



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2026-187

To : All Division Personnel

Subject : DEVELOPMENT, TESTING, DEPLOYMENT AND UTILIZATION OF
PROCUREMENT RESOURCE AND INTEGRATED DIGITAL
ENVIRONMENT (PRIDE)

Date : July 21, 2026

In line with one of the Department's initiatives on digital transformation and process streamlining, this Office, through the ICT Unit, has developed the **Procurement Resource and Integrated Digital Environment (PRIDE)**, a Budget and Procurement Lifecycle Management System designed to enhance the efficiency of budget utilization and procurement processes within the Division.

In connection with this, a series of Alpha and Beta Testing activities will commence on **July 21, 2026**.

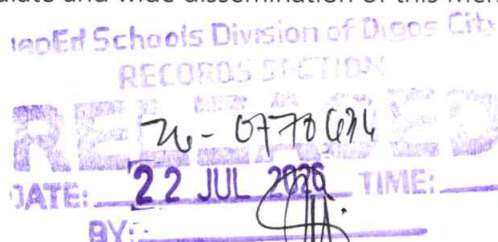
The following personnel are requested to participate in the Alpha Testing, to wit:

- Jake Lloyd S. Vencio
- Rotsen Ray N. Gayud
- Ruben Evarretta
- Manuel Angelo M. Petalcorin
- Nicole Jan R. Dacalos

Subsequently, the Beta Testing phase will involve all Program Holders handling budgets. The schedule for the Beta Testing will be announced at a later date.

For more details about the project, please refer to the attached **PRIDE System Overview**.

Immediate and wide dissemination of this Memorandum is directed.



Melanie P. Estacio
MELANIE P. ESTACIO, PHD, CESO V
Schools Division Superintendent

About PRIDE

Procurement Resource & Integrated Digital Environment

A quick reference for what the system does, how the procurement cycle flows, and who is responsible for each step.

System Overview

Project PRIDE — short for **Procurement Resource & Integrated Digital Environment** — is a Procurement and Budget Lifecycle Management System built for a Philippine government office. It is compliant with the Philippine Procurement Law, officially known as **Republic Act No. 12009**, and digitizes the full procurement workflow — from budget allocation through PPMP planning, purchase requests, canvassing/RFQ, purchase orders, and inspection & acceptance, through voucher creation, and final payment release — in a single server-driven application. The system is organized around the offices that participate in a typical procurement cycle: Budget/Finance, Program Holders, Procurement Admin/BAC, Supply, Accounting, and Cash Section, tied together by role-based access control and automated notifications.

Purpose

- Digitize and standardize the procurement workflow required under Republic Act No. 12009, the Philippine Procurement Law, across every participating office.
- Give each office role-based access to only the actions and data relevant to its function.
- Automatically track a transaction as it moves between offices, timestamping every stage transition.
- Surface real-time analytics on turnaround time, bottlenecks, and SLA compliance so issues can be caught early.
- Maintain a defensible audit trail of documents, approvals, and signatories at every stage.

Stages

Every transaction is modeled as a 14-stage pipeline, from the moment a budget is created to the release of its final payment.

1 Budget Creation

The Budget Officer records a new budget: type, allotment period, amount, and legal basis (e.g. SARO/guideline documents).

2 Budget Acknowledgment

The Program Holder the budget was allocated to confirms receipt.

3 PPMP Creation

The Program Holder prepares a Project Procurement Management Plan against the acknowledged budget.

4 Purchase Request Creation

The Program Holder raises a Purchase Request (PR) with supporting documents (PPMP, APP, WFP, proposal, market scoping).

5 PR Number Issuance

The PR is assigned an official year/month/sequence number.

6 Purchase Request Approval

The PR is reviewed and approved by its signatories and the Procurement Administrator.

7 PS-DBM Stock Availability Check

Supply confirms whether the requested items are available through the DBM procurement service (all, partial, or none) — this gates RFQ generation.

8 RFQ Generation

The Procurement Administrator canvasses suppliers via a Request for Quotation and records the winning bid as an Approved Abstract.

9 Purchase Order Creation

Supply generates a Purchase Order (PO) from the eligible, numbered PR.

10 Purchase Order Approval and Issuance

The PO is certified and then issued, receiving its own sequential PO number.

11 IAR Creation

Supply creates an Inspection and Acceptance Report (IAR) against the issued PO, auto-populated from its line items.

12 Submission of Documents for Payment

Supply confirms COA receipt and forwards the completed IAR documents to Accounting for payment processing.

13 Voucher Creation

Accounting Personnel records the creation of a disbursement voucher for the submitted documents.

14 Payment Released

The Disbursing Officer records that the payment has been released, closing out the transaction.

Analytics and Reports

The Dashboard and Reports modules turn the timestamped stage data into actionable insight. For every stage transition, the system computes turnaround time against configurable SLA targets and rates it on a 1-5 scale (Poor to Excellent), rolling up into:

- Procurement process status breakdown (completed, ongoing, delayed, pending).
- Turnaround time analysis and performance ratings between each stage.
- Monthly procurement activity trends and lifecycle completion rate.
- Budget utilization summary and per-Program Holder performance comparisons.
- Alerts for the most delayed in-flight transactions.

