. Management of Procurement and Contract Management Records

33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

Indicator 12. Contract Management Procedures

35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days

PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM

Indicator 13. Observer Participation in Public Bidding

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 14. Internal and External Audit of Procurement Activities					
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
Indicator 15. Capacity to Handle Procurement Related Complaints					
40	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 16. Anti-Corruption Programs Related to Procurement					
41	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant



ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya
 Date of Self Assessment: June 30, 2022

Name of Evaluator: RACHEL R. LLANA
 Position: Schools Division Superintendent

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)	
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK						
Indicator 1. Competitive Bidding as Default Method of Procurement						
1	1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	90.54%	2.00		PMRs
2	1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	3.19%	0.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement						
3	2.a	Percentage of shopping contracts in terms of amount of total procurement	9.46%	0.00		PMRs
4	2.b	Percentage of negotiated contracts in terms of amount of total procurement	0.00%	3.00		PMRs
5	2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00		PMRs
6	2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
8	2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process						
9	3.a	Average number of entities who acquired bidding documents	3.80	1.00		Agency records and/or PhilGEPS records
10	3.b	Average number of bidders who submitted bids	10.00	3.00		Abstract of Bids or other agency records
11	3.c	Average number of bidders who passed eligibility stage	6.07	3.00		Abstract of Bids or other agency records
12	3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
13	3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
			Average I	2.18		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY						
Indicator 4. Presence of Procurement Organizations						
14	4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
15	4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation						
16	5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
17	5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
18	5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System						
19	6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
20	6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
21	6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records

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ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya
 Date of Self Assessment: June 30, 2022

Name of Evaluator: RACHEL R. LLANA
 Position: Schools Division Superintendent

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
Indicator 7. System for Disseminating and Monitoring Procurement Information					
22	7.a Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
23	7.b Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Substantially Compliant	2.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.90		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
24	8.a Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	82.87%	3.00		APP (including Supplemental amendments, if any) and PMRs
25	8.b Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	86.67%	0.00		APP(including Supplemental amendments, if any)and PMRs
26	8.c Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
27	9.a Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
28	9.b Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
29	9.c Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
30	10.a There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
31	10.b Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
32	10.c The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
33	11.a The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
34	11.b Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
35	12.a Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
36	12.b Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts





ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya
 Date of Self Assessment: June 30, 2022

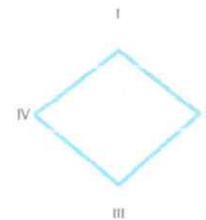
Name of Evaluator: RACHEL R. LLANA
 Position: Schools Division Superintendent

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
		Average III	2.50		
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
37	13.a Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
38	14.a Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
39	14.b Audit Reports on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
40	15.a The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
41	16.a Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		Average IV	3.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.65		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	2.18
Pillar II Agency Institutional Framework and Management Capacity	3.00	2.90
Pillar III Procurement Operations and Market Practices	3.00	2.50
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.65

Agency Rating



← Back to "how to fill up"

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PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Period: CY 2023-2024

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Sustain the timely preparation of Annual Procurement Plan (APP) for easy identification of projects that has to undergo competitive bidding and limited source bidding contracts based on the amount of total procurement	Program owners, HOPE and BAC Members and Secretariat	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Sustain the timely preparation of Annual Procurement Plan (APP) for easy identification of the total volume of projects that has to undergo competitive bidding and limited source bidding contracts based on the amount of total procurement	Program owners, HOPE and BAC Members and Secretariat	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
2.a	Percentage of shopping contracts in terms of amount of total procurement	Sustain the timely preparation of the Annual Procurement Plan (APP) to identify possible projects with limited number of bidders that might undergo possible negotiated contracts considering the amount of total procurement	Program owners, HOPE and BAC Members and Secretariat	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Sustain the timely preparation of the Annual Procurement Plan (APP) to identify possible projects that might undergo direct contracting to identify possible projects that might undergo direct contracting	Program owners, HOPE and BAC Members and Secretariat	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
2.c	Percentage of direct contracting in terms of amount of total procurement	Sustain the timely preparation of the Annual Procurement Plan (APP) to identify possible projects that might undergo possible repeat order contracts considering amount of total procurement.	Program owners, HOPE and BAC Members and Secretariat	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
2.d	Percentage of repeat order contracts in terms of amount of total procurement	Strict adherence to IRR of RA 9184 on repeat order procedures	BAC Members and Secretariat	January - December 2023	Laptop, Projector, Meals, Printer, Coupon Bond
2.e	Compliance with Repeat Order procedures	Strict adherence to IRR of RA 9184 on limited source bidding procedures	BAC Members and Secretariat	January - December 2023	Laptop, Projector, Meals, Printer, Coupon Bond
2.f	Compliance with Limited Source Bidding procedures	Proper accounting of the number of bidders who acquired bidding documents versus the number of projects to be bid	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
3.a	Average number of entities who acquired bidding documents	Proper accounting of the number of bidders who acquired bidding documents versus the number of bidders who submitted bidding documents	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
3.b	Average number of bidders who submitted bids	Proper accounting of the number of bidders who submitted bidding documents versus their number of bidders who passed the eligibility stage	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
3.c	Average number of bidders who passed eligibility stage	Adherence to procurement guidelines and procedures	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
3.d	Sufficiency of period to prepare bids	Taking minutes of meetings during pre-bid conference and bid evaluation as per mandated by RA 9184 / Conduct of appropriate market survey procedures	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Issuance of Office Order in the Creation of Bids and Awards Committee by the HOPE	HOPE	October to December 2022	Laptop, Printer, Coupon Bond
4.a	Creation of Bids and Awards Committee(s)	Issuance of Office Order in the Creation of the BAC Secretariat of Procurement Unit by the HOPE	HOPE	October to December 2022	Laptop, Printer, Coupon Bond
4.b	Presence of a BAC Secretariat or Procurement Unit	Sustain the preparation of the Annual Procurement Plan together with the different units of the division to identify different types of procurement modes to be approved by the HOPE	Program owners, HOPE and BAC Members	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
5.a	An approved APP that includes all types of procurement				

