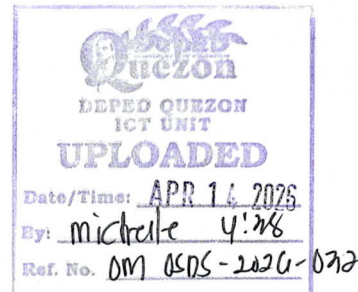




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 April 2026

OFFICE MEMORANDUM

OSDS-2026- 072

TRANSITION FROM RA 9184 TO RA 12009 IN THE PROCUREMENT PROCESS

TO: Assistant Schools Division Superintendent
Division Chiefs
Division Section/Unit Heads
Division Program Owners
All Others Concerned

In view of the enactment and implementation of Republic Act No. 12009, otherwise known as the *New Government Procurement Act*, all procurement activities of this Office shall transition from the provisions of Republic Act No. 9184 to RA 12009.

Pursuant to the general provisions of RA 12009 and its IRR, all government procurement shall adhere to the principles of transparency, competitiveness, efficiency, proportionality, accountability, and public monitoring. The adoption of updated procurement modalities, including Direct Acquisition, Competitive Bidding, and other alternative methods, is hereby mandated to ensure responsiveness to operational requirements.

Effective **April 16, 2026**, all concerned personnel are directed to adopt and comply with the updated policies, guidelines, and procedures prescribed under RA 12009 and its Implementing Rules and Regulations (IRR). This transition aims to ensure a more efficient, transparent, and responsive procurement process in line with current government reforms.

Accordingly, the following shall be observed:

1. All upcoming procurement activities shall be reviewed and aligned with the provisions of RA 12009 and its Implementing Rules and Regulations (IRR).
2. Procurement planning documents, including the Project Procurement Management Plan (PPMP) with attached Market Scoping & Technical Specification, shall be prepared in accordance with the new law.
3. Documentary requirements shall be accomplished and submitted to the procurement unit, as follows:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

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PROJECT AMOUNT	DOCUMENTARY REQUIREMENTS	DEADLINE OF SUBMISSION TO PROCUREMENT UNIT
P200,000 and below	<ul style="list-style-type: none"> ▪ Purchase Request (PR) ▪ Activity Request (AR) or Authority to Conduct (ATC) ▪ Modification Advice Form (MAF), if applicable ▪ Work & Financial Plan (WFP) ▪ Certificate of Allotment ▪ Certificate of Availability of Fund (CAF)- for GASS/HRD fund ▪ Activity Proposal or Learning & Development Proposal, if applicable ▪ PPMP with Market Scoping & Technical Specification ▪ RIS / SAI (for supplies) ▪ Cert. of Non-Availability of Supplies (CNAS) from DBM for Common-Use-Supplies and Equipment (CSE) ▪ Program of Works and DUPA (for Infra) ▪ Copy of SARO, if applicable 	At least 7-15 working days before the activity/implementation date
Above P200,000 to P2,000,000	<ul style="list-style-type: none"> ▪ Purchase Request (PR) ▪ Activity Request (AR) or Authority to Conduct (ATC) ▪ Modification Advice Form (MAF), if applicable ▪ Work & Financial Plan (WFP) ▪ Certificate of Allotment ▪ Certificate of Availability of Fund (CAF)- for GASS/HRD fund ▪ Activity Proposal or Learning & Development Proposal, if applicable ▪ PPMP with Market Scoping & Technical Specification ▪ RIS / SAI (for supplies) ▪ Cert. of Non-Availability of Supplies (CNAS) from DBM for Common-Use-Supplies and Equipment (CSE) ▪ Program of Works and DUPA (for Infra) ▪ Copy of SARO, if applicable 	At least 15-30 working days before the activity/implementation date
Above P2,000,000	<ul style="list-style-type: none"> ▪ Purchase Request (PR) ▪ Activity Request (AR) or Authority to Conduct (ATC) ▪ Modification Advice Form (MAF) ▪ Work & Financial Plan (WFP) ▪ Certificate of Allotment 	At least 45-60 working days before the activity/implementation

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	<ul style="list-style-type: none">▪ Certificate of Availability of Fund (CAF Certificate of Availability of Fund (CAF)- for GASS/HRD fund▪ Activity Proposal or Learning & Development Proposal, if applicable▪ PPMP with Market Scoping & Technical Specification▪ RIS / SAI (for supplies)▪ Cert. of Non-Availability of Supplies (CNAS) from DBM for Common-Use-Supplies and Equipment (CSE)▪ Program of Works and DUPA (for Infra)▪ Copy of SARO, if applicable	date
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All procurement activities initiated prior to the transition to RA 12009, including ongoing procurement proceedings under RA 9184, shall continue to be processed in accordance with RA 9184 and its Implementing Rules and Regulations (IRR) until completion.

However, all new procurement activities initiated upon the effectivity of RA 12009 shall strictly comply with the provisions of RA 12009 and its IRR.

For your reference, PPMP, Market Scoping Templates and Technical Specification Forms are attached to this Memorandum.

All concerned are hereby enjoined to ensure strict compliance with this Memorandum.


ROMMEL G. BAUTISTA, CESO V
Schools Division Superintendent

/prochec04072026

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MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

3. MARKET SCOPING ACTIVITY/IES CONDUCTED *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
		Report or similar document/ Online Product Reviews
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken: _____	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. Project Cost Estimate		

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
[Does the cost estimate align with current market prices?]		
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]		
c. Technical Criteria [Does the market support the proposed technical requirements?]		
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:
Personnel-in-Charge, End-User or
Implementing Unit

Approved by:
Head, End-User or Implementing Unit

[Signature over Printed Name]

[Signature over Printed Name]

