



Republic of the Philippines  
**Department of Education**

29 OCT 2021

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**GUIDELINES ON THE DECENTRALIZATION OF THE PROCUREMENT, INCLUDING THE QUALITY ASSURANCE, DELIVERY, DOCUMENTATION, STORAGE AND SAFEKEEPING OF TECHNICAL VOCATIONAL LIVELIHOOD-LEARNING TOOLS AND EQUIPMENT, AND THE DOWNLOADING OF THE FUNDS ALLOTTED THEREFOR**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Decentralization of the Procurement, Including the Quality Assurance, Delivery, Documentation, Storage and Safekeeping of Technical Vocational Livelihood-Learning Tools and Equipment (TVL-LTE) Utilizing the Fiscal Year (FY) 2021 Downloaded Funds**. These guidelines shall ensure the procurement of TVL-LTE that are locally available to provide learners with sufficient training on the required skills through the proper implementation and adherence with the principles of transparency, accountability, equity, efficiency, and economy in its procurement processes.
2. The provision of TVL learning tools and equipment to the Public Senior High Schools offering TVL track utilizing the FY 2021 funds is of utmost importance to maximize the skills development of the learners and pass the TESDA assessment for the issuance of the National Certificate for better opportunity of employment.
3. The guidelines are solely for the procurement of TVL learning tools and equipment for the schools division offices (SDOs). These also explain the procedures on the release and utilization of funds, the roles of the regional offices, SDOs, the quality assurance protocols, the delivery, storage, utilization, and documentation.
4. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines, are repealed, rescinded, or modified accordingly.
5. This Order shall take effect immediately upon its approval. Certified copies of this DepEd Order shall be registered at the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City.

6. For more information, please contact the **Bureau of Learning Resources-Cebu** through email at [blr.cebuh@deped.gov.ph](mailto:blr.cebuh@deped.gov.ph) or at telephone number (032) 255-3633 to 35; fax number (032) 255-3005.

7. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
None

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

EQUIPMENT  
FUNDS  
POLICY  
PROCUREMENT  
SENIOR HIGH SCHOOL  
TECHNICAL EDUCATION  
VOCATIONAL EDUCATION





**GUIDELINES ON THE DECENTRALIZATION OF THE PROCUREMENT, INCLUDING THE QUALITY ASSURANCE, DELIVERY, DOCUMENTATION, STORAGE AND SAFEKEEPING OF TECHNICAL VOCATIONAL LIVELIHOOD LEARNING TOOLS AND EQUIPMENT (TVL-LTE), AND THE DOWNLOADING OF THE FUNDS ALLOTTED THEREFOR**

**I. Rationale**

1. The Department of Education shall provide the necessary Learning Tools and Equipment (LTE) to various specializations/programs offered by SHS offering TVL track for effective teaching and learning process and produce technically competent learners ready for the world of work.
2. The strategy of decentralizing the procurement of aforesaid LTE in favor of the Schools Division Offices (SDOs) is to ensure better efficiency in the process by allowing small value items, particularly those that are considered semi-expendable properties under the relevant accounting and auditing rules, and which are generally known to be available in the local market in the various provinces, to be procured and managed at the SDO levels.
3. This DepEd Order is specific for the FY 2021 TVL-LTE funds to be downloaded to Schools Division Offices (SDOs) that are governed by the Annual Cash Budgeting Appropriations systems with validity until December 31, 2021. Under the said budgeting system, all unreleased appropriations shall lapse, while unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with section 28, Chapter 4, Book VI of E.O. No. 292 and shall not thereafter be available for expenditure except for subsequent legislative enactment. Section 62 of Republic Act 11518.
4. The TVL-LTE to be procured were based on the updated TESDA Training Regulation and Curriculum Guide while the recipient schools include those with new TVL specialization offerings and the newly established SHS offering TVL track based on the latest SY 2020 – 2021 Learners' Information System (LIS) as of January 15, 2021.
5. The list of TVL-LTE attached to this DepEd Order have only total cost of the goods to be procured and no cost per item so that the SDOs could conduct local market survey and arrived at a more realistic locally based Approved Budget for the Contract (ABC).
6. In view of the matter, this DepEd Order aims to give clear guidance to the Schools Division Offices on the following: a) downloading and utilization of the FY 2021 TVL-LTE Funds; b) procurement of the goods; c) quality assurance protocols and acceptance; d) delivery; e) documentation; f) storage; g) monitoring and evaluation on the utilization and condition of the learning tools and equipment.

