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**CIRCULAR 07-2018**

04 September 2018

**TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units**

**SUBJECT : Guidelines and Conditions in the Recognition of GPPB Procurement Trainings or Capacity Development Activities Pursuant to Section 16 of Republic Act (RA) No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR) and the Recognition of the Existing Pool of Procurement Trainers**

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**1.0 PURPOSE**

This Circular is issued to provide guidance on the conditions for the recognition of procurement trainings or capacity development activities pursuant to Section 16 of the 2016 revised IRR of RA 9184, and to confer authority to the existing pool of trainers of the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) to conduct procurement trainings.

**2.0 SCOPE/COVERAGE**

- 2.1. All Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units; and
- 2.2. All GPPB-TSO Recognized Trainers, who serve as Lectures, Resource Persons and Speakers in Seminars, Training Programs and other similar activities on RA 9184 and its revised IRR.

**3.0 PROFESSIONALIZATION OF BAC, TWG MEMBERS AND PROCUREMENT UNITS**

- 3.1. Pursuant to Section 16 of the 2016 revised IRR of RA 9184, the GPPB shall establish a sustained training program to develop the capability of the Bids and Awards Committees (BACs), BAC Secretariats, Technical Working Groups (TWGs), and the Procurement Units of Procuring Entities, and professionalize the same.

- 3.2. The Head of the Procuring Entity (HoPE) shall ensure that the BAC, its Secretariat and TWG members, including other relevant procurement personnel are sent to attend procurement training or capacity development program.
- 3.3. Within six (6) months upon designation, the BAC, its Secretariat and TWG members should have satisfactorily completed such training or program conducted, authorized or accredited by the GPPB through its TSO.

#### **4.0 PROCUREMENT TRAININGS OR CAPACITY DEVELOPMENT ACTIVITIES THAT ARE RECOGNIZED BY GPPB**

- 4.1. Provided that it shall meet the parameters set forth in this Circular, the following are considered as training or capacity development activities by GPPB:
  - 4.1.1. Trainings conducted and organized by GPPB-TSO;
  - 4.1.2. In-House Trainings conducted and organized by agencies, with RPs from GPPB-TSO and/or from the pool of GPPB recognized trainers;
  - 4.1.3. Trainings conducted and organized by private organizations such as PICPA, AGIA, PAGBA, PHILLBO, AGAP, etc. with RPs from GPPB-TSO and/or pool of recognized trainers, ONLY for the allocated time slot for procurement or procurement related topic;
  - 4.1.4. Certification Course for Procurement Practitioners; and
  - 4.1.5. Procurement eLearning Program.

#### **5.0 CONDITIONS FOR THE RECOGNITION OF GPPB PROCUREMENT TRAININGS OR CAPACITY DEVELOPMENT ACTIVITIES**

- 5.1 A procurement training or capacity development activity is considered recognized by GPPB pursuant to Section 16 of the 2016 revised IRR, if it complies with the following conditions:
  - 5.1.1 It must comprise a minimum of eight (8) hours of training, accomplished at once or accumulated within six (6) months from designation;
  - 5.1.2 In cases of in-house trainings organized and conducted by an agency or a private organization:

- 5.1.2.1 The requesting agency or private organization must send a formal letter requesting for Resource Person/s to GPPB-TSO, addressed to its Executive Director;
- 5.1.2.2 Should the requesting agency or private organization have identified a resource speaker from the pool of GPPB recognized trainers, although this is strongly discouraged, the GPPB-TSO must still be notified/informed in writing for endorsement purposes;
- 5.1.2.3 The requesting agency or private organization must conform to the procedure and timeline for request for training as provided in GPPB-TSO's service charter; and
- 5.1.2.4 The agency or private organization must be able to submit the following documents within three (3) days after the conduct of the training;
  - 5.1.2.4.1 Post-training evaluation forms duly accomplished by participants;
  - 5.1.2.4.2 Accomplished Data Gathering Form;
  - 5.1.2.4.3 Training coordination feedback form duly accomplished by the training committee or authorized personnel of the requesting agency or private organization; and
  - 5.1.2.4.4 A copy of actual attendance sheet, reflecting the full names, designation, and contact details of participants that completed the training, signed by the participants and certified true and correct by the authorized personnel requesting agency or private organization.

5.1.3 In cases of participation in Certification/Diploma Courses or Procurement eLearning Program:

- 5.1.3.1 The Certification or Diploma Course must be enrolled with any of GPPB-TSO's partner SUCs;
- 5.1.3.2 The elearning platform must be maintained by GPPB-TSO; and
- 5.1.3.3 Successful completion of all requirements in **any** level of the course shall be sufficient compliance with Section 16 of the 2016 revised IRR of RA 9184.

## **6.0 PROOFS OF COMPLIANCE WITH SECTION 16 OF THE 2016 REVISED IRR OF RA 9184**

6.1 Any of the following may be presented as proof of participation and completion of a minimum of eight (8) hours procurement training in compliance with Section 16 of the 2016 revised IRR of RA 9184:

6.1.1 Certificate of Participation issued by GPPB-TSO for procurement trainings or capacity development activities organized and conducted by GPPB-TSO, reflecting the date, venue of training and the number of hours completed, which must be a minimum of eight (8) training hours;

6.1.2 Certificate of Participation issued by requesting agency or private organization for procurement trainings or capacity development activities endorsed by GPPB-TSO, reflecting the date, venue of training and the number of hours completed, which must be a minimum of eight (8) training hours;

6.1.2.1 The Certificate need not be signed by GPPB-TSO or its representative. Instead, the submission of documents as enumerated under Section 5.1.2.4 shall attest to the successful completion of the procurement training by the procurement practitioner.