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Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya

Period: CY 2023-2024

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Sustain the preparation of Annual Procurement Plan to identify Commonly Use Supplies and Equipment that needs to be included in the formulation of the APP-CSE	Program owners, HOPE and BAC Members, Supply Officer	October to December 2022	Laptop, Projector, Meals, Printer, Coupon Bond
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Encourage adoption green and sustainable non CSE items of end-users	Program owners, HOPE and BAC Members, Supply Officer	January - December 2023	Laptop, Printer, Coupon Bond
6.a	Percentage of bid opportunities posted by the PhilGEPs-registered Agency	Strict compliance to PhilGEPs posting procedures for all procurement activities	BAC Members, BAC Secretariat	January - December 2023	Laptop, Projector, Meals, Printer, Coupon Bond
6.b	Percentage of contract award information posted by the PhilGEPs-registered Agency	Proper accounting of bid opportunities posted in the PhilGEPs versus the number of contracts awarded to bidders.	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPs-registered Agency	Proper accounting of bid opportunities posted in the PhilGEPs through alternative methods versus the number of contracts awarded to bidders.	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Maintain a part of the division website where updated procurement activities are made transparent to other people and bidders.	BAC Members, BAC Secretariat	January - December 2023	Laptop, internet connection
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Proper accounting and timely recording of projects and annual preparation of Procurement Monitoring Report using the GPPB-prescribed format to be posted on the division website and to be Proper and timely recording, accounting and careful monitoring of the amount of contracts signed within the assessment year against the total amount in the approved APPs on the Procurement Monitoring Proper and timely recording, accounting and careful monitoring of the total number of contracts signed against total number of procurement projects done through competitive bidding on the	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Sustain the preparation and strict adherence to the Annual Procurement Plan in relation to strict compliance to applicable IRR guidelines of RA 9184	Program owners, HOPE and BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Sustain the preparation and strict adherence to the Annual Procurement Plan in relation to strict compliance to applicable IRR guidelines of RA 9184	Program owners, HOPE and BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Sustain the preparation and strict adherence to the Annual Procurement Plan in relation to strict compliance to applicable IRR guidelines of RA 9184	Program owners, HOPE and BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Sustain the preparation and strict adherence to the Annual Procurement Plan in relation to strict compliance to applicable IRR guidelines of RA 9184	Program owners, HOPE and BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Sustain the preparation and strict adherence to the Annual Procurement Plan in relation to strict compliance to applicable IRR guidelines of RA 9184	Program owners, HOPE and BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	Sustain the preparation and strict adherence to the Annual Procurement Plan in relation to strict compliance to applicable IRR guidelines of RA 9184	Program owners, HOPE and BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Maintain Internal Audit Unit to evaluate the performance of procurement personnel on a regular basis	HOPE, BAC Members and Secretariat	October to December 2021	Laptop, Printer, Coupon Bond
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Maintain record on the trainings attended by procurement staff and recommend them for procurement trainings and/or professionalization program	BAC Chairman	January - December 2023	Laptop, Printer, Coupon Bond

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Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DepEd Schools Division Office of Nueva Vizcaya

Period: CY 2023-2024

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	All procurement opportunities of the division will be posted on PhilGEPs and pre-bid conferences are scheduled based on posted projects	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	BAC Secretariat maintains an organized filing of procurement records and pertinent data for at least 5 years	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Implementing Units maintain an organized filing of procurement records and pertinent data for at least 5 years	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Compliance to existing Process Manual on Procurement	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
12.b	Timely Payment of Procurement Contracts	Proper monitoring of the status and completion of supporting documents of projects to make sure that Payment of procurement contracts are made on time	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	BAC secretariat will make sure that invitation letters are sent to observers during stages of procurement	BAC Members, BAC Secretariat	January - December 2023	Laptop, Printer, Coupon Bond
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Maintain operation of the Internal Audit Unit to evaluate the performance of procurement personnel on a regular basis	HOPE	January - December 2023	Laptop, Printer, Coupon Bond
14.b	Audit Reports on procurement related transactions	Maintain submission of internal audit reports to AC and HOPE for appropriate action	IAU, BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Bidders are informed during pre-procurement and pre-bid conference of the complaints mechanism based on RA 9184	IAU, BAC Members	January - December 2023	Laptop, Printer, Coupon Bond
16.a	Agency has a specific anti-corruption program/s related to procurement	Strict conduct of pre-audit by accounting section and post audit by COA	IAU, BAC Members	January - December 2023	Laptop, Printer, Coupon Bond

