



Republic of the Philippines
Department of Education

05 SEP 2018

DepEd MEMORANDUM
No. **139**, s. 2018

GUIDELINES ON THE ALLOCATION AND UTILIZATION OF THE 2018 CENTRAL OFFICE GENERAL ADMINISTRATIVE SUPPORT AND SERVICES FUNDS FOR THE PROCUREMENT OF OFFICE FURNITURE AND FIXTURE OF THE REGIONAL AND SCHOOLS DIVISION OFFICES

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents

1. The Department of Education (DepEd) issues the **Guidelines on the Allocation and Utilization of the 2018 Central Office General Administrative Support and Services (GASS) Funds for the Procurement of Office Furniture and Fixture of the Regional and Schools Division Offices.**
2. A total amount of Ninety-Five Million Pesos (P95,000,000) allotted as Capital Outlay for the procurement of office furniture, and charged to Fiscal Year 2018 GASS Support Fund shall be released by the Budget Division, Central Office, through the issuance of SUB-ARO to 17 regional offices (ROs) and 222 schools division offices (SDOs).
3. The said amount shall be distributed as follows:
 - a. P450,000 per RO, and
 - b. P391,000 per SDO.
4. The allotment shall be utilized only for the procurement of furniture and fixtures of the ROs and SDOs for the following purposes:
 - a. new and/or additional office furniture for newly hired/transferred/additional employees; and
 - b. replacement of existing old, dilapidated, or due-for-disposal office furniture and/or fixtures within the regional/schools division office as indicated in the latest inventory report.
5. All procurements made by the recipient field offices shall be in accordance with the provisions of Republic Act No. 9184 and its Revised Implementing Rules and Regulations.
6. Utilization and liquidation of funds shall be subject to the usual accounting and auditing rules and regulations.

7. Within 30 days upon contract implementation of the procurement, heads of the ROs and SDOs shall submit the following reports:

- a. Copy of Contract with the winning supplier;
- b. Related procurement documents of the office furniture;
- c. Photos of the furniture procured;
- d. Photos of the furniture replaced, if any; and
- e. other pertinent reports, as necessary.

8. All reports shall be submitted (in hard copies) to:

MARITESS L. ABLAY
Chief Administrative Officer
Asset Management Division
Administrative Service
Department of Education (DepEd) Central Office
Room A-104, Alonzo Building, DepEd Complex
Meralco Avenue, Pasig City 1602

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

ALLOCATION
FUNDS
OFFICIALS
PROCUREMENT