



Republika ng Pilipinas  
KAGAWARAN NG KATARUNGAN  
*Department of Justice*  
Manila

DEPARTMENT CIRCULAR No. 009

To: **Undersecretaries/Assistant Secretaries**  
**Chiefs of Services in the Office of the Secretary**  
**The Chief State Counsel**  
**The Prosecutor General**  
**Heads of Regional/Provincial/City Prosecution Offices**

Subject: **Compliance with RA No. 9184 on Procurement of**  
**Common-use Supplies**

Date: **10 February 2016**

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Please be guided that Section 8.2.3(b) of the Implementing Rules and Regulations of Republic Act No. 9184 mandates that procuring entities shall procure common-use goods, supplies, materials, and equipment from the Philippine Government Electronic Procurement System's (PhilGEPS) Electronic Catalogue. This is supplemented by the following mandatory provisions of Republic Act No. 10717 or the General Appropriations Act of 2016 on the subject:

*Sec. 19. Strict Adherence to Procurement Rules and Regulations.* All agencies of the government shall strictly adhere to the provisions of R.A. No. 9184, its IRR and GPPB Guidelines in its procurement of goods, infrastructure projects and consulting services.

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*Sec. 21. Procurement of Common-use Supplies.* All agencies of the government shall purchase its common-use office supplies requirements from the Procurement Service (PS) as mandated under LOI No. 755 dated October 18, 359, s. 1989, A.O. No. 17, s. 2011, and such guidelines issued thereon. Common-use office supplies shall refer to those listed in the PS catalogue, which shall be regularly updated to include all items commonly procured by government agencies such as, but not limited to, information and communication technology requirements, software licenses and communications services.

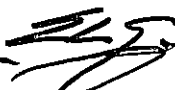
In this regard, the Supply Section personnel and those issued cash advances for the purpose are **strictly enjoined** to procure common-use supplies from the Electronic Catalogue of PS-PhilGEPS which are readily available at the

different depots and sub-depots of the Procurement Service located near your stations. The locations of PS depots are attached to this circular.

**It is only in case of non-availability of the items from the *Certificate of Available Common-use Supplies and Consumables* issued by the DBM-PS, or as evidenced by the Certificate of Non-Availability of Stock, as the case may be, that items may be procured through other means under existing procurement rules and procedures.**

The Financial Service is hereby directed to ensure strict compliance with this circular before any payment is made to claims and/or purchase orders involving common-use supplies and consumables.

For information and guidance.

  
**EMMANUEL L. CAPARAS**  
Secretary *MLC*

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