



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

10 Sept 2020

DIVISION MEMORANDUM

No. 187, s. 2020

**SUBMISSION OF SPECIMEN DIGITAL SIGNATURES FOR PURPOSES OF
VALIDATION OF PROCUREMENT REPORTS**

To: **Assistant Schools Division Superintendent
Chief, CID and SGOD
BAC Members
All Public Elementary & Secondary School Heads
All Others Concerned**

1. All Procuring Entities are directed to submit a copy of the accomplished **Specimen Signature Form** on or before September 30, 2020 of all concerned signatories to the forms/documents specified in the GPPB Advisory 09-2020, the purpose of which is stated therein.
2. Copy of the said advisory is attached for your reference together with the Specimen Signature Form.
3. For strict compliance.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl.: As stated



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph

ADVISORY 09 - 2020

FOR : ALL PROCURING ENTITIES

SUBJECT : SUBMISSION OF SPECIMEN DIGITAL SIGNATURES FOR PURPOSES OF VALIDATION OF PROCUREMENT REPORTS

DATE : 12 AUGUST 2020

- 1.0 Consistent with the Government Procurement Policy Board (GPPB) Resolution No.11-2020 dated 20 May 2020, mandating the online submission of procurement reports through electronic mail,¹ all Procuring Entities are hereby directed to submit a copy of the accomplished **Specimen Signature Form on or before 30 September 2020** of all concerned signatories to the following:
- 1.1 Annual Procurement Plan (APP);
 - 1.2 Procurement Monitoring Report (PMR);
 - 1.3 Agency Procurement Compliance and Performance Indicators (APCPI) results;
 - 1.4 Blacklisting Orders;
 - 1.5 Documents related to the registration in the Online Blacklisting Portal;
 - 1.6 Certification of Posting of APP and PMR;
 - 1.7 Certification on the Conduct of Early Procurement Activities;
 - 1.8 Certification related to the pre-selected list of suppliers for Limited Source Bidding; and
 - 1.9 Certification on the Use of Electronic Bid Submission.
- 2.0 The specimen signatures shall be used by the GPPB to monitor compliance of agencies in the submission of procurement reports and documents, and validation of agencies as a requirement in the grant of the Performance-Based Bonus.
- 3.0 For the compliance of all concerned.

 Date:
2020.08.12
16:18:24 +08'00'
ROWENA CANDICE M. RUIZ
Executive Director V

¹ GPPB Resolution No. 11-2020 dated 20 May 2020.

SPECIMEN SIGNATURE FORM

Name of Procuring Entity: _____

Contact Person: _____

Email Address and Telephone No. _____

Instructions:

1. Please accomplish the form and send to e-sig@gppb.gov.ph.
2. The person granting authority must be the Head of Procuring Entity or his/her duly authorized official.
3. Include all signatories, including the alternate, to the PEs :
 - a. Annual Procurement Plan (APP);
 - b. Procurement Monitoring Report (PMR) ;
 - c. Agency Procurement Compliance and Performance Indicators (APCPI) results;
 - d. Blacklisting Orders;
 - e. Documents related to the registration in the Online Blacklisting Portal;
 - f. Certification of Posting of APP and PMR;
 - g. Certification on the Conduct of Early Procurement Activities;
 - h. Certification related to the pre-selected list of suppliers for Limited Source Bidding; and
 - i. Certification on the Use of Electronic Bid Submission.
4. Add more rows or additional sheets if necessary.

The following are hereby authorized to sign and certify procurement documents and reports to be submitted to the GPPB-TSO as of _____ Date

| I. BIDS AND AWARDS COMMITTEE (BAC) CHAIRPERSON/S | | | |
|---|-----------------------------|------------------|----------------|
| Name | Official Designation | Signature | Initial |
| | | | |
| | | | |
| | | | |
| | | | |

**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

II. BAC MEMBERS

| <i>Name</i> | <i>Official Designation</i> | <i>Signature</i> | <i>Initial</i> |
|-------------|-----------------------------|------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

III. BAC SECRETARIAT

| <i>Name</i> | <i>Official Designation</i> | <i>Signature</i> | <i>Initial</i> |
|-------------|-----------------------------|------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

IV. TECHNICAL WORKING GROUP

| <i>Name</i> | <i>Official Designation</i> | <i>Signature</i> | <i>Initial</i> |
|-------------|-----------------------------|------------------|----------------|
| | | | |
| | | | |
| | | | |

| V. OTHERS | | | |
|---|-----------------------------|---|----------------|
| <i>Name</i> | <i>Official Designation</i> | <i>Signature</i> | <i>Initial</i> |
| | | | |
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| | | | |
| | | | |
| Person granting authority: | | Date authority granted: (dd/mm/yyyy) | |
| <hr style="border: none; border-top: 1px solid black;"/> <i>Signature over Printed Name</i> | | <hr style="border: none; border-top: 1px solid black;"/> <i>Designation</i> | |

GPPB-TSO will collect, record, store, use, disclose, and process your personal information consisting of names and signatures for the purpose of this specimen signature form and for purposes relevant or incidental thereto. You have the rights under the Data Privacy Act such as the rights to be informed, access, correct, object, withdraw, erasure or block, data portability, file complaint, and damages. You should be aware that there are risks in the processing of your personal information and for safeguards to protect it, kindly contact our Data Protection Officer at imd@gppb.gov.ph to exercise your right or for any concern.