Republic of the Philippines
# Department of Education
DIGOS CITY DIVISION

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**
**OSDS-2026- 228**

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| To | : | Budget Officer<br>Procurement Management Personnel<br>Supply Personnel<br>Accounting and Cash Section Incharge<br>Program Holders<br>All Concerned |
| Subject | : | IMPLEMENTING GUIDELINES FOR THE PROCUREMENT RESOURCE AND INTEGRATED DIGITAL ENVIRONMENT (PRIDE) |
| Date | : | August 19, 2026 |

In line with the Department's initiative on digital transformation and process streamlining, this Office, through the ICT Unit, has developed the **Procurement Resource & Integrated Digital Environment (PRIDE)**, a Procurement and Budget Lifecycle Management System, accessible online at pride.depeddigoscity.org, compliant with Republic Act No. 12009, the Philippine Procurement Law. PRIDE 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 — for the Budget/Finance, Program Holder, Procurement Admin/BAC, Supply, Accounting, and Cash Section offices of the Division.

All budget and procurement transactions of the Division Office — from budget creation to the release of payment — shall be processed and recorded through PRIDE to ensure proper monitoring, accountability, and timely action. Personnel of the Budget/Finance, Program Holder, Procurement Admin/BAC, Supply, Accounting, and Cash Section offices shall each be issued a PRIDE account, corresponding to their office's role in the procurement cycle, by the Division ICT Unit.

## Implementation Timeline

**August 24–27, 2026 – Beta Testing and System Familiarization.** All Program Holders are required to participate in the beta testing and familiarization activities. The Budget Officer shall provide practice data, while the Procurement Administrator shall facilitate the process in coordination with the Accounting and Supply Units. User accounts shall be created and provided by the Procurement Administrator or the IT Officer.

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**August 28, 2026 –** The IT Officer/Developer shall make any necessary adjustments and enhancements identified during the beta testing phase in preparation for full implementation.

**September 2, 2026 –** Commencement of Full System Implementation.

The Implementing Guidelines governing the use of PRIDE — covering account provisioning, the procurement and budget lifecycle workflow, roles and responsibilities of each office, analytics and ratings, and data privacy — are attached as **Enclosure No. 1** to this Memorandum. All concerned are enjoined to strictly observe the attached guidelines; account requests and technical concerns are coursed through the Division ICT Unit.

Immediate and wide dissemination of this Memorandum is directed.

**MELANIE P. ESTACIO, PHD, CESO VI**
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
DATE: 20 AUG 2026 TIME:
BY:

*Enclosure No. 1 to Division Memorandum No. OSDS-2026-______s. 2026*

# IMPLEMENTING GUIDELINES FOR THE PROCUREMENT RESOURCE & INTEGRATED DIGITAL ENVIRONMENT (PRIDE)

**Schools Division Office of Digos City**

Department of Education

## I. RATIONALE

The Schools Division Office (SDO) of Digos City processes a substantial volume of budget allocations and procurement transactions each year, moving through several offices — Budget/Finance, Program Holders, Procurement Admin/BAC, Supply, Accounting, and the Cash Section — before a payment can be released. To digitize and standardize this workflow in compliance with Republic Act No. 12009, the Philippine Procurement Law, the Division ICT Unit developed and deployed the Procurement Resource & Integrated Digital Environment (PRIDE) — a web-based Procurement and Budget Lifecycle Management System that models every transaction as a 14-stage pipeline, from budget creation to the release of final payment, timestamping every hand-off between offices.

These Implementing Guidelines are issued to standardize the use of PRIDE across all participating Division Office units, and to define the responsibilities of all users.

## II. OBJECTIVES

1. Digitize and standardize the procurement workflow required under Republic Act No. 12009, the Philippine Procurement Law, across every participating office.
2. Give each office role-based access to only the actions and data relevant to its function.
3. Automatically track a transaction as it moves between offices, timestamping every stage transition.
4. Surface real-time analytics on turnaround time, bottlenecks, and SLA compliance so issues can be caught early.
5. Maintain a defensible audit trail of documents, approvals, and signatories at every stage.
6. Minimize repeated encoding between transactions by carrying digital data forward through the system — information entered by the Program Holder at PPMP and Purchase Request stage is handed down and reused in the succeeding procurement documents (RFQ, Purchase Order, Inspection and Acceptance Report, and Voucher) instead of being re-encoded at each stage.

