



Republic of the Philippines
Department of Education

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DepEd O R D E R
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**UPDATED GUIDELINES ON DELIVERY, INSPECTION, ACCEPTANCE
AND RECORDING OF DEPED PROCURED ASSETS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) issues the **Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets** acquired by the DepEd central office, region, schools division and school offices, including various supplies, materials and equipment procured through the Department of Budget and Management-Procurement Service (DBM-PS), and school buildings constructed by the Department of Public Works and Highways (DPWH).

2. This policy aims to ensure effective, transparent, efficient and standard implementation of processes and procedures on delivery, inspection, acceptance, and recording for all deliveries of formed assets. Specifically, these guidelines intend to clarify the roles, duties and accountabilities of concerned offices, serve as guide during the process from contract implementation up to recording stage, and provide uniform mechanisms for adherence of concerned implementing offices.

3. These guidelines cover the following enclosures:

- Enclosure No. 1 - School Furniture, Learning Resources, Science and Math Equipment and Various Tools and Equipment; and Computerization Packages (DCP);
- Enclosure No. 2 - School Buildings and other Facilities (New Construction and Repairs); and
- Enclosure No. 3 - Supplies, Materials, and Equipment Procured Through DBM-PS and Through Cash Advance.

4. All DepEd orders, memoranda, and other related issuances, rules, regulations and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

5. This Order shall take effect immediately upon its issuance. Non-compliance to this policy shall be dealt with accordingly.

6. For more information, contact the **Asset Management Division-Administrative Service (AMD-AS)**, Teodora Alonzo Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 635-0551.

7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

N o n e

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

ASSETS
BUDGET
BUILDINGS
DELIVERY
EQUIPMENT
POLICY
PROCUREMENT
SCHOOL
SUPPLIES

UPDATED GUIDELINES ON DELIVERY, INSPECTION, ACCEPTANCE AND RECORDING OF DEPED PROCURED ASSETS

I. Rationale

Pursuant to Presidential Decree No. 1445 (Government Auditing Code of the Philippines), it is the policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government.

In 2006, DepEd Order No. 45, s. 2006 (Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office and DBM Procurement Service) was issued to provide policies and guidelines at different governance levels of the department.

However, the specific procedures and processes across all levels should be given emphasis from deliveries up to recording of procured assets, specially the big ticket projects: DepEd Computerization Projects (DCP), School Furniture, Learning Materials, Science and Math Equipment, and all common and non-common use supplies and equipment.

II. Scope

These guidelines cover the delivery, inspection, acceptance and recording procedures for all deliveries of DepEd procured assets; infrastructure projects including New Construction and Repair of School Buildings and Other Facilities; procurement of common and non-common supplies, materials and equipment, at all levels of the Department: Central Office (CO), Regional Office (RO), Schools Division Offices (SDO) and Public Schools, both implementing and non-implementing units. This also includes assets procured through the Department of Budget and Management Procurement Service (DBM-PS) as the procuring arm of the national government. All offices in DepEd are expected to adhere to these guidelines for uniformity in operational procedures, preparation of reports, recording and booking up of all assets. Stakeholders, particularly the winning supplier, service providers and contractors must observe the herein guidelines accordingly.

I. Definition of Terms

For reference purposes, the term “Proponent Office” shall refer to the office that plays the major role in the process, from procurement to

recording procedures, in every Governance Level depending on the Project, as indicated herein:

PROJECT	PROPONENT OFFICE		
	CO	RO	SDO
School Furniture	Education Facilities Division (EFD)	Educational Support Services Division (ESSD)	School Governance and Operation Division (SGOD) – Education Facilities Unit
Learning Resources, Science and Math Equipment and various Tools and Equipment	Bureau of Learning Resources (BLR)		
Computerization Packages (DCP)	Information and Communication Technology Service (ICTS)		

The terms “Supply Office” and “Accounting Office” shall refer to the corresponding counterpart Proponent Offices, as follows:

	CO	RO	SDO
Supply Office	Asset Management Division	Asset Management Section	Property and Supply Unit
Accounting Office	Accounting Division	Accounting Section	Accounting Unit

II. Policy Statement

This policy provides guidance to offices concerned for the purpose of effective, transparent, efficient, and standard implementation of processes and procedures on delivery, inspection, acceptance, and recording of procured assets/properties of DepEd.

