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ISO 9001:2015 Certified
Quality Management System

MEMORANDUM ORDER

No. 241

Series of 2023

SUBJECT : **AMENDMENTS TO MEMORANDUM ORDER NO. 258, s. 2022 ON THE PROCEDURE FOR THE PROCESSING OF PURCHASE ORDER (PO) AND THE DELIVERY OF GOODS AND SERVICES BY SUPPLIERS**

To optimize the processing of procurements of the Bureau, Memorandum Order No. 258, s. 2022 (Procedure for the Processing of Purchase order and the Delivery of Goods and Services by Suppliers) is hereby amended as follows:

1. On Section 2 [Preparation and Signing (Conforme) of the Purchase Order], the responsibility of preparing the Purchase Order (PO), as well as transmitting the same (with attachments) to relevant signatories shall be transferred to the Property and Supply Section (PSS). Likewise, they shall be in charge of sending the PO to the supplier, as well as notifying them, once the PO is ready for signing.

2. The PSS shall be in charge of monitoring suppliers' compliance to the signing of POs as well as the timely delivery of goods and services. It shall continue to provide PMS the necessary feedback to assist in assessing a supplier's eligibility to participate in the bureau's programs.

3. The Procurement Management Section (PMS), on the other hand, shall transmit bid documents (such as but not limited to BAC Resolution and Abstract signed by the BAC, Notice of Award, quotations, etc.) to the PSS for the preparation of the PO and the one-time circulation of the bid documents for signing by the Director.

4. On Section 4 [Cancellation], the PSS shall facilitate the cancellation of a Purchase Order based on the grounds stated in Section 4.1 of MO 258, s. 2022. The PSS shall recommend, with the concurrence of the end-user, the cancellation to the Director for approval and obligation cancellation by the Budget Section.

The PSS shall continue the serial numbering used by the PMS for the POs. Further, the PMS shall inform PSS of the last serial number used prior to the transfer of PO preparation to PSS.

This Order shall take effect beginning September 5, 2023 and shall supersede all other Orders inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director