



March 29, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The Chief, Planning and Management Division

FROM : The OIC - PENR Officer

SUBJECT : **SUBMISSION OF DOCUMENTARY REQUIREMENTS
IN COMPLIANCE WITH THE STREAMLINING AND
PROCESS IMPROVEMENT OF CRITICAL SERVICES
(SPICS) FOR FY 2023**

In compliance with DENR Memorandum 2022-244 dated April 12, 2022 issued by the DENR Undersecretary for Legal, Administration, Human Resources and Legislative Affairs on the submission of documentary requirements related with the Process Improvement for Sales of Bidding Documents, submitted are the following Means of Verifications (MOVs) to wit:

1. Copy of Client Satisfaction Survey (CSS) Form filled-out by the bidder;
2. Copy of Official Receipt (OR);
3. Copy of Logbook indicating the Turn Around Time (TAT) of the bidder; and
- 4a. Copy of Letter of Intent;
- 4b. Copy of Special Power of Attorney (SPA);
- 4c. Copy of Valid ID of the Authorized Representative; and
- 4d. Copy of Bidding Document.

Said MOVs can be viewed and downloaded through this Google Drive link:
https://drive.google.com/drive/folders/1HLJRzfwcFaESr-pkpMPMQQI8hHoPhbZQ?usp=share_link.

Likewise, attached is the Annex 1. Streamlining Monitoring Form 1 for your reference.

For information and record.


IMELDA M. DIAZ
OIC – PENR Officer