



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO
RELEASED
BY: [Signature]
DATE: JAN 10 2022
DIVISION OFFICE
MAMBURAO

Office of the Schools Division
Superintendent

January 10, 2022

DIVISION MEMORANDUM
S. 2022 - 000008

**DIVISION REORIENTATION ON PROCUREMENT PREREQUISITES, PROCESS,
TIMELINES, AND ACTIVITIES**

**To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Program, Project and Activity Proponents
All Section and Unit Heads
All Others Concerned**

1. The Updated 2016 Revised Implementing Rules and Regulations of Republic Act 9184 otherwise known as Government Procurement Reform Act advocates transparency and accountability in the utilization of public funds. It also mandates each unit, section and division of the government agencies to make procurement transactions adhering to the principles promoting the value for money.
2. The Schools Division of Occidental Mindoro through its Bids and Awards Committee (BAC) shall hold a reorientation activity for all Program, Project and Activity (PPA) proponents including all sections and units involved in the procurement paradigm. It shall be held virtually on January 11-13, 2022.
3. The objective of this activity is to identify the roles and responsibilities of the end-users or PPA proponents as well as their connection on the procurement process undertaken by the BAC. Through this activity, all are also expected to follow the timelines and procurement process which aims to ease up the process in procurement, and obligation and disbursement of public funds.
4. The participants to this activity are the PPA proponents, known as program owners and end-users, the BAC members, canvassers, Inspectorate Team members, and the officers and personnel of the Property and Supply Unit, and Budget and Accounting Sections.
5. Attached is the Program Matrix for your reference. The virtual platform shall be the Google Meet where the link shall be sent to the official FB messenger group chat of the SDO Proper one hour before the start of the activity.

SGOD/hns - rsm /11/26/2021



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6. All identified participants are expected to complete their attendance/participation. Attendance link shall be made available during the session. The monitoring and evaluation link shall also be made available through the SGOD-SMME section.

7. Immediate dissemination of and compliance to this Memorandum are highly desired.



LYNN GOZAR MENDOZA

Asst. Schools Division Superintendent
Officer-in-Charge

Schools Division Superintendent

Reference:

As stated

Enclosure:

Activity Matrix

To be included in the Perpetual Index
under the following subjects:

PROCUREMENT

ORIENTATION

OBLIGATION

PROGRAM

BIDS AND AWARDS

COMMITTEE

ACTIVITY

DISBURSEMENT

FUNDS

ACTIVITY MATRIX

Date and Time	Activity	In-Charge
<i>Jan 11, 2022</i>		
10:00 - 10:20 AM	Opening Program	Rachelle Ann P. Yumol
10:20 - 10:27 AM	Video Viewing - AVP on Goods	Rodel S. Magnaye
10:28 - 11:00 AM	Procurement in the Lens of an End-User	Rodel S. Magnaye
11:00 - 11:16 AM	Video Viewing (Project Costing)	Leonard P. Ramos
11:17 - 12:00 NN	Discussion on Project Costing	Leonard P. Ramos
3:00 - 3:18 PM	Video Viewing on Technical Specification Writing	Rodel S. Magnaye
3:19 - 4:20 PM	Discussion on Tech Specs Writing	Rodel S. Magnaye
<i>Jan 12, 2022</i>		
10:00 - 10:15 AM	Review of Procurement Paradigm	Rodel S. Magnaye
10:16 - 11:00 AM	Roles and Responsibilities of the End-User	Victor F. Causapin
3:00 - 3:30 PM	Small Value Procurement	Dennis Michael G. Abeleda
3:30 - 4:20 PM	Public Bidding	Meliza B. Bon
<i>Jan 13, 2022</i>		
9:30 - 10:30 AM	Procurement Timelines	Ulysses G. Bambo
10:30 - 11:30 AM	Documentary Requirement Preparation and Submission	Maria Angelica A. Insigne Herbert R. Mendoza
3:00 - 3:45 PM 3:45 - 4:30 PM	Documentary Requirements for Obligation and Payment	Mileson P. Dela Torre Merry Ann T. Ramirez
4:30 onwards	Ways Forwards and Closing Program	Shalee Y. Tadeja