As a general policy, all assets procured by the Department of Education (DepEd), should be in accordance with Republic Act No. 9184 and must be accounted and recorded in the books of accounts maintained by the Accounting Division and in the asset registry of Asset Management Division (AMD), Administrative Service of the Department of Education (DepEd) Central Office, and the equivalent offices in the RO, SDO, and schools.

Specifically, all inventory items (common and non-common use supplies, materials and equipment) that will be procured for the current year should be included in the DepEd’s Annual Procurement Plan (APP). The APP for Common-Use Supplies and Equipment (APP-

CSE) shall be submitted annually to the Department of Budget and Management (DBM) and DBM-PS.

III. Procedures

SCHOOL FURNITURE, LEARNING RESOURCES/ MATERIALS/TEXTBOOKS, AND COMPUTERIZATION PACKAGES

1. The Proponent Office shall prepare all documentary requirements for the procurement of their Big Ticket Projects.
2. Upon receipt of the original copies of the Contract/s of the winning supplier/s from the Procurement Service, the Proponent Office will conduct a Pre-Implementation Meeting with the Supply Office, the Accounting Office and the Supplier to discuss the provisions of the contract, particularly on the technical specifications, delivery schedule, inspection, acceptance, payment, and the various documentary requirements.
3. The Proponent Office, together with the Supply Office and the Accounting Office shall conduct a Pre-Delivery Inspection at the warehouse/production site/plants of the winning supplier/s to ensure the quality and compliance to the technical specifications of the procured goods before delivery/distribution to the various recipient schools.
4. The Supply Office shall prepare the Property Transfer Report (PTR) on the basis of the Contract and Allocation/Distribution List per Region/Division provided by the Proponent Office during the Pre-Implementation Meeting.
5. Likewise, the Supply Office will inform the Division Supply Officers of the deliveries to be made by various suppliers and provide them a copy of the distribution list and schedule of deliveries. The PTRs will be one of the delivery documents that the winning supplier will bring during delivery to recipient schools. Upon determination that deliveries are complete and in order, the school property custodian can now sign the PTR.
6. An inspection will be made on the delivered items by the Schools Inspectorate Team. The Schools Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected.
7. Upon signing of the Inspection Report by the School Inspectorate Team, the “acceptance” portion of the Inspection and Acceptance Report (IAR) and “received by” portion of the Property Transfer Report (PTR) shall then be signed by the School Property Custodian.

8. After the deliveries, the supplier shall submit the pertinent documents (Purchase Order/Contract, Delivery Receipt/Sales Invoice, IAR and PTR) to the Proponent Office for preparation of payment.
 - 8.a The Proponent Office shall forward all signed PTRs to the Supply Office for preparation of Summary of Deliveries.
 - 8.b The Supply Office shall transmit signed PTRs and Summary of Deliveries to the Accounting Office for the preparation of Journal Entry Voucher (JEV) and for dropping from the books of accounts.
 - 8.c The Accounting Office shall transmit copies of the JEV to the Division Office-Accountant for booking-up of all deliveries made to schools without books of accounts. Likewise, the Accounting Office shall transmit a separate JEV to the School Accountant/Bookkeeper for deliveries made to schools with books of accounts.
9. The School Property Custodian is responsible for the distribution and issuance of the delivered school furniture to the accountable person in the schools (e.g. Class Adviser), who will then sign the Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) for proper accountability.

INFRASTRUCTURE PROJECTS AND OTHER FACILITIES
(New Construction and Repair)

1. School Buildings Constructed by DPWH

- a. The School Governance and Operations Division through the Education Support Unit shall monitor the progress of construction of school buildings being implemented by the Department of Public Works and Highways (DPWH).
- b. Upon completion, acceptance, and turn-over of the school building construction projects, the Schools Division Superintendent shall request for the Journal Entry Voucher (JEV) taking up the dropping of the school building account in the DPWH books and other pertinent documents relative to all completed projects from the Accountant of DPWH District Engineering Offices (DEO).
- c. The DepEd Division Accountant shall record in their Books of Accounts the accepted and completed school building projects for recipient schools without set of books, while the school

bookkeeper shall record in their books the completed school building as recipient.