## III. SCOPE AND COVERAGE

These guidelines apply to the Budget/Finance, Program Holder, Procurement Admin/BAC, Supply, Accounting, and Cash Section offices of the Schools Division Office of Digos City, and to all Program Holders handling budgets under its jurisdiction. Effective upon issuance of the covering Memorandum, all budget and procurement transactions of the Division — from budget creation through the release of final payment — shall be processed, routed, and monitored through PRIDE, accessible online at pride.depeddigoscity.org.

PRIDE is the Division's sole and unified budget and procurement lifecycle management system. All offices covered by these guidelines shall transition fully to PRIDE for the transactions within their function; manual, parallel record-keeping outside the system for transactions covered by these guidelines is discouraged.

## IV. DEFINITION OF TERMS

**Budget —** a funding record created by the Budget Officer, defined by its type, allotment period, amount, and legal basis (e.g., SARO/guideline documents), and allocated to a Program Holder.

**PPMP (Project Procurement Management Plan) —** the Program Holder's procurement plan for the fiscal year, prepared against an acknowledged budget.

**Purchase Request (PR) —** a Program Holder's formal request to procure goods or services against a PPMP, supported by required documents (PPMP, APP, WFP, proposal, market scoping, as applicable) and assigned an official year/month/sequence number upon issuance.

**RFQ (Request for Quotation) —** the canvass the Procurement Administrator conducts among suppliers for an eligible Purchase Request, resulting in a recorded winning bid known as an Approved Abstract.

**Purchase Order (PO) —** the order Supply generates from an eligible, numbered Purchase Request, certified and issued with its own sequential PO number.

**IAR (Inspection and Acceptance Report) —** the report Supply creates against an issued Purchase Order, auto-populated from its line items, confirming inspection and acceptance of delivered goods or services.

**Voucher —** the disbursement voucher Accounting Personnel creates for documents submitted for payment following IAR completion and confirmed COA and Accounting receipt.

**Program Holder —** the end-user department that plans and requests procurement against an allocated budget.

**Remarks —** notes left by offices handling a transaction against a specific stage, budget, or record, forming part of the transaction's audit trail and the basis of AI Insights.

**Working Day / SLA (Service Level Agreement) Target —** the unit in which stage turnaround is measured and targeted against a per-stage Service Level Agreement (SLA); the clock excludes weekends and declared holidays under the System Admin-maintained holiday calendar.

## V. GUIDELINES AND PROCEDURES

### A. System Access and Accounts

a. PRIDE is accessed online at pride.depeddigoscity.org using an authorized account. No public self-registration is provided; accounts are provisioned by a System Admin or, for Program Holder accounts, through PH User Management by the Procurement Administrator.

b. Each user is assigned a role corresponding to their office's function in the procurement cycle — Budget Officer, Program Holder, Procurement Administrator, Supply Officer/Staff, Accounting Officer, Disbursement Officer, or System Administrator — granting access only to the actions and data relevant to that role.

c. PRIDE accounts are personal and non-transferable. The named user is responsible for all transactions recorded under their login.

d. Users must change any default password upon first login and keep their credentials confidential. Password resets, account lockouts, and other access concerns are coursed through the Division ICT Unit.

**B. Budget Creation and Acknowledgment**

e. The Budget Officer records a new budget in PRIDE — type, allotment period, amount, and legal basis — and uploads the corresponding SARO/guideline documents.

f. The Program Holder to whom a budget is allocated shall confirm and acknowledge its receipt in PRIDE before proceeding to procurement planning.

**C. PPMP and Purchase Request Preparation**

g. The Program Holder prepares the Project Procurement Management Plan (PPMP) for the fiscal year against the acknowledged budget.

h. The Program Holder creates the Purchase Request (PR) with its required supporting documents — PPMP, APP, WFP, proposal, and market scoping, as applicable.

**D. PR Numbering and Approval**

i. Upon submission, the PR is assigned an official year/month/sequence number.

j. The numbered PR is reviewed and approved by its designated signatories and the Procurement Administrator before it may proceed to the next stage.