Full drill-down reporting is available to roles with the Reports permission via Process Data.

About the Ratings

Every stage transition — and the full Budget Creation → Payment Released cycle — is scored on a 1-5 scale by comparing how long it actually took against that stage's target. Targets are set in working days per stage under System Admin → Procurement Stage Targets, so each office can be held to a realistic, configurable turnaround expectation. The clock only counts working hours: weekends and declared holidays don't count against a transaction's

turnaround.

5 · Excellent	Actual turnaround is at or under the target.
4 · Very Good	Up to 25% over the target.
3 · Satisfactory	Up to 50% over the target.
2 · Needs Improvement	Up to double (100% over) the target.
1 · Poor	More than double the target.

These same ratings appear as the per-transition badges on the Process Data drill-down, the overall cycle rating and rating breakdown chart on the Dashboard, and the average performance shown for each Program Holder.

AI Insight Capabilities

Every stage in the pipeline accumulates **remarks** — notes left by the offices handling a transaction. The AI Insights tool, available to roles with the Reports permission via Process Data, turns those remarks into a structured, per-stage analysis:

- Aggregates every remark logged against a stage, system-wide across all budgets, since that stage's last generated insight — only new remarks are ever re-analyzed.
- Generation runs as a background job, one run per stage, so it can be triggered on demand without blocking the page.
- Each run produces an executive summary, remark statistics (total, categories detected, high-severity, critical), and the top issue categories.
- Surfaces key issues, risks, resolved vs. unresolved items, and concrete recommendations drawn from the remarks.
- Breaks down individual remarks by category, severity, and the AI's confidence in that classification.
- Keeps a full history of past runs per stage, so improvement (or recurring issues) can be tracked over time.

Roles and Responsibilities

Budget Officer <i>Owns budget records and confirms funds are available before a procurement cycle begins.</i> • Creates and maintains budget records — type, allotment period, amount, and legal basis — and uploads SARO/guideline documents. • Tracks which budgets have been acknowledged by their assigned Program Holder. • Reviews procurement performance and turnaround reports for budgets under their office.	Program Holder <i>The end-user department that plans and requests procurement against an allocated budget.</i> • Acknowledges budgets allocated to their office. • Prepares the Project Procurement Management Plan (PPMP) for the fiscal year. • Creates, edits, and submits Purchase Requests with the required supporting documents. • Tracks the status and approval of their Purchase Requests through the pipeline.
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Procurement Administrator

Runs the BAC-side canvassing and approval process once a Purchase Request is submitted.

- Reviews, numbers, and approves Purchase Requests.
- Maintains the supplier and supplier category registry.
- Generates Requests for Quotation (RFQ), canvasses suppliers, and records the winning bid as an Approved Abstract.
- Manages Program Holder user accounts and monitors procurement-wide reports.

Supply Officer and Staff

Handles stock verification, Purchase Order issuance, and inspection & acceptance.

- Performs the PS-DBM stock availability check that gates RFQ generation.
- Generates, certifies, and issues Purchase Orders.
- Maintains the Inspectorate committee roster.
- Creates Inspection and Acceptance Reports (IAR) against issued Purchase Orders and marks them complete.

Accounting Officer

Processes payment vouchers for completed procurements forwarded by Supply.

- Reviews Inspection and Acceptance Reports forwarded for payment once COA and Accounting receipts are confirmed.
- Records the creation of a disbursement voucher — including voucher number and amount — and marks it for approval.
- Monitors pending payment vouchers awaiting release.

Disbursement Officer

Releases payment for approved disbursement vouchers, closing out the transaction.

- Records when a payment voucher has been released to the payee.
- Confirms the release date against each released payment.
- Monitors pending payment releases awaiting action.

System Administrator

Configures access control and the reference data every other module depends on.

- Manages user accounts, roles, and granular permissions.
- Maintains master data: project types, procurement modes, and the holiday calendar.
- Sets office-wide default signatories and per-event, per-channel notification toggles (email/SMS/database).
- Configures the SLA turnaround targets that drive stage performance ratings across the system.

Put together, a single transaction hands off between offices in this order:

1. **Budget Officer** creates a budget for a Program Holder.
2. **Program Holder** acknowledges the budget and prepares a PPMP against it.
3. **Program Holder** creates a Purchase Request with its supporting documents.
4. The PR is numbered and then approved by **its signatories** and the **Procurement Administrator**.
5. **Supply** performs the PS-DBM stock availability check.
6. **Procurement Administrator** generates an RFQ, canvasses suppliers, and records the winning bid as an Approved Abstract.
7. **Supply** creates a Purchase Order from the eligible PR, then certifies and issues it.
8. **Supply**, with the **Inspectorate**, creates the Inspection and Acceptance Report, then confirms COA and Accounting receipts and forwards the documents for payment.
9. **Accounting Officer** records the creation of a disbursement voucher for the submitted documents.
10. **Disbursement Officer** records that the payment has been released, closing out the transaction.

Every handoff above is timestamped and measured against its configured SLA target, which is what powers the Analytics and Reports and Ratings sections above.