



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

October 8, 2021

DIVISION MEMORANDUM

No. 430, s. 2021

**GUIDANCE ON THE PROCESSING OF PAYMENTS OF CATERING SERVICES
UNDER THE EARLY PROCUREMENT ACTIVITY (EPA) FOR FY 2021**

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

1. Pursuant to GPPB Circular No 06-2019, Guidelines on the Implementation of Early Procurement Activities, the Schools Division Office of Science City of Munoz has successfully conducted and awarded the Catering Services of the Programs, Plans and Activities (PPAs) for FY 2021 through the Early Procurement Activities (EPA) last March, 2021 to Ben Calamari Haven as the Service Provider.
2. The master list of PPAs, including the number of pax, the menu and allocated budget for each PPAs has been provided to the Program Owners of the functional Divisions, Units, and the Service Provider. As stated in the contract the billing shall be provided by the Service Provider on a monthly basis.
3. Recent billings from the Service Provider showed discrepancies in the number of pax served as well as the cost of food and snacks that were provided during the conduct of PPAs despite the master list that was provided to the Program Owners and the Service Provider. Hence, resulting in difficulties in the reconciliation during the payment period.
4. To address and resolve the afore-mentioned issues and concerns, the following guidelines shall be strictly observed and followed, to wit:
 - 4.1 The Program Owners must be in close coordination with the Service Provider as to the full details of the activity prior to its conduct.
 - 4.2 The Program Owners shall be responsible in the monitoring of the allocated budget for their PPAs.
 - 4.3 The billing statement from the Service Provider must contain the complete details of the activity that was conducted.



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)



Certificate No. 50500731 QM15



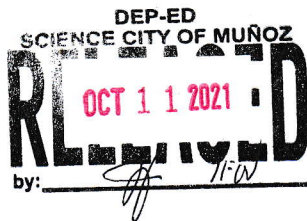
Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

- 4.4 The billing statement shall be referred first to the Program Owners to check the veracity of the billing statement prior to the processing of payment to the Service Provider.
- 4.5 The processing of the documents for payment, i.e., the preparation of ORS and DV shall be the responsibility of the Program Owners.
5. For the guidance and compliance of all concerned.

DANTE G. PARUNGAO, CESO VI

Officer-in-Charge

Office of the Schools Division Superintendent
Head of the Procuring Entity



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)



Certificate No. 50500731 QM15