

Republic of the Philippines  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
Meralco Drive, Pasig, Metro Manila

June 14, 1993

DECS Order No. 41, s. 1993

**CENTRALIZED PROCUREMENT OF COMMONLY USED SUPPLIES,  
MATERIALS AND EQUIPMENT**

To: All Bureau/Regional Directors, Center Heads and Other Officers Concerned

1. As mandated under Executive Order No. 329, the purchase of all commonly used office supplies, materials and equipment for all bureaus, centers and regional offices shall henceforth be done through the Inter-Agency Procurement Service (PS), following the guidelines outlined below.

2. **General Guidelines.** A Price List of items that can be economically purchased through the centralized PS system shall be issued quarterly by the PS to all DECS Central and Regional Offices. The PS Price List shall contain such supplies, materials and equipment which are repetitively purchased by DECS agencies for their day-to-day operations. All agencies shall acquire from PS stores those supplies, materials and equipment in the List. Other supplies, materials and equipment not in the Price List may be procured through PS on request, if desired.

3. **Exceptions.** Subject to existing accounting and auditing rules and regulations, the offices concerned may resort to emergency purchase for such items the need for which is exceptionally urgent or those which are absolutely indispensable to meet an emergency caused by force majeure or which will involve the loss of life and property. In particular, offices outside Metro Manila may procure common office supplies directly, provided prices and matching specifications strictly follow those in the PS Price List for the quarter. Offices outside of Metro Manila in Luzon regions and those in Visayas/Mindanao regions may be allowed mark-ups, provided such mark-ups are less than five (5) and less than ten (10) percent respectively over PS prices for direct purchases. These exceptions are similar to those allowed by the Commission on Audit (COA) for its own operations.

Items not included in the PS Price List may continue to be purchased from other sources in accordance with other recognized modes of acquisition and procurement in government. Purchases not coursed through the PS shall be submitted for prior evaluation and approval by the Secretary if they exceed ₱1,000,000 and by the regional director if otherwise.

4. **Operating Procedures.** For office supply items, the offices concerned shall draw their requirement by purchase order directly from PS stores in cash, on the basis of current PS Price Lists, either by personal messenger or by registered mail. For office equipment items not in the current List, a price request shall first be secured from the PS. Thereafter, upon receipt of a price monitor from the PS, the requisitioning office shall proceed to acquire the equipment in the same manner as for office supply items.

Requisitions within Metro Manila shall be delivered by PS; all other requisitions shall be served and delivered door-to-door by PS private contractors at a pre-paid fee depending on distance and volume/weight. All items purchased from PS stores are pre-inspected by PS technical staff as to quality and quantity. Requisitioning offices are however required to inspect the items delivered before use, and

must immediately report to PS any discrepancy/deficiency from PS delivery receipts. Monthly statements of accounts shall be furnished to end-users by the PS not later than the 20th day of the following month.

5. To further systematize and rationalize the procurement process in the field, particularly of instructional equipment and materials, the Annual Procurement Program (APP) shall be prepared by school heads and approved prior to purchase. Division superintendents shall act on and approve APPs up to ₱1,000,000 in the aggregate, while regional directors shall act on and approve APPs exceeding ₱1,000,000 up to ₱5,000,000 in the aggregate.

6. A duly certified and current inventory of equipment and materials shall support each APP, as basis for determining actual need. Accordingly, the directors of BEE, BSE, BTVE, BPSS and BHE shall respectively draw up a standard set of instructional equipment and materials, with precise specifications, for each category of school, against which inventories shall be matched. The Procurement Service shall include such items automatically in their price monitoring and stores.

7. This Order supersedes any previous issuance on the matter and shall be effective immediately.



ARMAND V. FABELLA  
Secretary