6.1.3 Certificate of Completion, any level of the Procurement Course, issued by any of the partner SUCs of GPPB-TSO, reflecting the date, venue of training and the number of hours completed, which must be a minimum of eight (8) training hours ; and

6.1.4 Certificate of Completion, of any level of the Procurement eLearning Program issued by GPPB-TSO, reflecting the date of completion.

## **7.0 EPROCUREMENT eLEARNING PROGRAM AS A RECOGNIZED CAPACITY DEVELOPMENT ACTIVITY**

7.1 The eLearning Procurement Training Platform is an alternative training/learning option, which has the following objectives:

7.1.1 To provide a more convenient training platform accessible through conventional computers, smart phones, tablets and other similar gadgets, which aims to help users learn the basics of Philippine procurement system in their own pace and schedule, wherever they are; and

7.1.2 To provide a ready training platform that will always be available and accessible to procurement practitioners, bidders, and other interested stakeholders. This will likewise address the

need for procurement training for newly appointed procurement officers due to reorganization of agencies' procurement units.

## **7.2 Three Levels of the Procurement eLearning Program**

### **7.2.1 Basic Level**

The Basic Level must be completed in two (2) days from the date of registration. It includes eight (8) modules and an objective-type of examination where the user must be able to obtain a passing score. A Certificate of Completion shall be issued to users who shall successfully complete the level. Completion of this level will provide access to the succeeding levels.

Modules include:

- i. History of Procurement Laws
- ii. Coverage, Scope and Application
- iii. Principles of Public Procurement
- iv. Procurement Organizations
- v. Roles and Responsibilities
- vi. Grant of Honoraria
- vii. Professionalization Program
- viii. Procurement Methods

An exam shall be provided towards the end of the Basic Level for which a Certificate of Completion shall be issued to successful users.

### **7.2.2 Intermediate Level**

The Intermediate Level must be completed within three (3) days from the date of completion of the Basic Level. At the end of the 3rd day, the modules for this level shall no longer be accessed.

Modules include:

- i. Procurement Planning and Monitoring
  - a) Preparation of the Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)
  - b) Preparation of Procurement Monitoring Report (PMR)
- ii. Procurement Procedures for Goods and Infrastructure Projects
- iii. Procurement Procedures for Consulting Services
- iv. Alternative Methods of Procurement

An exam shall be provided towards the end of the Intermediate Level for which a Certificate of Completion shall be issued to successful users.

### 7.2.3 **Advanced Level**

The Advanced Level must be completed within two (2) days from the date of completion of the Intermediate Level. At the end of the 2nd day, the modules for this level shall no longer be accessed.

Modules include:

- i. Philippine Bidding Documents for Goods and Services, Infrastructure Projects and Consulting Services
- ii. Contract Administration and Management
- iii. Protest Mechanism, Penal, Civil and Administrative Provisions, Blacklisting Guidelines

An exam shall be provided towards the end of the Advanced Level for which a Certificate of Completion shall be issued to successful users.

## 7.3 **Issuance of Certificate of Completion on Procurement eLearning Program**

7.3.1 Upon completion of the Advanced Level, the user has the option to take the final examinations, the coverage of which includes the content of all three (3) levels. A passing score will entitle the user a certificate of completion of the entire Procurement eLearning Program.

## 8.0 **RECOGNITION OF GPPB TRAINERS**

- 8.1. The GPPB-TSO has an existing pool of recognized trainers who are tapped as speakers/lecturers to conduct procurement trainings nationwide.
- 8.2. The GPPB-TSO trainers are recognized after having successfully completed the Recruitment, Selection, Recognition and Retention Program of the GPPB-TSO composed of the following stages:
  - 8.2.1. Preliminary Screening Against the Set Basic Requirements
  - 8.2.2. Training on RA 9184, its IRR, PBDs and Assessment Exam
  - 8.2.3. Skills and Values Formation Training-Workshop and Evaluation of Facilitation and Presentation Skills
  - 8.2.4. Conduct of In-House Training
- 8.3. Due to the acquired expertise gained from years of experience, and the extensive work and research on government procurement, the GPPB-TSO officials and staff, both past and present, shall be recognized trainers on government procurement subject to compliance with the

requirements of the GPPB-TSO's Recruitment, Selection, Recognition and Retention Program, or such other requirements or compliance mechanism instituted by the GPPB-TSO;

8.4. The GPPB shall recognize GPPB-TSO recognized trainers among the authorized resource speakers/lecturers to be tapped and/or conduct procurement trainings pursuant to Sections 4.1.2 and 4.1.3, upon satisfaction of the following requirements:

8.4.1. Submission of updated Profile Sheet; and

8.4.2. Signing of a Memorandum of Understanding (MOU) between the Trainers and the GPPB Secretary, containing the following, among others:

8.4.2.1. Minimum number of lectures per semester the trainer should accommodate;

8.4.2.2. Prohibition on acceptance of training requests from agencies and private organizations without proper endorsement from GPPB-TSO;

8.4.2.3. Attendance and participation in Continuing Education Program of GPPB-TSO, if applicable; and

8.4.2.4. Grant of honoraria shall be subject to existing budgeting and auditing rules and regulations.

8.5. The GPPB-TSO shall maintain an updated list of recognized GPPB trainers in its website.

**9.0** This Circular shall take effect after fifteen (15) days following the publication in the Official Gazette or a newspaper of general nationwide circulation and upon filing with the University of the Philippines Law Center of three (3) certified true copies of this Resolution.

**10.0** For guidance and compliance.

**(SGD)**  
**BENJAMIN E. DIOKNO**  
*Chairperson*