

March 27, 2025

**MEMORANDUM ORDER**

No. 124  
Series of 2025

**SUBJECT : GUIDELINES ON THE SUBMISSION OF APPROVED PURCHASE ORDERS (PO) TO THE PROPERTY AND SUPPLY SECTION**

In the interest of efficient service and compliance with procurement policies, the following guidelines shall be observed in the submission of approved Purchase Orders (PO) to the Property and Supply Section:

**Section 1. Scope.** This directive applies to all Bureau of Plant Industry (BPI) offices, including regional offices, responsible for processing Purchase Orders.

**Section 2. Purpose.** The submission of government contracts, purchase orders, and their supporting documents are provided for in **COA Circular No. 2009-001**, as follows:

*3.1.1 Within five (5) working days from the execution of a contract by the government or any of its subdivisions, agencies, or instrumentalities, including government-owned and controlled corporations and their subsidiaries, a copy of said contract and each of all the documents forming part thereof by reference or incorporation shall be furnished to the Auditor of the agency concerned. In case of agencies audited on an engagement basis, submission of a copy of the contract and its supporting documents shall be to the Auditor of the mother agency or parent company, as the case may be.*

*3.2.1 A copy of any purchase order (PO) irrespective of amount, and each and every supporting document, shall, within five (5) working days from issuance thereof, be submitted to the Auditor concerned.*

*4.1 Any unjustified failure of the officials and employees concerned to comply with the requirements herein imposed shall be subject to the administrative disciplinary action provided in (a) Section 127 of PD No. 1445; (b) Section 55, Title I-Book V of the Revised Administrative Code of 1987; and (c) Section 11 of R.A. No. 6713.*

**Section 3. Procedure.** All designated focal persons must ensure the accurate and timely submission of required details through the designated system. The process is as follows:

**a. Access the Online Submission System**

- Open the link: [bit.ly/BPIpurchaseorder](https://bit.ly/BPIpurchaseorder)
- Input all required information. **Once details are available, the focal person must immediately encode them into the system.** The encoded information is considered an official submission. Ensure the correctness and completeness of all entries, as this is an automated system with real-time submission.
- Submission through email or hard copy is not required.





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**b. Upload the Scanned PO**

- A clear scanned copy of the approved and conformed PO must be uploaded to the designated system after encoding.
- Use the following folder name: "Scanned Copy of Purchase Orders."

**Section 4. Frequency of the submission.** The submission process must be completed **every time** an approved and conformed PO is issued to ensure real-time monitoring and compliance.

**Section 5. Monitoring.** The Property and Supply Section shall manage the system, and COA at BPI Manila shall have access to the system to monitor compliance and ensure adherence to the guidelines.

**Section 6. Effectivity.** This order shall take effect immediately and shall supersede all orders, memoranda, and issuances inconsistent herewith.

  
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Director  
Bureau of Plant Industry