



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

097.7 DPWH
06-30-2023

June 27, 2023

DEPARTMENT MEMORANDUM)
)
)
)
)
CIRCULAR NO. 38)
Series of 2023 *for 6/30/2023*

**FOR/TO : SENIOR UNDERSECRETARY
UNDERSECRETARIES
ASSISTANT SECRETARIES
REGIONAL DIRECTORS
BUREAU DIRECTORS
SERVICE DIRECTORS
HEADS OF UPMOs
DISTRICT ENGINEERS
HEADS OF ATTACHED AGENCIES
OTHERS CONCERNED**
This Department

For information and guidance, attached is a copy of **GPPB Advisory No. 02-2023** dated June 02, 2023, with the subject: "**REMINDER ON THE SUBMISSION OF THE FISCAL YEAR 2023 FIRST SEMESTER PROCUREMENT MONITORING REPORT**".

A copy of the said Advisory may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.


MARICHU A. PALAFOX, CESO II
Assistant Secretary for Support Services

Encl: As stated

cc: Office of the Secretary

10.1.4 JVL/CDP/VGV

ADVISORY 02- 2023

FOR : ALL PROCURING ENTITIES

SUBJECT : REMINDER ON THE SUBMISSION OF THE FISCAL YEAR 2023 FIRST SEMESTER PROCUREMENT MONITORING REPORT

DATE : 02 June 2023

This Advisory is issued as a reminder of the Government Procurement Policy Board – Technical Support Office's (GPPB-TSO) Advisory No. 05-2023¹ issued to all Procuring Entities (PEs), particularly on the submission of the Fiscal Year (FY) 2023 1st semester Procurement Monitoring Report (PMR) pursuant to Government Procurement Policy Board (GPPB) Circular No. 02-2020.²

1.0 What are the requirements for the submission of FY 2023 1st semester PMR?

The PE shall comply with the following requirements:

- Utilize the prescribed format for the PMR, accessible via this link: <https://www.gppb.gov.ph/downloadables/forms/05302023PMR%20Format%20051723.xlsx>
- Submit the PMR in both Microsoft Excel and Portable Document Format (PDF) files.
- Ensure the PDF version of the PMR is duly approved and signed by the Head of the Procuring Entity (HoPE) or a designated second-ranking official.
- Include in the PMR a Posting Certification signed by the Head of the BAC Secretariat, affirming that it has been posted on the agency's website or in a conspicuous location within the agency premises in the absence of a website. Copy of the template for Posting Certification can be found in Annex 1 of GPPB Circular No. 02-2020 and can be accessible through this link: <https://www.gppb.gov.ph/issuances/Circulars/GPPB%20Circular%2002-2020.pdf>
- Submit the PMR on or before 14 July 2023 through pmr@gppb.gov.ph

2.0 What is the submission process for the FY 2023 1st semester PMR?

The PE shall submit electronically the FY 2023 1st semester PMR in both Microsoft Excel and PDF files, together with the Posting Certificate on or before **14 July 2023** through pmr@gppb.gov.ph with a subject line of <Name of Agency-Submission of FY 2023 1st Sem PMR> (e.g., GPPB-TSO-Submission of FY 2023 1st Sem PMR). Submissions of printed copies are no longer accepted by the GPPB and its Technical Support Office.

¹ GPPB Advisory 05-2023 issued on 19 March 2023 can be accessed through this link: [03212023Advisory Erratum Merged 03212023.pdf \(gppb.gov.ph\)](https://www.gppb.gov.ph/issuances/Advisories/GPPB%20Advisory%2005-2023.pdf)

² Guidelines in the Posting and Submission of Annual Procurement Plans, Procurement Monitoring Reports and Agency Procurement Compliance and Performance Indicator (APCPI) Results issued on 20 May 2020, <https://www.gppb.gov.ph/issuances/Circulars/GPPB%20Circular%2002-2020.pdf>

3.0 How can the PE confirm its submission has been received?

The PE will receive an automated acknowledgment receipt from the GPPB-TSO through the pmr@gppb.gov.ph email, confirming the successful submission of its documents. If no acknowledgment receipt is received within one (1) hour after submission, the PE is advised to contact the GPPB-TSO's Public Assistance Team at the following local numbers: (02) 7-900-6740 to 41 or (02) 7-900-6743 to 44, specifically at extensions 101, 108, and/or 107. This is to verify the submission and request for an acknowledgment receipt, as it is the sole acceptable evidence of compliance with the submission requirement.

Furthermore, considering the influx of electronic mail received close to the deadline, PEs are encouraged to submit their documents early to guarantee prompt receipt of the automated acknowledgment.

4.0 Where can the PE verify if it has complied with all the requirements for PMR submission?

The GPPB-TSO shall post on its website, on a quarterly basis, the Positive List of compliant PEs for the submission of PMR that have successfully complied with the requirements, as stated above. In this regard, the PE may refer to this link to access the list: <https://www.gppb.gov.ph/PositiveList.php>.

5.0 If the PE is not included in the Positive List due to PMR-related issues, can it request revalidation? If so, what is the procedure for requesting such revalidation?

Yes. If the PE verified that it complied with all the requirements as stated above, but is not included in the Positive List due to PMR-related issues, it may request revalidation. However, it is important to note that the PE is allowed a one-time request for revalidation. Any subsequent requests for revalidation shall no longer be accommodated.

To initiate the revalidation process, the PE should promptly send its request via email to monitoring@gppb.gov.ph, continuing the existing email thread of their original submission.

For the validating officer to timely process these requests within fifteen (15) calendar days, it is imperative for the PE concerned to attach a copy of the auto-acknowledgement receipt received from pmr@gppb.gov.ph. In case the validating officer determined that PE has failed to provide proof of complete submission, such as the aforementioned receipt, the PE will be notified accordingly and given a grace period of three (3) calendar days to email the lacking document. Should the PE fail to submit the required document within the prescribed period, its pending request shall be closed.

For the information and guidance of all concerned.

Date:

2023.06.16

06:59:10 +08'00'



MARIA DIONESIA A. RIVERA-GUILLERMO

Deputy Executive Director IV