



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

MIG-DC- \_\_\_\_\_

SEP 10 2018

**DEPARTMENT CIRCULAR NO. 037**

**To : Undersecretaries / Assistant Secretaries  
Chiefs of Service/Staff in the Office of the Secretary  
All Heads of Bureaus, Commissions and Offices  
Attached to the Department**

**Subject : Pamantasan ng Lungsod ng Manila (PLM)  
Professionalization Program for Public Procurement  
Practitioners**

The Pamantasan ng Lungsod ng Maynila, together with the Department of Budget and Management is offering a three-level training program for procurement officers and practitioners, entitled Professionalization Program for Procurement Practitioners.

The training program, which was designed by the department of Budget and Management, is divided into three levels: Basic, Intermediate, and Advanced. The Basic Level consists of 52 hours, the Intermediate Level 60 hours, and the Advanced Level 56 hours.

The detailed information regarding the course topics, schedule, and fees for each level are contained in the attached brochure.

For interested employees, submission of application shall be forwarded to the Office of the Secretary thru the Training Section, Administrative Service, this Department, **not later than 18 September 2018.**

For information, guidance and appropriate action.

**MENARDO I. GUEVARRA**

*Secretary*

Department of Justice  
CN: 0201809121



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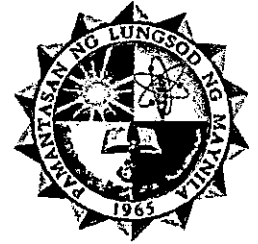
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Executive Director V



**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

and

**PAMANTASAN NG LUNGSOD NG MAYNILA**  
General Luna corner Muralla Streets,  
Intramuros, Manila

**PROFESSIONALIZATION**  
**PROGRAM**  
**FOR PUBLIC PROCUREMENT**  
**PRACTITIONERS**

**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

and

**PAMANTASAN NG LUNGSOD NG MAYNILA**  
General Luna corner Muralla Streets,  
Intramuros, Manila

**PROFESSIONALIZATION PROGRAM FOR PUBLIC  
PROCUREMENT PRACTITIONERS**

**Program Objectives:**

1. To strengthen the capacity of public procurement practitioners for effective implementation and enforcement of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", its Revised Implementing Rules and Regulations and allied laws, rules and regulations.

2. To institutionalize the professionalization of public procurement through a sustainable Professionalization Program for Public Procurement Practitioners.

**A. BASIC LEVEL (52 HRS.)**

TOPICS	NO. OF HOURS
1. Principles and Practices of Public Procurement	4
2. Legal and Administrative Environment of Philippine Public Procurement	4
3. Procurement Organizational Framework	4
4. The Philippine Government Electronic Procurement System (PhilGEPS)	4
5. Procurement Planning	4
6. Procurement of Goods	24
7. Contract Management and Administration of Goods	4
8. Ethics in Procurement	4

**B. INTERMEDIATE LEVEL (60 HRS.)**

TOPICS	NO. OF HOURS
1. Public Expenditure Management	8
2. Public Procurement Audit	4
3. Procurement Fraud	8
4. Procurement of Infrastructure Projects	16
5. Contract Management and Administration for Infrastructure Projects	4
6. Procurement of Consulting Services	16
7. Contract Management and Administration for Consulting Services	4

**C. ADVANCED LEVEL (56 HRS.)**

TOPICS	NO. OF HOURS
1. Procurement of Information and Communication Technology	16
2. Measuring and Monitoring Procurement Performance	16
3. Incentivizing Good Procurement Performance	8
4. Leadership and Negotiation in Procurement	16

**COURSE SCHEDULE:**

**Basic Level (4 Fridays & 3 Saturdays)**

September 28, 2018 (Friday), 8:00am – 5:00pm  
September 29, 2018 (Saturday), 8:00am – 5:00pm  
October 5, 2018 (Friday), 8:00am – 5:00pm  
October 6, 2018 (Saturday), 8:00am – 5:00pm  
October 12, 2018 (Friday), 8:00am – 5:00pm  
October 13, 2018 (Saturday), 8:00am – 5:00pm  
October 19, 2018 (Friday), 8:00am – 12:00nn

**Intermediate Level (5 Fridays & 3 Saturdays)**

November 9, 2018 (Friday), 8:00am – 5:00pm  
November 10, 2018 (Saturday), 8:00am – 5:00pm  
November 16, 2018 (Friday), 8:00am – 5:00pm  
November 17, 2018 (Saturday), 8:00am – 5:00pm  
November 23, 2018 (Friday), 8:00am – 5:00pm  
November 24, 2018 (Saturday), 8:00am – 5:00pm  
December 7, 2018 (Friday), 8:00am – 5:00pm  
December 14, 2018 (Friday), 8:00am – 12:00nn

**Advanced Level (4 Fridays & 3 Saturdays)**

January 25, 2019 (Friday), 8:00am – 5:00pm  
January 26, 2019 (Saturday), 8:00am – 5:00pm  
February 1, 2019 (Friday), 8:00am – 5:00pm  
February 2, 2019 (Saturday), 8:00am – 5:00pm  
February 8, 2019 (Friday), 8:00am – 5:00pm  
February 9, 2019 (Saturday), 8:00am – 5:00pm  
February 15, 2019 (Friday), 8:00am – 5:00pm

**COURSE VENUE:**

Audio-Visual Room  
2nd Floor, Gusalang Emilio Ejercito  
Pamantasan ng Lungsod ng Maynila Campus

**SCHEDULE OF FEES:**

	LEVEL	NO. OF HRS.	TRAINING FEE
A.	BASIC LEVEL	52	P18,500.00
B.	INTERMEDIATE LEVEL	60	P18,500.00
C.	ADVANCED LEVEL	56	P18,500.00

**CONTACT INFO:**

**PAMANTASAN NG LUNGSOD NG MAYNILA**

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