**E. PS-DBM Stock Availability Check**

k. Supply performs the PS-DBM stock availability check on the approved PR, indicating whether the requested items are available through the DBM procurement service — all, partial, or none — supported by the required certification upload. This check gates the generation of an RFQ for the PR.

**F. RFQ, Canvassing, and Approved Abstract**

l. For items not fully available through PS-DBM, the Procurement Administrator generates a Request for Quotation (RFQ), canvasses suppliers from the maintained supplier and supplier category registry, and records the winning bid as an Approved Abstract.

**G. Purchase Order Creation, Certification, and Issuance**

m. Supply generates the Purchase Order (PO) from the eligible, numbered PR (or a manual PR number, where applicable), then certifies and issues it. Upon issuance, the PO receives its own sequential PO number.

**H. Inspection and Acceptance**

n. Supply, with the Inspectorate committee, creates the Inspection and Acceptance Report (IAR) against the issued PO — auto-populated from its line items — and marks it complete upon inspection and acceptance of the delivered goods or services.

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

**I. Voucher Creation and Payment Release**

p. The Accounting Officer records the creation of a disbursement voucher — including voucher number and amount — for the documents forwarded for payment, and marks it for approval.

q. The Disbursement Officer (Cash Section) records the release of payment to the payee and confirms the release date, closing out the transaction.

**J. Remarks and AI Insights**

r. Any user handling a transaction may attach remarks to a budget, a specific pipeline stage, or a specific record (PR, PO, IAR, and the like), forming part of the transaction's audit and discussion trail.

s. Roles with the Reports permission may generate AI Insights via Process Data — a background analysis that aggregates new remarks per stage into an executive summary, remark statistics, key issues, and recommendations, with a full history of past runs kept per stage.

**K. Analytics, Ratings, and Reports**

t. Every stage transition, and the full Budget Creation through Payment Released cycle, is timestamped and rated on a 1–5 scale (5 · Excellent to 1 · Poor) against the SLA targets configured under System Admin → Procurement Stage Targets, counting only working hours — weekends and declared holidays are excluded.

u. These ratings appear as 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.

v. Roles with the Reports permission have full drill-down access to process status breakdown, turnaround time analysis, monthly activity trends, budget utilization summary, and alerts for the most delayed in-flight transactions, via Process Data.

## VI. ROLES AND RESPONSIBILITIES

**Budget Officer —** creates and maintains budget records — type, allotment period, amount, and legal basis — and uploads SARO/guideline documents; tracks acknowledgment by the assigned Program Holder; reviews procurement performance and turnaround reports for budgets under their office.

**Program Holder —** acknowledges budgets allocated to their office; prepares the 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.

**Procurement Administrator —** reviews, numbers, and approves Purchase Requests; maintains the supplier and supplier category registry; generates RFQs, 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** — 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 against issued Purchase Orders and marks them complete.

**Accounting Officer** — 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 (Cash Section)** — 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 (Division ICT Unit)** — 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; configures the SLA turnaround targets that drive stage performance ratings across the system.

**All PRIDE users** — exercise diligence and accuracy in encoding and recording transactions, keep their login credentials confidential, and promptly report any discrepancy or system concern to their section head or the Division ICT Unit.

## VII. DATA PRIVACY AND SECURITY

w. Users shall keep their login credentials confidential and log out of PRIDE after use, particularly on shared or public computers.

x. Access to budget and procurement records is limited to what is necessary for one's role and office; unauthorized viewing, alteration, printing, or disclosure of transaction contents is prohibited.

y. Personal data handled through PRIDE shall be processed in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and existing Department of Education data privacy issuances.

## VIII. MONITORING AND EVALUATION

The Division ICT Unit shall regularly monitor PRIDE usage, and shall recommend system enhancements, refresher orientations, or corrective action as necessary. Offices that have not been issued or have not activated their PRIDE accounts shall coordinate with the Division ICT Unit without delay.

Turnaround time and performance ratings generated by PRIDE for each office and Program Holder shall be reviewed by the Division ICT Unit in coordination with the Procurement Administrator, and may serve as one of the sources of information for the performance evaluation of the concerned office, unit, or Program Holder.

## IX. EFFECTIVITY

These Implementing Guidelines take effect immediately upon issuance of the covering Division Memorandum, in accordance with the implementation timeline set forth therein, and shall remain in force until revised, amended, or superseded by a subsequent issuance.