

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

Name of Agency: J. H. Cerilles State College
Date of Self Assessment: 13-Apr-2023

Name of Evaluator: Maria Leah S. Chiong
Position: Head, BAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	75.02%	1.00	Acceptable - Out of 102,919,376.12 of total procurement, only 73,305,429.14 or 71.27% of the total amount was conducted for competitive bidding	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	5.33%	0.00	Poor - Out of 356 total procurement, only 33 or 9.27% of the total amount was conducted for competitive bidding	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	3.00	Very Satisfactory - JHCSC did not conduct shopping as an alternative mode of procurement.	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	24.98%	0.00	Poor - out of 358 of total procurement, 323 or 90.22% was conducted thru Negotiated Procurement - Small Value Procurement	PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00	Very Satisfactory - JHCSC did not conduct direct contracting as an alternative mode of procurement.	PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00	Very Satisfactory - JHCSC complied the five (5) requirements as stated in the questionnaire.	PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		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
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	4.67	2.00	Poor - number of bidders acquired bidding documents is minimal	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.33	0.00	Poor - not all bidders who acquired bidding documents submitted bids	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.03	1.00	Poor - not all bidders who submitted bids passed the eligibility stage	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	Very Satisfactory - JHCSC complied the three (3) requirements as stated in the questionnaire.	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	Very Satisfactory - JHCSC complied the three (3) requirements as stated in the questionnaire.	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.73		

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PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	Very Satisfactory - JHCSC complied the creation of Bids and Awards Committee.	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	Very Satisfactory - JHCSC complied the creation of BAC Secretariat and the establishment of Procurement Unit.	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00	Very Satisfactory - JHCSC complied the three (3) requirements as stated in the questionnaire	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	Very Satisfactory - JHCSC complied the three (3) requirements as stated in the questionnaire	APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	Very Satisfactory - JHCSC adopted the use of green technical specifications for the procurement activities of the non-CSE items.	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	99.39%	3.00	Very Satisfactory - 100% bid opportunities was posted in the PhilGEPS.	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	Very Satisfactory - 66.67% bid opportunities was posted in the PhilGEPS.	Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	56.15%	2.00	Satisfactory - Out of 130 contracts awarded procured through alternative methods, only 73 or 56.15% are updated in the PhilGEPS.	Agency records and/or PhilGEPS records

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Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	Very Satisfactory - agency posted bid opportunities in the website easily accessible at no cost.	Identify specific procurement-related portion in the agency website and specific website links
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00	Very Satisfactory - JHCSC complied the four (4) requirements as stated in the questionnaire.	Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.90		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	82.38%	3.00	Very Satisfactory - Out of 102,919,376.12 of total procurement, 84,805,018.10 or 82.40% of the total amount was conducted for competitive bidding	APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	54.55%	0.00	Poor - Out of 341 total number of contracts signed, only 18 or 5.28% was conducted for competitive bidding	APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00	Very Satisfactory - JHCSC complied the four (4) requirements as stated in the questionnaire.	Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	0.00%	0.00	Poor - All the procurement transactions are subject to Board of Trustees approval.	PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	0.00%	0.00	Poor - All the procurement transactions are subject to Board of Trustees approval.	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00	Very Satisfactory - JHCSC conducted Performance Rating to all employees every year.	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00	All procurement staff are trained. The said question was already answered and checked in the questionnaire but the rating is still 0.00.	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00	Very Satisfactory - JHCSC responds to all interested prospective bidder's inquiries and concerns.	Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					

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11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00	Very Satisfactory - JHCSC complied three (3) requirements as stated in the questionnaire.	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	Very Satisfactory - JHCSC complied three (3) requirements as stated in the questionnaire.	Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
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	Very Satisfactory - JHCSC has procedures on the control, acceptance and inspection of goods, works and services.	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	Very Satisfactory - payment to supplier takes 30 days once documents are complete.	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.00		

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PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	Very Satisfactory - Observers (at least two) are invited during the stages of procurement activities.	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00	Very Satisfactory - JHCSC complied the creation of the Internal Audit Unit (IAU).	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	Between 71-89.99% compliance	2.00	Satisfactory - Only 85% of the COA recommendations are responded to or implemented due to some of the recommendations that need to be discussed by the committee.	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00	Very Satisfactory - JHCSC resolved procurement related complaints within seven (7) calendar days.	Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00	Very Satisfactory - JHCSC implements a specific good governance program related to procurement.	Verify documentation of anti-corruption program
		Average IV	2.80		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.36		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.73
II Agency Insitutional Framework and Management Capacity	3.00	2.90
III Procurement Operations and Market Practices	3.00	2.00
IV Integrity and Transparency of Agency Procurement Systems	3.00	2.80
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.36

