



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
DECS Complex, Meralco Avenue  
Pasig City, Philippines



*Sama-Sama  
sa DECS*

*Tanggapan ng Kalihim  
Office of the Secretary*

July 28, 1999

**DECS ORDER**  
**No. 75, s. 1999**

**GUIDELINES ON INSPECTION FOR  
ACCREDITATION PURPOSES**

To: Bureau Directors  
Regional Directors  
Schools Superintendents

1. To insure that all purchases, whether of property, supplies or services, (including construction of every kind) are made from reliable and capable suppliers or service providers with good and demonstrated track records, and to prevent such transactions to be tainted with collusion or manipulation, inclosed is the guidelines on inspection for accreditation purposes for the guidance of all concerned.
2. In the interest of the service, and to properly assist the PBAC, in its evaluation of bidders and bids, as well as where another type of procurement is necessary or prescribed by law or regulations (e.g. direct/negotiated/sealed canvass/emergency and similar purchases from accredited suppliers), all inspectors and/or in charge of the accreditation process should observe these guidelines.
3. Immediate dissemination of and compliance with this Order is directed.

*Andrew Gonzalez*  
ANDREW B. GONZALEZ, FSC  
Secretary

Incl.:  
As stated

Reference:  
None

Allotment: 1--(D.O. 50-97)

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

ACCREDITATION  
BIDS

POLICY  
PURCHASE

**GENERAL GUIDELINES ON INSPECTION  
FOR ACCREDITATION PURPOSES**

**A. Purpose**

To insure that all purchases, whether of property, supplies or services, (including construction of every kind) are made from reliable and capable suppliers or service providers with good and demonstrated track records, and to prevent such transactions to be tainted with collusion or manipulation.

**B. Scope of Inspection**

**1. Organizational set-up (whether single proprietorship, partnership, or corporation):**

- a. If single proprietorship, the legal owner, the business or trade name and its most recent registration.
- b. If partnership, the articles of partnership, identity of the general partners and the latest General Information Sheet (GIS) filed with the Securities & Exchange Commission (SEC).
- c. If a corporation, the Articles of Incorporation and By-Laws, with the latest amendment/s, if any, and the latest GIS filed with the SEC.
- d. If a corporation, its subsidiaries or affiliates, or its parent company which owns more than 50% of the capital stock of such corporation.

**2. Physical Plant/Facilities**

- a. In general, the office/s and plant/factory/warehouse/personnel service centers/outlets, if any or all of these should be applicable.
- b. For printers, kind, number and capacity of equipment available, location, number of personnel.
- c. For publishers, office/s, distributors (whether exclusive or otherwise), and the printer (subject to the immediately preceding paragraph)
- d. For service contractors (janitorial/maintenance), equipment and supplies available.
- e. Descriptions of physical plants/offices should be specific, with photographs, if available.

**3. Service or Product Line; Track Record**

- a. Kind of service or product line (whether branded or otherwise)
- b. Indicate whether manufacturer, distributor, agent, dealer or importer; if not the manufacturer, name or identity of manufacturer, whether local or foreign, and means of distribution
- c. Length of time engaged in said business

- d. If publisher of textbooks, manuals or similar articles, kind of books, manuals or articles published within the past five years, and the printer (if other than the publisher), as well as distributor/s (whether exclusive or otherwise).
- e. If a construction company or firm, kind of work, classification or grade, if any (e.g. "AAA"), or specialization (if sub-contractor), subject to other requirements as may be prescribed by the PBAC, depending upon the kind of construction work to be bid.
- f. Transactions, if any, with DECS for the past two years, quantity and/or amount.
- g. Transactions with private users for the past two years, quantity and/or amount.
- h. Verification of whether these transactions have been duly complied with, or completed, without any delay or shortages, and that there are no pending suits involving the same against the applicant. If verification should be difficult, a certification, under oath, by the supplier/contractor would suffice.

4. Others (secure copies of documents):

1. Latest BIR return
2. Latest audited financial statement
3. Clearances from SSS, ECC, Medicare, PAG-IBIG, and NLRC or DOLE (on pending labor cases)
4. Copy of accreditation with other government agencies
5. Certification or accreditation with an association/federation to which the applicant belongs.

C. Report/Recommendation

The report of inspection should be concise but complete. The recommendation should be specific (e.g. denied, approved or for re-inspection) with clear justification/s.

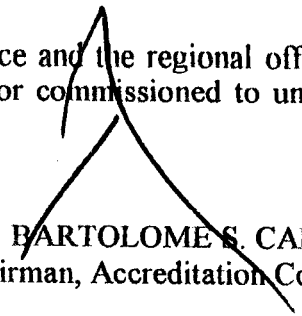
The report/recommendation should be made of record. At all times, the policy of transparency and fairness should be observed.

D. Issuance of Certificate of Accreditation

A "Certificate of Accreditation," substantially in the form attached hereto, serially numbered, and valid for one year, specifically indicating the service or product line covered, shall be issued based on the inspection report and a favorable recommendation from the inspector.

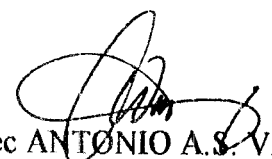
E. Applicability

These guidelines apply to both the central office and the regional offices should these regional offices, in the future, be allowed or commissioned to undertake the accreditation process.



BARTOLOME S. CARALE  
Chairman, Accreditation Committee

APPROVED:



1. U/Sec ANTONIO A.S. VALDES  
Chairman, PBAC



2. ANDREW GONZALEZ, FSC  
Secretary



Republic of the Philippine  
Department of Education, Culture and Sports  
University of Life Complex  
Pasig City, Metro Manila

CERTIFICATE OF ACCREDITATION

This certifies that

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having satisfied the requirements prescribed, upon a report made of record, is hereby issued this Certificate of Accreditation No. \_\_\_\_\_ for the product/service line indicated hereunder.

Main Service/Product Line/s:

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Address: \_\_\_\_\_

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WITNESS the signature of the  
Chairman of the Accreditation  
Committee this \_day of \_\_\_\_\_,  
19 \_\_, at \_\_\_\_\_.

*NOTE: This certification is valid  
For one year from date of  
Issuance.*