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Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

February 24, 2023

No. 041 s. 2022

DELEGATION OF THE SUPPLY UNIT TO CONDUCT SHOPPING AND AWARD OF CONTRACT FOR THE PROCUREMENT OF PETROLEUM FUEL, OIL, AND LUBRICANT PRODUCTS

To: **HEIDI B. ESCALONA**
 Administrative Officer II
 OIC-Supply Officer

1. This is in reference to BAC Resolution no. 011. S. 2023 dated February 8, 2023 re: A Resolution Recommending to the Schools Division Superintendent the Adoption of Direct Retail Purchase as Modality of Procurement of Petroleum Products for CY 2023 and Succeeding Procurements. In view thereof, the Supply Section headed by Heidi B. Escalona, the OIC-Supply Officer, is hereby delegated to conduct shopping and award of contract to supplier of petroleum fuel, oil and lubricant (POL) products of known qualification and conduct direct purchase to efficiently and expeditiously address the pressing need of the agency for POL products.
2. Further, you are hereby directed to conduct annual shopping of POL products and monitor its procurement and ensure that the provisions under Section 53.14 of the RA 9184 and its IRR, as amended, are adhered to, to wit:
 - a. Direct retail purchase of POL products estimated to be necessary for the operations of the Procuring Entity within the fiscal year, including provisions for foreseeable emergencies based on historical records, shall be reflected in the annual procurement plan (APP) in its entirety including any amendment thereto which shall be reflected in the supplemental APP;
 - b. Direct purchase must be made from any available retailers, dealers or gas stations at retail pump price;
 - c. The requirement must be intended to be used for any official government vehicles and equipment for immediate consumption; and
 - d. Payment may be made through cash advance, reimbursement or other allowable payment modalities subject to pertinent auditing and accounting rules.
3. This memorandum shall take effect immediately.

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

DATE: MAR 03 2023 TIME: 8:40am

BY: [Signature]

[Handwritten Signature]

CRISTY C. EPE
 Schools Division Superintendent *[Signature]*



23-97840

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED 97840
DATE: FEB 14 2023 TIME: 9:23 am
BY: *[Signature]*

Bids and Awards Committee

RESOLUTION NO. 011, s. 2023

A RESOLUTION RECOMMENDING TO THE SCHOOLS DIVISION SUPERINTENDENT THE ADOPTION OF DIRECT RETAIL PURCHASE AS MODALITY OF PROCUREMENT OF PETROLEUM PRODUCTS FOR CY 2023 AND SUCCEEDING PROCUREMENTS

WHEREAS, DepEd Digos City Division needs fuel supplies for use of the Division Office vehicles;

WHEREAS, the Department of Energy reported that petroleum prices have been volatile due to mixed fundamental picture and increasing hedging ratios in the financial sector which causes sudden increases and decreases of petroleum prices;

WHEREAS, the **GPPB issued Resolution No. 24-2019** dated October 30, 2019 which details the inclusion of Section 53.13 in the 2016 revised IRR of RA No. 9184 on the **Direct Retail Purchase of Petroleum, Oil and Lubricants Products and Airline Tickets** and the amendments to the affected provision of its Annex "H" entitled "**Consolidated Guidelines for the Alternative Methods of Procurement**";

WHEREAS, based on historical records of procurement of DepEd – Schools Division of Digos City, which applies the competitive bidding, resulted to failure of procurement due to sudden changes of petroleum prices that resorted the entity to Negotiated Procurement, as provided for in Section 53.1 of the same IRR;

NOW THEREFORE, We the Members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED** to recommend to the Schools Division Superintendent **the adoption of Direct Retail Purchase as Modality of Procurement of Petroleum Products** for CY 2023 and succeeding procurements; and the **delegation of the Asset Management Section to do the conduct of shopping and award of Purchase Order** in accordance with the pertinent accounting principles and practices as well as of sound management and fiscal administration provided that they do not contravene existing laws and regulations applicable to financial transaction.

RESOLVED at DepEd Digos City Division, Corner Roxas and Lopez Jaena Sts., Digos City, this 8th day of February 2023.

We hereby certify to the correctness of the above Resolution.

[Signature]
IDA I. JUEZAN
Member

[Signature]
NEIL D. BONGCAYAO
Provisional Member

[Signature]
JESSICA G. LUCERO
Member

CLARENCE S. PILLERIN on OB
Member

[Signature]
CHERRY ROSSETTE E. OLIVA
Vice-Chairperson

[Signature]
BEVERLY S. DAUGDAUG, EdD
Chairperson

APPROVED:

[Signature]
CRISTY C. EPE
Schools Division Superintendent

