



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

August 18, 2021

DIVISION MEMORANDUM

No. 322, s. 2021

IMPLEMENTATION OF THE PROCUREMENT TRANSACTION MONITORING TOOL

To: Assistant Schools Division Superintendent
Division Chiefs
Unit / Section Heads
All SDO Personnel

1. The Bids and Awards Committee developed a monitoring tool named **Procurement Transaction Monitoring Tool** to effectively monitor the status of all the procurement at hand of the Procuring Entity and to keep track of the procurement documents by the respective Program Owners / End Users.
2. In line with this, all procurement transactions shall be entered into the monitoring tool by the Program Owners / End User at the start of the procurement process **effective immediately**.
3. The Program Owner / End User shall fill out the following details as provided below on the Google Form thru this link <https://tinyurl.com/ProcurementMonitoringTool>.
 - Functional Division
 - Name of Program Owner / End-user
 - Title of PPA
 - Goods or Services to be Procured
 - Details of the Procurement
 - ABC of the Procurement at Hand
 - Date Needed
4. The above-mentioned details are captured in a Google Sheet Template that is shared with the concerned personnel thru this link <https://tinyurl.com/ProcurementMonitoringTemplate>. Moreover, the Google Sheet Template will serve as the database of the status of all ongoing and completed procurement activities. The concerned personnel are the following, to wit:
 - Program Owner / End – User.
 - Budget Officer
 - Supply Officer

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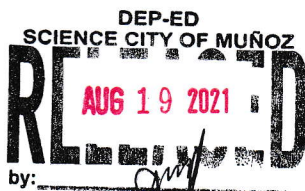
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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

- BAC Secretariat
 - Accountant III
 - Technical Working Group
 - BAC
 - Administrative Assistant, Office of the ASDS / BAC Chairperson
 - Administrative Assistant, Office of the SDS / HOPE
 - Cashier
 - Inspectorate Committee
5. The concerned personnel will click the *Check Box* to affirm that the procurement transactions have already been received and the appropriate actions have been taken up on the documents in their respective units.
6. The Google Sheet is protected and is only accessible to the concerned personnel.
7. For information, guidance, and compliance.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge

Office of the Schools Division Superintendent

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