- d. The Division Accountant shall provide a copy of the completion documents to the Division Supply Officer to record the school building as an Asset/Property of the School.

2. Infrastructure Projects Implemented by DepEd

- e. The Proponent Office shall prepare all documentary requirement for the procurement and implementation of the infrastructure projects to be implemented by the Department.
- f. The DepEd Engineer of the implementing unit shall function as Project Engineer and shall be in-charge of regular monitoring and inspection of the infrastructure projects.
- g. The EFD and a representative from the Office of the Undersecretary for Administration shall monitor and inspect the project implementation as the need arises.
- h. The Proponent Office shall furnish the Supply Office copies of the completion documents of all infrastructure projects completed in order to record the projects as assets of the Department.

COMMON/NON-COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT THROUGH DBM-PROCUREMENT SERVICE AND THROUGH CASH ADVANCES

1. Common Use Supplies, Materials and Equipment Available at DBM-PS

- a. All offices/schools in the Department are required to prepare their APP-CSE for the year to be submitted to their respective Supply Office for consolidation, as follows:

Office/Schools	In-charge Supply Office
All offices in the Central Office	Asset Management Division (AMD)
All offices in the Regional Office	Asset Management Section (AMS)
All offices in the Schools Division Office (SDO) and schools that are categorized as non-implementing units (non-IUs)	Property and Supply Unit
Schools categorized as Implementing Units (IUs)	School Supply Office

- b. All submitted APP-CSE from the respective offices/schools shall be consolidated by the in-charge Supply Office, to be approved by the Head of Procuring Entity.
- c. Upon approval of the Head of Procuring Entity, the APP-CSE shall be submitted to DBM-PS, copy furnished the DBM, as required by PhilGEPS. The submitted APP-CSE shall be the basis of DBM-PS in their regular procurement. Likewise, the APP-CSE shall serve as basis of DBM-PS in allocating the items to be delivered/issued to the procuring Supply Office.
- d. If the items indicated in the submitted APP-CSE are large in quantity, the DBM-PS shall schedule delivery/ies to the procuring Supply Office. Otherwise, the items will be picked-up from the DBM-PS Depot.
- e. When the items indicated in APP-CSE are available in stock with the DBM-PS, the latter shall notify the procuring Supply Office of its availability. The Supply Office shall conform with the said notice by preparing the necessary documents required for its payment. The said document shall be submitted to DBM-PS together with the payment. Payments can be made through Cash, Check or charge to the Single Fund account of the procuring Supply Office in which the unutilized fund are deposited.
- f. If the items indicated in the APP-CSE are not available with the DBM-PS, the latter shall issue a Certificate of Non-Availability of Supplies (CNAS) which will serve as basis for the Supply Office to purchase the items from other sources outside DBM-PS.
- g. In urgent cases when the Supply Office needs to purchase supplies, materials or equipment at the DBM-PS, walk-in purchase from the PS retail store is advised.
- h. All deliveries from DBM-PS shall be received by the representative of the In-charge Supply Office. If the quantities are complete based on the Delivery Receipt (DR), the representative shall sign on the received portion of the DR.
- i. The delivered items shall then be inspected by the designated Inspectorate Team as to technical specifications, quantity and other requirements as deemed necessary. Upon satisfaction of the inspection protocol, the Inspection and Acceptance Report (IAR) shall then be signed by the Inspectors and the Supply Officer/Property Custodian, respectively.

