



DEC 20 2024

DEPARTMENT MEMORANDUM )

CIRCULAR NO. 104 )  
 Series of 2024 )  
 12/20/2024

**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 Resolution No. 03-2024** dated December 10, 2024, with the subject: **"NOTICE ON THE USE OF THE REAL-TIME EARLY PROCUREMENT ACTIVITY (EPA) GENERATING INFORMATION AND ANALYTICS (REGINA) FOR THE SUBMISSION OF FISCAL YEAR 2025 AND THE SUCCEEDING EPA CERTIFICATIONS"**.

A copy of the said Resolution 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.

  
**Atty. MICHAEL S. VILAFRANCA, CESO III**  
 Assistant Secretary for Support Services

Encl: As stated

cc: Office of the Secretary

10.1.4 FJED/CDP/GME



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
TECHNICAL SUPPORT OFFICE**

**ADVISORY 03 -2024**

**FOR: ALL PROCURING ENTITIES**

**SUBJECT: NOTICE ON THE USE OF THE REAL-TIME EARLY PROCUREMENT ACTIVITY (EPA) GENERATING INFORMATION AND ANALYTICS (REGINA) FOR THE SUBMISSION OF FISCAL YEAR 2025 AND THE SUCCEEDING EPA CERTIFICATIONS**

**DATE: 10 December 2024**

- 1.0 This is to inform all Procuring Entities (PEs) on the use of the Real-time EPA Generating Information and Analytics (REGINA) in the submission of the relevant Certifications on the Undertaking/Non-Undertaking and Exceptions of Early Procurement Activities (EPA), including re-submissions and requests for reconsiderations on or before the end of January 2025, in accordance with Government Procurement Policy Board (GPPB) Resolution No. 18-2023.<sup>1</sup>
- 2.0 All PEs shall register and use the REGINA to submit and upload their respective Certifications in the System, accessible through this link:

<https://airtable.com/appg5iDurvX3huaJ3/shrSbg7OEoCvZM7a2>

Please note that the submissions made through electronic mail or any other channels other than through the REGINA shall be considered as not submitted and will not be processed by the GPPB – Technical Support Office.

**2.1 How to register in REGINA?**

The PE shall register and create an account in the Airtable© application using its official email address by signing up using this link: <https://airtable.com/signup>.

During registration, the PE will receive a confirmation email. Once the email is received, the PE shall click the "Confirm my Account" link to activate their account.

**2.2 What are the requirements to be considered as compliant?**

- a. Use of correct and updated Certification template:<sup>2</sup>

<sup>1</sup> Dated 30 November 2023, GPPB Reso No. 18-2023 re Approving the Guidelines on the Mandatory Use of the Real-Time Early Procurement Activity Generating Information and Analytics as the Online Submission System for the Certifications Relative to the Undertaking of Early Procurement Activities"

<sup>2</sup> The folder of EPA Certification templates may be downloaded from the GPPB website through this link: <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>



TYPES OF EPA CERTIFICATIONS	DESCRIPTION
Certificate of Undertaking or Non-Undertaking	<p>This Certificate is submitted by PEs when:</p> <p><b>Successfully undertaken</b> – and recommended for award of contract equivalent to at least 50% of the total value of the Eligible Procurement Projects (EPPs);<sup>3</sup></p> <p><b>Not successfully undertaken</b> – if undertaken but recommended award of contract equivalent to less than 50% of the total value of the EPPs; or</p> <p><b>Not undertaken</b> – if PE has EPPs but has not undertaken EPA</p>
Certificate of Exception	<p>This Certificate is submitted when PEs have no EPPs in their Indicative Annual Procurement Plan (IAPP) for the conduct of EPA (i.e. procurement projects are not subject to EPA based on the identified mode of procurement or the project is funded from lump-sum funds which do not have identified recipients and specific amounts are not yet approved)</p>

- b. Approval and signature of the Head of Procuring Entity (HoPE) or his/her duly authorized representative;
- c. Submission on or before the deadline;
- d. Notarization or execution under oath of the Certification; and
- e. Exact match or consistency between the data encoded in the System and the uploaded Certification.

### 2.3 How to determine if the PE's submission is successful?

The PEs must monitor their registered email accounts for notifications and updates related to their submission. Upon completing the submission, the PEs may check their compliance status by logging in to their Airtable® account. If the certification remains unreviewed, the system will display the status as "Under Review."

### 2.4 May the PE correct its submission? How?

Yes. When necessary, PEs may amend any entered information, as well as re-upload their submission, provided that such updates are made before the submission deadline. Upon the lapse of the deadline, the system will no longer accept revisions or additional submissions.

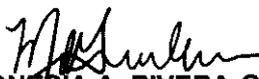
This may be done by logging in to their Airtable® account and by clicking the "Update Information" button on the dashboard.

<sup>3</sup> Eligible Procurement Projects (EPPs) shall refer to Goods, Infrastructure Projects, and Consulting Services reflected in the PE's indicative APP based on the NEP to be undertaken through Competitive Bidding and Alternative Methods of Procurement under RA No. 9184 and its revised IRR, except for modalities provided in GPPB Circular 06-2019 date 17 July 2019

**2.5 How shall a “Non-Compliant” status notification received by the PE be addressed by the latter?**

Upon receipt of the “Non-Compliant” status notification, the PE must submit a Request for Reconsideration with justification within seven (7) days from receipt of the notice. This shall be done by clicking the Request for Reconsideration link on the account dashboard. The PE’s failure to file the Request for Reconsideration within the specified period will render the “Non-Compliant” status as final.

- 3.0 For more guidance on using the REGINA System, a detailed step-by-step procedure outlining user information entry and the uploading of the EPA Certificate is provided under Item 6.1 and 6.2 of Annex A of the GPPB Resolution No. 18-2023.
- 4.0 Lastly, all PEs shall follow the rules and procedures provided under GPPB Circular No. 06-2019, which provides the guidelines for the implementation of EPA.
- 5.0 For inquiries and/or clarification/s, you may contact the Public Assistance Team through telephone number (02) 5322 - 6BAC (6222), Monday to Friday, 7:00 AM – 4:00 PM or email us at [monitoring@gppb.gov.ph](mailto:monitoring@gppb.gov.ph).
- 6.0 For the information and compliance of all concerned.

  
**MARIA DIONESIA A. RIVERA-GUILLERMO**  
*Officer-in-Charge*