**II. Scope of the Guidelines**

This DepEd Order covers the downloading of the FY 2021 TVL-LTE funds to DepEd SDOs nationwide to locally procure the TVL-LTEs for select public senior high schools. This includes information on the following: A) Selection and Prioritization of Recipient Schools; B) Allocation of Funds; C) Releasing, Utilization and Reporting of Financial and Physical Accomplishments; D) Documents to be Provided by BLR Cebu such as: (List of goods to be procured per specialization, Allocation list of recipient schools for the distribution of the procured goods, and Technical specifications); E) Procurement; F)

distribution of the procured goods, and Technical specifications); E) Procurement; F) Quality Assurance and Control; G) Delivery; H) Documentation; I) Storage and Safekeeping; and J) Monitoring and Evaluation on the utilization and condition of the TVL-LTEs. It also discusses the roles of the Offices at Central Office (CO) that have involvement in this policy like BLR Cebu and Budget Division, Regional Offices (RO), School Division Offices (SDOs), and Recipient TVL-SHS.

The procurement, delivery and payment shall be completed on the year ending 2021 since the validity of the downloaded FY 2021 TVL-LTE funds which belongs to Cash Budgeting System is only until December 31, 2021.

### III. Definition of Terms

For purposes of this Order, the following terms are defined/explained as follows:

- a. **Downloading** is the process of transferring part of the FY 2021 funds to SDOs for the provision of TVL tools and equipment to the SHS offering TVL track.
- b. **Goods** refer to the TVL tools and equipment to be procured.
- c. **Guidelines** are general rules and regulations for systemic provision of the Learning Tools and Equipment – TVL tools and equipment to recipient SHSs offering TVL track through SDO procurement using the FY 2021 downloaded funds.
- d. **Learning Tools and Equipment (LTE)** are non-text-based learning resources such as science and mathematics equipment and TVL tools and equipment.
- e. **Specializations** are the variations of technical courses offered by the public TVL track SHS based on the needs of the community. The tools and equipment vary on the requirement of the specializations/program.
- f. **Maintenance and Other Operating Expenses (MOOE) or Semi-Expendable Property** are tangible items below the capitalization threshold of PhP15,000.00.
- g. **Capital Outlay or Property, Plant and Equipment** are items that meets the capitalization threshold of PhP15,000.00.
- h. **Cash Budgeting System** – all appropriation authorized in General Appropriations Act, FY 2021, including budgetary support to GOCCs, shall be available for release and disbursement for the purpose specified, and under the same general and special provisions and applicable thereto until December 31, 2021. After the end of validity period, all unreleased appropriations shall lapse, while unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with section 28, Chapter 4, Book VI of E.O. No. 292 and shall not thereafter be available for expenditure except for subsequent legislative enactment, Section 62 of Republic Act 11518.

### IV. Policy Statement

This policy shall provide clear guidelines relative to the decentralization in the procurement of the LTE items mentioned above, including the quality assurance, delivery, and documentation thereof, as well as the downloading of the funds that are required for that purpose. The distributed TVL-LTE shall benefit the learners with sufficient practical training on the required skills in preparation for the real challenges in the world of work and could also pass the TESDA assessment for the issuance of the National Certificate.

This policy also provides guidelines on the proper storage, safekeeping, monitoring and evaluation of the utilization and the availability of the functional TVL-LTEs.

## **V. Procedure**

### **1. Selection and Prioritization of Recipient Schools:**

The recipient schools were selected based on the listing in the Learner Information System (LIS) SY 2020 to 2021. Priority is given to schools with large enrolment in TVL track and non-recipients of previous LTE-TVL projects.

### **2. Allocation of Funds:**

The list in Annex "A" prepared by the Bureau of Learning Resources serves as the basis for the downloading of part of the FY 2021 TVL-LTE Funds for the procurement of LTEs to benefit the **641** recipients TVL-SHS with the corresponding amount PhP **157,752,891.00** pursuant to GAA FY 2021, R.A. No. 11518.

### **3. Release, Utilization, and Reporting of Financial and Physical Accomplishments:**

3.1. The funds shall be released/downloaded to the SDOs through the issuance of Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the DepEd Central Office based on the list provided by the Bureau of Learning Resources-Cebu pursuant to DBM – National Budget Circular no.583 January 4, 2021, Guidelines on the Release of Funds for FY 2021 and Memorandum OUF-2021-0090, Advisory on the Release and Use Funds for FY 2021.

3.2. The Schools Division Offices as the procuring entity is authorized to undertake the following:

3.2.1. Make adjustments or changes in the TVL learning tools and equipment (TVL-LTE) and recipient schools if deemed necessary due to variations on the listings prepared by the Central Office and the actual conditions under the following circumstances:

- ▶ the specialization is no longer offered in the school;
- ▶ the specialization offered by the school is not included in the listing; and
- ▶ the quantity of LTE in the listing is either excess or lacking against the need of the school.

3.2.2. In case the TVL specialization is no longer offered by the school, the downloaded funds may be utilized for the following:

- ▶ procure tools and equipment of the offered specialization but not included in the Central Office prepared listing;
- ▶ procure the needed additional quantity of tools and equipment in case the quantity in the Central Office prepared listing is inadequate with respect to the enrolment of the TVL specialization; and
- ▶ to augment the allocation of the specialization(s) that need adjustment as a result of the local market survey conducted.

3.2.3. To avoid duplication of the SDO procured with the Central Office procured TVL-LTE and for reconciliation of the records, any changes or adjustments made to the list of tools and equipment prepared by BLR Cebu with respect to the type of tools and equipment shall be subject to the approval of BLR Cebu.

3.2.4. Return immediately the unutilized downloaded funds seven (7) calendar days after it was declared as unutilized funds to Central Office through the Office of the Undersecretary for Finance, Budget and Performance Monitoring copy furnish the Bureau of Learning Resources- Cebu.

- 3.2.5. To effectively monitor the financial and physical accomplishment of the project, the SDOs shall submit the following reports to BLR Cebu:
- ▶ financial allocation of the downloaded funds within 15 calendar days after the issuance of the Notice To Proceed (NTP) of the Contract including the remaining unutilized funds, if there is any;
  - ▶ monthly updates on the disbursement of the funds and the deliveries made to the recipient schools; and
  - ▶ project completion report with copy of the accomplished Inspection and Acceptance Report (IAR) per recipient school.

**4. Documents to be Provided by BLR-Cebu:**

To facilitate the procurement, inspection, and delivery of the TVL tools and equipment utilizing the FY 2021 downloaded funds, the following documents shall be provided by the Bureau of Learning Resources – Cebu (BLR Cebu) as follows:

- 4.1. List of eligible TVL LTEs per specialization offered with the required quantity based on the TESDA Training Regulation, Curriculum Guide and DepEd Planning Parameters as Annex “B”.
- 4.2. Technical Specifications of all Goods/items to be procured were based on the recently conducted market survey on the availability and price as Annex “C”.
- 4.3. Allocation list per SDO with complete address based on the data of the updated SY 2020 to 2021 LIS as of **January 15, 2021** as Annex “A”.
- 4.4. Inspection and Test Protocol per tools and equipment as Annex “D”.

**5. Procurement:**

The procurement of the LTE items herein contemplated shall be in accordance with the provisions of Republic Act No. 9184 and its IRR. The procuring units shall exercise sound judgment in the conduct of market scoping and survey in the course of determining the costs estimates, technical specifications and other terms and conditions of contract; and in the determination of the most appropriate method of procurement. The procuring entity shall likewise into account the validity of the fund under the cash based budgeting system.

**6. Quality Assurance and Control:**

- 6.1. The Inspection and Test Protocol shall be provided by BLR-Cebu to all the procuring entities shall serve as reference in conducting the quality control inspection in different categories such as sample evaluation prior to awarding and pre-delivery inspection.
- 6.2. Sample evaluation during post qualification evaluation prior to awarding shall be based on the technical specifications.
- 6.3. The pre-delivery inspection shall be based on the technical specifications and the approved and accepted samples. In case of appreciable deviation of the approved sample from the technical specification, the approved and accepted sample shall be made as final reference.
- 6.4. The SDO as the Procuring Entity shall organize a team of quality control inspectors composed of specialization/program experts to the goods/items to be procured while the recipient TVL-SHS can utilize their specialization expert/teacher as the inspector of the delivered goods. The inspectors should be familiar with the goods/items to be inspected to have effective inspections and assurance that only goods/items of acceptable quality will be procured and delivered to the recipient schools.

- 6.5. Due to the large volume of the Goods that will be procured by SDO and considering the distance between recipient schools, a two-layered inspection is highly recommended to ensure delivery of acceptable quality goods/items to the recipient schools. The first layer of the inspection is the pre-delivery inspection at the warehouse of the Supplier that shall be conducted by the inspection team organized by the SDOs, while the second layer inspection shall be conducted at the recipient school by the School Inspection and Acceptance Team (SIAT) during delivery.
- 6.6. The quality control inspection shall be conducted in two layers as follows:
  - 6.6.1. First Layer: Pre-delivery inspection at the warehouse of the Supplier to be conducted by the SDO inspectors:
    - 6.6.1.1. The conduct of the inspection and test based on the inspection and Test Protocol prepared by Bureau of Learning Resources Cebu shall be done at the warehouse of the Supplier prior to the delivery to the recipient schools
    - 6.6.1.2. The technical specifications and the approved and accepted samples shall be used as reference inspection. In case of deviations of the approved sample/s from the technical specifications, the approved sample/s shall be used as final reference;
    - 6.6.1.3. Conduct 100% inspection.
    - 6.6.1.4. Conduct visual inspection. The material/s shall conform with the approved sample and or technical specifications. There must be no breakage, peeled- off paint, chipped edges, sharp edges (except for cutting edges), cracks, scratches, and other deficiencies/defects.
    - 6.6.1.5. Do dimensional inspection. Measure the height, width, length, diameter, depth, and thickness.
    - 6.6.1.6. Printed graduations and/ or markings must be clear, legible, permanent, and in standard form (e. g. abbreviations of centimeter is in small letters cm”) and could not be easily scratched off/peeled off.
    - 6.6.1.7. All markings/labels must be in correct spelling.
    - 6.6.1.8. Do functionality test to validate the level of performance and accuracy of the equipment.
    - 6.6.1.9. The presence of the International or Local Quality Control product markings are required, such as CE, ISO, ASTM, and the likes for international and PS for goods manufactured locally. If not available, the Manufacturer shall have a certification for Quality Assurance for Manufacturing such as ISO 9001 or the likes issued by certified quality assurance auditors. A certified true copy of the certificate must be submitted as part of the bidding requirements to serve as reference and assurance for DepEd Inspectors (national or field offices) during the conduct of the pre-delivery inspection that the procured Goods were manufactured by manufacturer with quality assurance certification.
    - 6.6.1.10. Non-compliance with the technical specifications and/or approved sample shall be the basis for the rejection of the goods;
    - 6.6.1.11. Turnover rejected goods to the Supplier for replacement or rectification. The replacement or rectified goods shall be subjected to re-inspection applying the same inspection and test procedures.
    - 6.6.1.12. Provide QC PASSED sticker (if available) on the goods that passed the QC Inspection;

6.6.1.13. The DepEd inspectors shall seal the package of the goods that passed the pre-delivery inspection process by signing and providing date across the sealing tapes.

6.6.2. Second Layer: Inspection and Acceptance of the delivered Goods at the recipient schools shall be conducted by the School Inspection and Acceptance Team (SIAT): The procured goods that passed the pre-delivery inspection and test conducted by the SDO inspection team at the warehouse of the Supplier will be delivered to the recipient SHS offering TVL track. The SIAT shall conduct the second layer inspection and accomplish the required documents.

6.6.2.1. Composition of the School Inspection and Acceptance Team (SIAT): The school head shall organize the School Inspection and Acceptance Team (SIAT) and its members with the composition as follow:

6.6.2.1.1. Inspector(s) must be a specialization instructor who is knowledgeable of the delivered TVL tools and equipment to conduct second layer inspection. Accomplish the inspection portion of the IAR and make notation of the defects noted.

6.6.2.1.2. School Property Custodian or School Supply Officer shall document the delivered goods and accomplish the acceptance portion of the IAR and make notation on the IAR for lacking/undelivered.

6.6.2.1.3. The SIAT shall conduct inventory, inspection and acceptance by conducting re-inspection and re-test of the delivered Goods to validate the completeness and the condition as it arrived since the Goods were exposed to rough conditions during transport both land and sea from the Supplier's warehouse;

6.6.2.1.4. To ensure quality and correctness of the Delivered Goods, the SIAT should not accept delivery with broken seal or open package.

6.6.2.1.5. Conduct 100% inspection;

6.6.2.1.6. Conduct visual inspection. There must be no breakage, peeled-off paint, chipped edges, sharp edges (except for cutting edges), cracks, scratches and other deficiencies/ defects.

6.6.2.1.7. All markings/labels must be in correct spelling.

6.6.2.1.8. Do functionality test to validate the level of performance and accuracy of the equipment.

6.7. During the conduct of quality control inspection during COVID-19 pandemic, attention is invited to take cognizant to Memorandum OASPA -CM-0720-006 entitled "Reminders on the Conduct of Inspection and Delivery of Goods in Areas Under Community Quarantine".

## **7. Delivery:**

7.1. The delivery for this project shall be door-to-door direct to the recipient schools.

7.2. The Supplier shall inform the recipient schools three (3) calendar days prior to the actual delivery date to ensure the presence of the School Inspection and Acceptance Team;

7.3. The goods that will be delivered to the recipient schools shall be compliant to the requirements of the contract and have passed the inspection and test.

**8. Documentation:**

The SDO shall establish and prepare the government delivery documents while the supplier shall prepare their delivery documents. The accomplished delivery documents are required for the payment of claims due to completion of delivery in accordance to the requirement of the contract. Provide complete set of the accomplished delivery documents to BLR Cebu while also copy of the accomplished IAR shall be provided to the Regional Office and the recipient schools.

**9. Full Utilization of Funds:**

It is important to fully utilize the allocated funds. However, in the event that contract amount is lower than the allotment provided, the remaining amount may be used for procuring additional Goods of the same category; subject however, to the usual accounting and auditing rules and regulations pursuant to National Budget Circular No. 583 and DepEd Memorandum OUF-2021-0090. The SDOs shall submit report to BLR Cebu for additional procurement made stating the goods procured with the quantity and amount per item in addition to the complete set of the accomplished delivery documents.

**10. Storage and Safekeeping:**

10.1. To ensure proper storage and safekeeping of the delivered Goods, the Schools Division Offices shall conduct school readiness survey to establish capability of the school especially on the infrastructure requirements.

10.2. The storing and safeguarding of the delivered Goods shall be the responsibility of the recipient school once the full process of site inspection, acceptance, and turnover are accomplished.

10.3. Safekeeping of the LTEs is a crucial undertaking of the school. The school head that has the responsibility and accountability of the school assets should make sure that the LTEs are stored properly, safely and securely.

10.4. Regulations for proper and safe storage:

10.4.1. The Recipient School shall ensure the security and proper storage of the LTEs.

10.4.2. The storage facility shall be free from moisture, contamination of chemicals and its fumes, termites, dust and other elements or conditions that could endanger the LTEs.

10.4.3. Store heavy Goods on the lower levels with the heaviest on the lowest level for stability of the storage cabinet or rack.

10.4.4. Large equipment that cannot be placed in storage cabinet shall be stored in a closed, secured, and flood-free room with concrete flooring and proper ventilation.

10.4.5. Wrap the large equipment that will be stored in the stock room with a plastic to prevent accumulation of dust and place it on a wooden or plastic pallet to elevate it from the floor so as to also prevent direct contact with water in case of flood.

10.4.6. Clean and lubricate tools and equipment after every use and before storing.

10.4.7. Store lubricants in a well-ventilated room far from source of heat or flame to prevent accidental fire and to prevent personnel getting suffocated with the fumes.

10.4.8. Never store highly flammable liquids and materials such as gasoline or diesel and paper in school especially in the storeroom.

10.4.9. Chemicals should be stored separately in a rust-and-chemical resistant storage cabinet made of material like stainless steel, with exhaust for proper ventilation.

- 10.4.10. Always make available a minimum of two (2) ABC-type fire extinguishers with minimum capacity of five (5) kg in every storage area especially the storage of lubricants and chemicals

## **VI. Monitoring and Evaluation**

1. It is very important to conduct monitoring and evaluation of the delivered LTEs to ensure full of utilization and the availability of functional LTEs. The School Head shall create a committee that will conduct regular semestral M & E and submit report to the Schools Division Office through the Curriculum Implementation Division (CID) seven (7) calendar days after the end of the semester. The committee should be composed of personnel who are utilizing and familiar with the LTEs such as the subject area specialist/s, laboratory and workshop managers, and property officer/s. The committee shall develop the M & E form provided that the following information shall be included: a) frequency of actual utilization; b) physical condition (functional, defective can be repaired, defective beyond repair and needs replacement); c) frequency of maintenance activity such as cleaning, calibrating, lubricating, and circuit and wiring inspection; d) storage condition. The report shall also include the broken glassware for replacement.
2. The SDO-CID shall validate the schools' semestral M & E report, analyze the data and submit a report attaching schools' semestral M & E to RO CLMD and BLR Cebu.
3. The SDO CID shall submit the summarized version of the school M & E Semestral Report together with their evaluation report to RO CLMD.
4. The RO CLMD shall conduct revalidation of the M & E Semestral Report to randomly selected schools and prepare the final report for submission to the Bureau of Learning Resources – Cebu.
5. The BLR Cebu shall utilize the final report of the RO CLMD as reference in preparing the budget proposal for the LTEs.

## **VII. References**

DepEd Order No. 008, s 2021 the Revised Signing Authorities for Administrative and Financial Matters in the Department of Education.

DepEd Order No. 026, s 2018, Creation of Additional Bids and Awards Committees in the Regional and Schools Division Offices

Department of Budget and Management Circular Letter No. 2016 – 7 dated July 20, 2016

E.O. No. 292, Section 28, Chapter 4, Book VI

Government Accounting Manual

Memorandum OASPA -CM-0720-006 entitled “Reminders on the Conduct of Inspection and Delivery of

Goods in Areas Under Community Quarantine”.

Memorandum OUF-2021-0090; Advisory on the Release and Use Funds for FY 2021

National Budget Circular No. 583 dated January 4, 2021, Guidelines on the Release of Funds for FY 2021

**RA 9184. An Act Providing for the Modernization, Standardization, and Regulation of the Procurement Activities of the Government and for Other Purposes and the Revised Implementing Rules and Regulations**

**VIII. Effectivity**

These guidelines shall take effect immediately and remain in force, unless sooner repealed, amended, or rescinded. All existing Orders and Memoranda inconsistent with this Order are rescinded. Certified copies of the DepEd Order shall be registered with the UP Office of the National Administration Register (UP ONAR).