



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

A RESOLUTION TO AWARD THE PROCUREMENT OF FUEL, OIL AND LUBRICANTS FOR SCHOOLS DIVISION OFFICE FOR THE PERIOD OF NOVEMBER 2023 TO APRIL 2024 TO AGREDA SHELL STATION AS THE SUPPLIER WITH THE LOWEST CALCULATED AND RESPONSIVE QUOTATION (LCRQ) AND RECOMMENDING FOR THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY (HOPE)

RESOLUTION NO.: 2023-12-086

WHEREAS, the Department of Education - Schools Division of South Cotabato, OSDS - GSS requested for the **Procurement of Fuel, Oil and Lubricants for Schools Division Office for the period of November 2023 to April 2024** (DSC-23-11-149/10334524) with the approved budget for the contract (ABC) amounting to **Six Hundred Forty Thousand Pesos (Php 640,000.00)**;

WHEREAS, the Bids and Awards Committee (BAC) thru its Secretariat posted the request for quotation (per lot) at the websites of Philippine Government Electronic Procurement System (PhilGEPS) and DepEd South Cotabato on November 18, 2023, and posted the same at the conspicuous place at the premises of the division office;

WHEREAS, the BAC invited four (4) suppliers of known qualifications to submit quotation;

WHEREAS, the BAC received one (1) quotation and opened the same on November 23, 2023, 10:00 a.m;

WHEREAS, upon careful deliberation and evaluation of the submitted price quotation, found the offer of **AGREDA SHELL STATION** as the supplier with the single calculated and responsive quotation detailed as follows;

| Item/ Lot No. | ABC | No./ Unit | Item | Price | Awarded To |
|------------------|---------------------|--------------|--|---------------------|-----------------------------|
| 1 | 640,000.00 | | Procurement of Fuel, Oil and Lubricants for Schools Division Office for the period of November 2023 to April 2024 | 640,000.00 | AGREDA SHELL STATION |
| TOTAL | P 640,000.00 | | | P 640,000.00 | |

WHEREFORE, premises considered and upon the unanimous sponsorship by the BAC members let it be;

SDOSC-OSDS-RES-v2.0r0.0, effective 04/06/2020



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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. These include direct observation, interviews with key personnel, and the use of specialized software tools. Each method has its own strengths and limitations, and they are often used in combination to provide a comprehensive view of the situation.

The final part of the document presents the findings of the study. It shows that there are significant discrepancies between the reported figures and the actual data. These differences are primarily due to incomplete reporting and errors in data entry. The author concludes that implementing stricter controls and training for staff would help to reduce these errors and improve the overall quality of the data.

The results of the study indicate that the current reporting system is flawed and needs to be re-evaluated. The most common errors identified were missing receipts and incorrect calculations. These errors can lead to misleading conclusions and poor decision-making.

To address these issues, the author recommends several key changes. First, a mandatory receipt policy should be implemented, requiring all transactions to be documented with a receipt. Second, the reporting process should be simplified to reduce the chance of errors. Finally, regular training sessions should be held for all staff involved in data collection and reporting to ensure they are up-to-date on the correct procedures.

The author also notes that while these changes are necessary, they must be implemented carefully to avoid disrupting the workflow. A pilot program could be used to test the new procedures before a full-scale rollout.

In conclusion, the study highlights the critical need for accurate and reliable data in decision-making. By identifying the causes of data errors and implementing effective controls, organizations can ensure that their data is a true reflection of their operations.

The author believes that the recommendations provided in this document will be helpful in improving the data reporting process. It is hoped that these changes will lead to more accurate data and, ultimately, better business outcomes.

The following table provides a summary of the key findings and recommendations from the study.

| Category | Findings | Recommendations |
|-----------------|---|--|
| Data Accuracy | Significant discrepancies between reported and actual data. | Implement a mandatory receipt policy and simplify the reporting process. |
| Data Collection | Errors in data entry and incomplete reporting. | Provide regular training for staff and use a pilot program for new procedures. |
| Overall Quality | Current reporting system is flawed and needs re-evaluation. | Implement stricter controls and training to improve data quality. |

The author is available for further consultation regarding the findings and recommendations of this study.



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RESOLVED as it is hereby **RESOLVED** to recommend the award of the contract for the above-stated procurement to **AGREDA SHELL STATION** as the supplier with the single calculated and responsive quotation;

RESOLVED FURTHER, to recommend to the Head of the Procuring Entity (HOPE) of the Department of Education, Division of South Cotabato the approval of the said procurement;

PASSED and **CARRIED** this 23rd day of November 2023, at the BAC Office, Division of South Cotabato, City of Koronadal.

Prepared by:

RODEL H. CATUBAY
BAC Secretariat Head


DAISY I. DARROCA
BAC Member

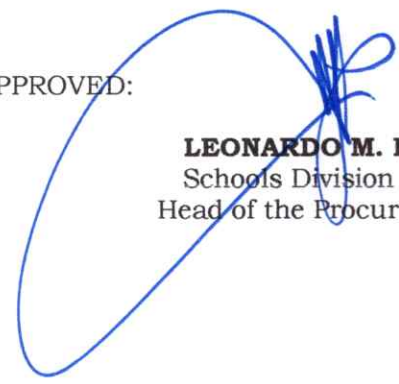

CRISTOPHER T. FRUSA
BAC Member


RONALD JIM S. SOMERA
BAC Member


LALAINÉ S.J. MANUNTAG, Ph.D
BAC Vice Chairperson


JASMIN P. ISLA
BAC Chairperson

APPROVED:


LEONARDO M. BALALA, CESE
Schools Division Superintendent
Head of the Procuring Entity (HOPE)

SDOSC-OSDS-RES-v2.0r0.0, effective 04/06/2020



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