



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 March 2026

DIVISION MEMORANDUM

No. 157 s. 2026

ONLINE CAPACITY BUILDING ON NEW GOVERNMENT PROCUREMENT ACT (RA 12009): TRANSPARENCY, EFFICIENCY, AND SUSTAINABILITY IN PUBLIC PROCUREMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **Republic Act No. 12009**, the **New Government Procurement Act**, an **Online Capacity-Building on New Government Procurement Act (RA 12009): Transparency, Efficiency, and Sustainability in Public Procurement** will be conducted on **April 13-14, 2026**, via **MS Teams**, <https://tinyurl.com/BAC-RA12009>.
2. The activity aims to:
 - a. Understand the key provisions and innovations of RA 12009, including transparency, sustainability, and accountability mechanisms;
 - b. Apply fit-for-purpose procurement modalities and digital tools to achieve value for money and timely delivery of educational resources; and
 - c. Demonstrate a commitment to integrity, transparency, and accountability in all procurement activities, reflecting DepEd's values and QMS culture.
3. The List of Participants may be downloaded from <https://tinyurl.com/BAC-CapB-2026>.
4. Attached are Enclosure 1 – Indicative Training Matrix and Enclosure 2 – Program Management Team Terms of Reference.
5. Strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge



Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

Website: <https://www.sdotayabacity.ph>

Encl.: As stated

Reference: Republic Act No. 12009

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

INNOVATION
ONLINE
PROCUREMENT

SGOD- online capacity building on new government procurement act (ra 12009): transparency, efficiency, and sustainability in public procurement
SGON92D8-004463/March 09, 2026

Enclosure 1

**INDICATIVE TRAINING MATRIX
ONLINE CAPACITY BUILDING ON NEW GOVERNMENT PROCUREMENT ACT
(RA 12009): TRANSPARENCY, EFFICIENCY, AND SUSTAINABILITY IN
PUBLIC PROCUREMENT**

DAY 1:

| Time Start | Time End | Activity |
|------------|----------|--|
| 8:00 AM | 8:30 AM | Log-in and Checking of Attendance of Participants |
| 8:30 AM | 8:45 AM | Opening Prayer and National Anthem |
| 8:45 AM | 9:30 AM | Welcome Remarks |
| 9:30 AM | 10:15 AM | Introduction to RA 12009 |
| 10:15 AM | 10:30 AM | Morning Break |
| 10:30 AM | 11:30 AM | Policy Principles: Transparency, Accountability, Efficiency, and Sustainability. |
| 11:30 AM | 12:00 NN | Open Forum |
| 12:00 NN | 1:00 PM | Lunch Break |
| 1:00 PM | 2:00 PM | The New Procurement Framework: Key differences from RA 9184. |
| 2:00 PM | 2:45 PM | Preparation of Procurement Documents (APP, PPMP, Market Scoping) |
| 2:45 PM | 3:00 PM | Afternoon Break |
| 3:00 PM | 4:00 PM | Updated Procedures and Timelines under the New IRR |
| 4:00 PM | 4:45 PM | Competitive Bidding Process under NGPA |
| 4:45 PM | 5:00 PM | Summary of key learnings and reminders for Day 2 |

DAY 2:

| Time Start | Time End | Activity |
|------------|----------|---|
| 8:00 AM | 8:30 AM | Log-in and Recap of Day 1 |
| 8:30 AM | 9:30 AM | Alternative Modes of Procurement under RA 12009 |
| 9:30 AM | 10:15 AM | Sustainable Procurement Practices and Green Purchasing |
| 10:15 AM | 10:30 AM | Morning Break |
| 10:30 AM | 11:30 AM | Digital Procurement Platforms and e-Government Procurement System |
| 11:30 AM | 12:00 NN | Open Forum |
| 12:00 NN | 1:00 PM | Lunch Break |
| 1:00 PM | 2:00 PM | Contract Management and Implementation |
| 2:00 PM | 2:45 PM | Ethical Standards and Accountability in Procurement |
| 2:45 PM | 3:00 PM | Afternoon Break |
| 3:00 PM | 3:45 PM | Strengthening Procurement Governance in DepEd |
| 3:45 PM | 4:15 PM | Evaluation and Feedback Session |
| 4:15 PM | 4:45 PM | Closing Program and Awarding of Certificates |
| 4:45 PM | 5:00 PM | Photo Opportunity |

Enclosure 2

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

| Committee | Person/s In-Charge | Terms of Reference |
|------------------------------------|---------------------|--|
| Program Manager | Imelda C. Raymundo | <ul style="list-style-type: none"> - Oversees the implementation of the entire program - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers |
| Learning Manager | John Cavin S. Rodil | <ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed - Facilitates integration session at the end of the intervention, including preparation of Action Plan |
| Resource Speakers/ Facilitators | To be determined | <ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions |

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| M&E Coordinator | Dr. Montano L. Agudilla | <ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report |
| Documenter | La Trisha R. Dalit | <ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery |
| Secretariat | La Trisha R. Dalit | <ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials |
| Welfare Officer | Alelie Padillo | <ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.) |
| Logistics Officer | John Cavin S. Rodil | <ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and |

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| | | <p>materials, vehicles, and other resources to support the successful implementation of the program</p> <ul style="list-style-type: none"> - Leads ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning |
| <p>Finance Officer/s</p> | <p>Benjamin A. Millares Agnes M. Luzadas</p> | <ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation - Liquidates all fund disbursement and prepares a financial report |