

**ANNEX A**  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: Department of Education Division of Cebu City  
Date of Self Assessment: February 22, 2021

Name of Evaluator: Wilma G. Sauro  
Position: Government Watch/CSO

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>					
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	86.87%	2.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	28.95%	1.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>					
2.a	Percentage of shopping contracts in terms of amount of total procurement	1.31%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	11.64%	1.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.19%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	Compliant	3.00		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>					
3.a	Average number of entities who acquired bidding documents	3.95	1.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	3.95	2.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	3.84	3.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		<b>Average I</b>	<b>2.33</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>					
<b>Indicator 4. Presence of Procurement Organizations</b>					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity

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11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
<b>Indicator 12. Contract Management Procedures</b>					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		<b>Average III</b>	<b>2.67</b>		
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
		<b>Average IV</b>	<b>3.00</b>		
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>			<b>2.75</b>		

Summary of APCPI Scores by Pillar

Agency Rating

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APCPI Pillars		Ideal Rating	Agency Rating		
I	Legislative and Regulatory Framework	3.00	2.33		
II	Agency Institutional Framework and Management Capacity	3.00	3.00		
III	Procurement Operations and Market Practices	3.00	2.67		
IV	Integrity and Transparency of Agency Procurement Systems	3.00	3.00		
<b>Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4</b>		<b>3.00</b>	<b>2.75</b>		

Prepared by:  
  
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 BAC Secretariat Chairman

Approved:  
  
**RHEA MAR A. ANGTUD**  
 Schools Division Superintendent  
 Head of the Procuring Entity

Evaluated by:  
  
**WILMA G. SAURO**  
 CSO/GWATCH

Noted:  
  
**CELESTINA N. GOHETIA**  
 BAC Member

**FELOIZA C. CATINGUB**  
 BAC Member

**ATTY. BIENVENIDO DOUGLAS LUKE B. JABAN**  
 BAC Member

**ALLAN S. PANCHO JR.**  
 BAC Vice-Chairman

**BERNADETTE A. SUSVILLA**  
 BAC Chairman