



University of the Philippines Manila  
The Health Sciences Center

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21 May 2019

MEMORANDUM NO. CCDP-2019-101

F O R : Deans, Directors and Heads of Offices  
Attention: Supply Officers/Procurement Officers  
Administrative Officers

SUBJECT : REVISED FLOW CHART FOR THE PROCUREMENT THRU ALTERNATIVE MODES AND  
ADDITIONAL DOCUMENTARY REQUIREMENT FOR PROCESSING OF PAYMENTS TO  
SUPPLIERS/CONTRACTORS

To ensure compliance to Section 54.3 of the 2016 Revised Implementing Rules and Regulations of RA 9184, which provides "In all instances of alternative methods of procurement, the BAC, through its Secretariat, shall post, for information purposes, the notice of award, contract, purchase order, including notice to proceed, if necessary, in the PhilGEPS website and website of the procuring entity concerned, if available, and at any conspicuous place, reserved for this purpose, in the premises of the Procuring Entity, within ten (10) days from their issuance, except for contracts with ABC of Fifty Thousand Pesos (Php50,000.00) and below," the following changes/revisions will be strictly implemented effective upon the date of approval of this Memorandum:

1. Inasmuch as the procurement of contracts below Php1,000,000.00 (for NIH) and Php500,000.00 (for academic units and Central Administration) is delegated to the concerned end-users (Annex H General Guidelines J. Delegation of Authority), the posting above cited shall be the responsibility of the end-user, subject to monthly reporting to the UP Manila Procurement Office (formerly OOBAC).

Since this posting requirement should have been complied with for several years ago, end users are requested to submit the monthly report form on PhilGEPS postings, retroactively from 01 January 2019. Reports for January to May 2019 should be submitted to PMO not later than 15 June 2019. Henceforth, monthly report should be submitted within the first 15 days of the ensuing month.

2. The proof of these postings shall be an additional documentary requirement for the processing of payments to suppliers/contractors.

Attached are the following for your easy reference:

1. Revised Flowchart for the Procurement Thru Alternative Mode
2. Revised Checklist of Documentary Requirements for the Processing of Payments to Suppliers/Contractors
3. Form for the Reporting of PhilGEPS Postings

For immediate implementation and compliance.

*Carmencita D. Padilla*  
CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor

Noted:

*Eva Maria C. Cutiongco-De La Paz*  
DR. EVA MARIA C. CUTIONGCO-DE LA PAZ  
Executive Director, NIH-UPM

**CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT TO SUPPLIERS (GOODS)**  
**(to be accomplished by the End-User)**



COBAC10000781

	DISBURSEMENT VOUCHER
	OBLIGATION REQUEST/BUR
	Inspection and Acceptance Report
	Delivery Receipt/Sales Invoice
	<b>Proof of PhilGEPS Posting of NOA/PO and NTP (if necessary) for purchases amounting to P50,000. and above</b>
	Purchase Order/Notice to Proceed
	Notice of Award (NOA), if applicable
	BAC Resolution (for purchases under PR amounting to more than P500,000.00)
	Abstract of Quotations
	<b>Proof of PhilGEPS Posting of Request for Quotation (RFQ) for PR amounting to P50,000.00 and above</b>
	SPPMP (if supplemental)
	Purchase Request
	Additional documents required:

Certified that all the documents (with check marks) are submitted:

Signature over printed name

Designation

College/Unit/Office

Date: \_\_\_\_\_

Received by:

Signature over Printed Name

Designation

Accounting Office, UP Manila

Date: \_\_\_\_\_

**Reference:**

**Memorandum Order No. CCDP-2018-007 dated 11 Jan 2018– Supporting Documents for Common Transactions**

**Revised as per Memorandum No. CCDP-2019-101 dated 21 May 2019: Revised Flow Chart for the Procurement thru Alternative Modes and Additional Documentary Requirements for Processing of Payments to Suppliers/Contractors**

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 111 1/2
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF GOODS (THROUGH SHOPPING AND SMALL VALUE PROCUREMENT)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF PURCHASE REQUESTS]     Step1 --&gt; Step2[2. CERTIFICATION THAT PROCUREMENT IS INCLUDED IN THE APPROVED PPMP/APP]     Step2 --&gt; Step3[3. BUDGET CLEARANCE]     Step3 --&gt; Step4[4. APPROVAL OF PURCHASE REQUEST]     Step4 --&gt; Step5[5. TRANSMITTAL OF PR FOR THE CONDUCT OF PROCUREMENT IN ACCORDANCE W/ RA9184 IRR]     Step5 --&gt; Step6[6. POSTING OF REQUEST FOR QUOTATION (RFQ) AT PHILGEPS/CONDUCT OF CANVASS]     Step6 --&gt; End((A))           </pre>	<p>End user (Supply Officer) prepares PRs based on approved PPMP:</p> <p>Checks and certifies that the procurement is included in the end-users approved PPMP.</p> <p>Provides budget clearance indicating the approved budget for the contract (ABC) and funding source.</p> <p>Approves PR in accordance with the level of signing authority.</p> <p>Checks and certifies the completeness of requirements for procurement; transmits to end-users</p> <p>Posts request for quotations at PHILGEPS/ Conduct of Canvass</p>	<p>End User</p> <p>PSO Head</p> <p>BO Head</p> <p>Director/Dean/VCA</p> <p>OOBAC Staff</p> <p>End-user/ PSO Staff/ BAC Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 112 2/2
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Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. PREPARATION OF ABSTRACT OF CANVASS/ QUOTATION]     B --&gt; C[8. APPROVAL OF ABSTRACT OF QUOTATION/ CANVASS]     C --&gt; D[9. PREPARATION OF PO AND NTP]     D --&gt; E[10. BUDGET CLEARANCE]     E --&gt; F[11. APPROVAL OF PURCHASE ORDER AND NOTICE TO PROCEED]     F --&gt; G[12. ISSUANCE OF PURCHASE ORDER AND NOTICE TO PROCEED AND ACCEPTANCE OF GOODS]     G --&gt; H[13. POSTING OF NOTICE OF AWARD/ PURCHASE ORDER/ NOTICE TO PROCEED]     H --&gt; I((End))           </pre>	<p>Prepares Abstract of Canvass/Quotation with recommendation to award</p> <p>Approves Abstract of Canvass in accordance with the level of signing authority</p> <p>Prepares Purchase Order and Notice to Proceed in accordance to the approved Abstract of Canvass and routes to Accounting Office/Budget Office</p> <p>Provides budget clearance and signs the Purchase Order</p> <p>Approves the Purchase Order and Notice to Proceed in accordance with the level of signing authority.</p> <p>Issues PO and NTP to supplier for acceptance and submission of additional requirements; accepts performance security and sees to it that procured goods are delivered within the prescribed period as indicated in the PO; coordinates with Internal Audit Office for inspection</p> <p>Posts NOA/PO and NTP (if necessary) in PhilGEPS and UPM Website within ten (10) days from issuance. Prepares monthly report on PhilGEPS posting and submits to OOBAC</p>	<p>End User</p> <p>Head of Unit/ VCA</p> <p>End User</p> <p>Accounting Officer /BO Head</p> <p>Unit Head/ VCA</p> <p>End User</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date: