

- Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

November 7, 1984

MECS O R D E R
No. 68, s. 1984

GUIDELINES ON PROCUREMENT

To: Bureau Directors
Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

1. Pursuant to the provisions of MECS Order No. 23, s. 1984, the guidelines below are hereby issued for the information and guidance of, all concerned.
2. Regional directors and schools superintendents, after approval by the Central Office of their annual program of expenditure, may procure, subject to the availability of funds, the supplies, materials and equipment listed therein through any of the modes of procurement authorized by existing regulations. To ensure supply of quality goods at low prices, regional/divisions offices within NCR and Regions III and IV shall make their purchases from the Procurement Service under the Office of Budget and Management of regularly used items of office and school supplies. Procurement done in Manila by other regional/division offices shall be similarly made from the Procurement Service. The other regions/offices shall make their purchases from the Procurement Service as soon as the said office is able to handle their requirements.
3. Regional directors may approve negotiated contracts for services and for the furnishing of supplies, materials and equipment in a total amount of not exceeding ₱100,000.00 for a given quarter, subject to the usual accounting and auditing regulations. Detailed reports of these negotiated contracts shall be submitted to the Minister (Attention: Assistant Secretary for Administrative Service) within two weeks after each quarter indicating the (a) supplier, (b) items procured, and (c) total and unit cost for each supply/item. Failure to submit these reports shall be sufficient ground for the revocation of this authorization.
4. The amount that can be approved by the schools superintendents and vocational school administrators shall be based on the approved ceiling of his division/school as provided under paragraph 5a of Department Order No. 29, s. 1975, as amended by MEC Order No. 48, s. 1981.
5. The authority delegation established under these guidelines shall take effect immediately. It can be withdrawn at any time on a case to case basis should circumstances warrant.

(SGD.) JAIME C. LAYA
Minister

References:

Department Order: (No. 29, s. 1975)
MEC Orders: (Nos. 48, s. 1981 and 23, s. 1984)
Allotment: 1-2--(D.O. 1-76)

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

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