- j. Upon receipt of the items, the Supply Office can now stock the items in their warehouse or stockroom and likewise prepare Stock Cards/Property Cards. All issuances must be supported with Inventory Custodian Slip/Property Acknowledgement Report with corresponding Request Issue Slip (RIS) prepared/submitted by the requisitioning offices duly signed by the Property Custodian and Head of Office.
- k. The Supply Office shall forward the original copies of the Delivery Receipts to their respective Accountants/Bookkeepers for recording of the delivered items in the books.
- l. The Supply Office shall prepare daily Report of Supplies and Materials Issued (RSMI) to be submitted to the Accounting Office/Bookkeeper in order to record the issuances.

2. Non Common Supplies, Materials and Equipment procured by DBM-PS

- a. In cases when the Department (usually the Central Office) requests the assistance of the DBM-PS in the procurement of Non-Common Supplies, Materials and Equipment, Vehicles, Furniture, and the like, the following documents are to be prepared:
 - 1) Letter Request signed by the Secretary of Education
 - 2) Memorandum of Agreement per project.
 - 3) Agency Procurement Request (APR) which includes the Technical Specifications and Cost.
 - 4) Distribution List and Allocation List, if applicable
- b. The Head of the Procuring Entity shall designate members of the Bids and Awards Committee (BAC) and Technical Working Group (TWG) representing the Department, and Technical Inspectors and Acceptance Committee (TIAC) per project.
- c. Request from DBM-PS approved copy of the Purchase Order/Contracts in order to validate/monitor the deliveries and effect the recording in the books of accounts.
- d. The Asset Management Division (AMD) upon receipt of the delivery documents, will prepare Stock Cards/Property Cards and the Property Transfer Report (PTR) to effect the transfer of accountabilities to the recipient schools/offices.
- e. The delivered items shall then be inspected by the designated Inspectorate Team as to technical specifications, quantity and other requirements as deemed necessary. Upon satisfaction of the inspection protocol, the Inspection and

Acceptance Report (IAR) shall then be signed by the Inspectors and the Supply Officer/Property Custodian, respectively.

- f. Upon acceptance of the items, the Supply Office/recipient school/office shall then stock the items in their warehouse or stockroom and likewise prepare Stock Cards/Property Cards. All issuances must be through Request Issue Slip (RIS) prepared/submitted by the requisitioning offices duly signed by the Property Custodian and Head of Office.
- g. The Supply Office shall forward the original copies of the Delivery Receipts, Duplicate copy of Agency Procurement Request (APR), IAR and PTR if applicable, to their Accountants/bookkeepers for recording of the delivered items.

3. Common and Non-Common Supplies, Materials and Equipment procured through Cash Advance

- a. All supplies, materials and equipment needed by various offices in DepEd must be reflected in their respective APP-CSE.
- b. As mandated by RA 9184, all Common-use Supplies, Materials and Equipment must be procured through DBM-PS. However, for items that are urgently needed and not available in the stockroom of the Supply Office and at DBM-PS, the items can be procured using the cash advances/contingency fund, provided that the items are in the approved APP-CSE of the requisitioning office. If not indicated therein, the items will not be allowed to be procured and no cash advances shall be granted.
- c. If procurement is allowed through outsourcing, the items to be procured must be supported by the following:
 - 1. Duly inspected Delivery Receipts/Sales Invoice
 - 2. Inventory Custodian Slip (ICS)/Acknowledgement Receipt of Equipment
 - 3. At three (3) Quotations, if applicable
 - 4. BAC authority for alternative mode of procurement

IV. Monitoring and Evaluation

The AMD through its various programs, activities and projects shall continuously gather feedback on the implementation of these guidelines. There shall be an established regular monitoring and evaluation mechanism that will review the extent of adherence to these guidelines. The Central Office is the responsible office to

monitor the Regional Offices; the Regional Office to their Schools Division Offices; and the Schools Division Offices to their respective schools.

V. References

The following are referenced in this Order:

1. Presidential Decree No. 1445 (Government Auditing Code of the Philippines)
2. DepEd Order No. 45, s. 2006 (Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office and DBM Procurement Service)

VI. Effectivity/Transitory Provision

Provisions stipulated in DepEd Order No. 45, s. 2015, and other previous issuances which are inconsistent with this Order are hereby repealed.

This Order shall take effect immediately upon its issuance