

#### Republic of the Philippines

# Department of Education

# REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 NOVEMBER 2020

DIVISION MEMORANDUM No. 313 s. 2020

#### SEMINAR-WORKSHOP ON THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 9184 ALSO KNOWN AS "GOVERNMENT PROCUREMENT REFORM ACT"

To: OIC-Assistant Schools Division Superintendent SGOD, Chief Education Supervisor Heads, Public Elementary and Secondary Schools Selected School BAC Committee All Others Concerned

- 1. To deliver quality services and continuous improvement that will result to client satisfaction, the Accounting Unit shall conduct a Seminar-workshop on the Implementing Rules and Regulations of RA 9184 on November 24, 2020.
- 2. It aims to have a thorough understanding of RA 9184, procurement process flow, learn the PhilGEPS posting and familiarize with forms use.
- 3. In connection to this, School BAC Chairperson and Secretariat, Head Of Procuring Entity and all other concerned are required to attend through Google Meet format. Cluster 1 participants are from West District and Secondary Schools from 8:00-12:00 noon while Cluster 2 are from East District Schools from 1:00-5:00pm.
- 4. Immediate dissemination of this memorandum is desired.

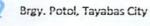
ANIANO M. OGAYON, CESO V de Schools Division Superintendent

Encl.:

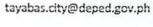
As stated















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CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

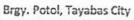
### **Program Matrix**

SEMINAR-WORKSHOP ON THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 9184 ALSO KNOWN AS "GOVERNMENT PROCUREMENT ACT" NOVEMBER 24, 2020

TIME	ACTIVITY	Person In-Charge
CLUSTER 1 - WEST DIS	TRICT AND SECONDARY SCHOOL	LS
8:15 AM- 8:30 AM	Opening Program	
8:30 AM - 8:45 AM	Welcome Remarks	CONRADO V. GABARDA Administrative Officer V
8:45 AM – 9:00 AM	Inspirational Message	ANIANO M. OGAYON Schools Division Superintendent
9:00 AM - 10:00 AM	Duties and Responsibilities of School BAC Committee	MAYLANI L. GALICIA OIC-Assistant Schools Divisio Superintendent
10:00AM - 11:00 AM	Procurement Process Flow and Sample Cases	CONRADO V. GABARDA Administrative Officer V
11:00 AM – 11:30 AM	PhilGEPS Posting and the Documentary Requirements	JEANETTE BUERA Division BAC Secretariat/ ADAS III
11:30 AM - 12:00 PM	Closing Remarks	
CLUSTER 1 - EAST DIS	TRICT SCHOOLS	L
1:15 PM – 1:30 PM	Opening Program	
1:30 AM - 1:45 AM	Welcome Remarks	CONRADO V. GABARDA Administrative Officer V
1:45 AM - 2:00 AM	Inspirational Message	ANIANO M. OGAYON Schools Division Superintendent
2:00 AM - 3:00 AM	Duties and Responsibilities of School BAC Committee	MAYLANI L. GALICIA OIC-Assistant Schools Division Superintendent
3:00AM - 4:00 AM	Re-Orient on Procurement Process Flow (Shopping/Small Value Procurement) and Sample Cases	CONRADO V. GABARDA Administrative Officer V
4:00 AM - 4:30 AM	PhilGEPS Posting and the Documentary Requirements	JEANETTE BUERA Division BAC Secretariat/ ADAS III
4:30 AM - 5:00 PM	Closing Remarks	

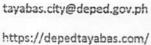














### Technical Working Committee / Term of Reference

#### SEMINAR-WORKSHOP ON THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT 9184 ALSO KNOWN AS "GOVERNMENT PROCUREMENT ACT" NOVEMBER 24, 2020

Over all Chairperson: Co- chairpersons: SDS Aniano M. Ogayon,CESO V

ASDS Maylani L. Galicia

SGOD Chief Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
L&D Management	Agnes M. Luzadas	<ul> <li>Plan on the conduct of the program</li> <li>Prepare Training Design and Training Package</li> <li>Coordinate with Top Management regarding the activity</li> <li>Manages the conduct of L&amp;D.</li> </ul>
	Fideliza V. Luces Rosemarie E. Morales	<ul> <li>Gathers data and information and analyze come up with recommendations for endorsement to SGOD Chief.</li> <li>Monitors and evaluates the conduct of L&amp;D and analyze data gathered from QATAME</li> <li>Prepare and submit complete report (narrative report) to SGOD Chief</li> </ul>
Resource Speakers/Facilitators	Maylani L. Galicia-OIC-ASDS Conrado V. Gabarda - AOV Jeanette Buera-ADAS III	<ul> <li>Lead the discussion of topics</li> <li>Facilitate Webinar</li> </ul>
ITO 1	Kendrick Cabriga	Prepare the platform for the webinar. Prepare/ collect and take charge in playing audio-visual







https://depedtayabas.com/



		presentations and material to be used during the activity.
Support Staff	Cluster 1 West District and Secondary Schools (Rosemarie E. Morales & Francheska Wynori Jane Q. Zagala) Cluster 2 East District Schools ( Jerick C. Reyes and Frenalyne Tabernilla)	Assist in collecting questions of the participants during the web.  Monitor and check attendance of the participants
Documentation	Jerick C. Reyes	<ul> <li>Document the opening until the closing program</li> <li>Prepare and submit complete report (narrative report)</li> <li>Submit copy of documentation report to the SEPS-HRD</li> </ul>
Logistics/Certificate	Jerome Javin	<ul> <li>Prepares logistics and other resources needed in the implementation of the learning and Development</li> <li>Prepare the Certificate</li> </ul>
Technical	Kevin P. Ramiro  Joyce Anne P. Limbo	<ul> <li>Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</li> <li>Manage unexpected system glitches</li> </ul>
QAME	Maria Corazon Borbon	Prepare evaluation tool and conduct QATAME and gather feedback
Moderator	Luzviminda Saludares	<ul> <li>Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>Host the Opening Program Preliminaries to include the following:</li> <li>Present Agenda outline</li> <li>Discuss relevant session protocol.</li> <li>Moderate Q&amp;A sessions</li> <li>Close out conference</li> </ul>





