



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
Schools Division Superintendent

Encl.:
As stated



Brgy. Potol, Tayabas City



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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 DISTRICT AND SECONDARY SCHOOLS		
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 Division 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 DISTRICT SCHOOLS		
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	



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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: SDS Aniano M. Ogayon, CESO V
Co- chairpersons: 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 style="list-style-type: none"> • Plan on the conduct of the program • Prepare Training Design and Training Package • Coordinate with Top Management regarding the activity • Manages the conduct of L&D.
	Fideliza V. Lucas Rosemarie E. Morales	<ul style="list-style-type: none"> • Gathers data and information and analyze come up with recommendations for endorsement to SGOD Chief. • Monitors and evaluates the conduct of L&D and analyze data gathered from QATAME • Prepare and submit complete report (narrative report) to SGOD Chief
Resource Speakers/Facilitators	Maylani L. Galicia-OIC-ASDS Conrado V. Gabarda - AOV Jeanette Buera-ADAS III	<ul style="list-style-type: none"> • Lead the discussion of topics • Facilitate Webinar
ITO 1	Kendrick Cabriga	Prepare the platform for the webinar. Prepare/ collect and take charge in playing audio-visual



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		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 style="list-style-type: none"> • Document the opening until the closing program • Prepare and submit complete report (narrative report) Submit copy of documentation report to the SEPS-HRD
Logistics/Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares logistics and other resources needed in the implementation of the learning and Development • Prepare the Certificate
Technical	Kevin P. Ramiro Joyce Anne P. Limbo	<ul style="list-style-type: none"> • Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity. • Manage unexpected system glitches
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Prepare evaluation tool and conduct QATAME and gather feedback
Moderator	Luzviminda Saldares	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> • Present Agenda outline • Discuss relevant session protocol. • Moderate Q&A sessions • Close out conference