

MEMORANDUM

FOR : ALL HEADS OF OFFICES, BUREAUS, SERVICES AND UNITS
DSWD Central Office

FROM : UNDERSECRETARY

SUBJECT : FINANCIAL MANAGEMENT GUIDELINES NO. 9, S. 2021, GUIDELINES ON PAYMENT OF FOOD / MEALS FOR THE CONDUCT OF TRAININGS, SEMINARS, WORKSHOPS AND CONFERENCES AND OTHER SIMILAR ACTIVITIES

DATE : 29 MARCH 2021

This pertains to the processing of Purchase Orders (POs) and Disbursements Vouchers (DVs) for the provision food/meals for the conduct of **trainings, seminars, workshops, conferences, general assembly, meetings with more than forty (40) attendees and other similar activities requiring provision of food/meals.**

Article I Section 3.b of the Republic Act No. 9184 also known as Government Procurement Reform Act provides the principle of competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in public bidding. Likewise, Rule XVI, Section 48 of IRR provides that in order to promote economy and efficiency, alternative methods of procurement can be resorted. In all instance, the Procuring Entity shall ensure that the most advantageous price for the government is obtained.

We have observed that for payment of food/meals for the conduct of the above activities, some of the offices do not conform with the procurement process which might lead to the issuance of Audit Observation Memorandum and notices of suspensions and disallowances by the Commission on Audit.

On this, please be guided on the following:

1. Purchase of food/meals for the conduct of trainings, seminars, workshops, conferences, general assembly, meetings with more than forty (40) attendees and other similar activities requiring provision of food/meals, shall undergo procurement process; and
2. OBSUs shall ensure that Purchase Orders/Contracts were duly certified as to availability of funds before the conduct of activity.

DVs and POs not conformed with the above guidance will be returned to the OBS concerned without action.

This shall take effect for transactions received by FMS fifteen (15) days from email publication by Records Section or 05 April 2021, whichever is later.

For your strict compliance.


JOSE ERNESTO B. GAVIOLA

JSC/DGB/LRS/222