



Republic of the Philippines
Department of Education

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

14 May 2026

DIVISION MEMORANDUM
No. 327 s. 2026

**CAPACITY BUILDING ON STRENGTHENING SCHOOL
PROCUREMENT PRACTICES**

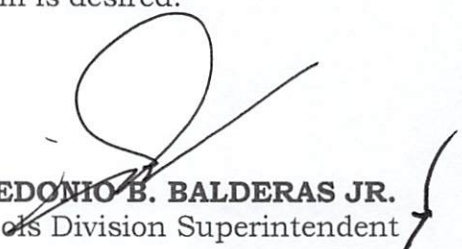
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to the enactment of **Republic Act No. 12009**, otherwise known as the **“New Government Procurement Act,”** and in line with the objective of disseminating updated procurement guidelines and enhancing the capability of school personnel in the effective implementation of procurement activities, the **Schools Division Office of Tayabas City** will conduct a **Capacity Building on Strengthening School Procurement Practices** on **May 19, 2026 (Batch 1), May 21, 2026 (Batch 2) and June 4, 2026 (Batch 3)** at the **4th Floor, SDO Tayabas Conference Hall, Brgy. Potol, Tayabas City**, from **8:00 a.m. to 5:00 p.m.**
2. This activity is intended for School Heads, Bids and Awards Committee/Secretariat and Administrative Officer II, which aims to:
 - a. align DepEd procurement practices with the provisions of R.A. 12009;
 - b. capacitate key school procurement personnel on the updates and practical applications of the new law;
 - c. improve efficiency and transparency in the conduct of procurement activities within the school; and
 - d. develop localized procurement guidelines or checklists consistent with R.A. 12009 for reference and monitoring.
3. The list of participants can be accessed thru this link <https://tinyurl.com/46kab9wz>.
4. Attached are Enclosure 1 – Training Matrix and Enclosure 2 – Program Management Team Terms of Reference.



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

5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: None

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

CAPACITY BUILDING
R.A. 12009
SCHOOL
PROCUREMENT

OSDS-capacity building on strengthening school procurement practices
PPRO7TOBH-000593/May 14, 2026

Enclosure 1

PROGRAM MATRIX

Batch 1-3

Time		Activity	Persons Involved
Start	End		
7:30 a.m.	8:00 a.m.	Attendance	TWG
8:00 a.m.	8:30 a.m.	Opening Program	TWG
8:30 a.m.	11:00 a.m.	Key Provisions of R.A. 12009 (NGPA) and its IRR	Resource Speaker
11:00 a.m.	12:00 p.m.	Procurement by Electronic Means	Resource Speaker
12:00 p.m.	1:00 p.m.	Lunch Break	Resource Speaker
1:00 p.m.	2:30 p.m.	Strategic Procurement Planning	Resource Speaker
2:30 p.m.	3:30 p.m.	Modes of Public Procurement	Resource Speaker
3:30 p.m.	4:30 p.m.	Contract Implementation and Sanction Mechanism	Resource Speaker
4:30 p.m.	5:00 p.m.	Closing Program	TWG

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 Preparation/Moderator	Jedi Diah C. Cabriga Administrative Officer II	<ul style="list-style-type: none"> - Prepares memo/advisories - Host the opening program preliminaries
Overall L&D Management	John Cavin S. Rodil SEPS-HRD	<ul style="list-style-type: none"> - Manage the conduct of activity - Monitors L&D activities
QAME	Montano L. Agudilla Jr. SEPS II-M&E	<ul style="list-style-type: none"> - Prepares evaluation tool and conduct QATAME and gather feedback
Medical/First Aid	Alelie A. Padillo Nurse II	<ul style="list-style-type: none"> - Administers first aid and health services during the event
Resource Speakers/Facilitators	Conrado C. Gabarda Administrative Officer V Jennelyn M. Mirandilla Administrative Officer IV Jedi Diah C. Cabriga Administrative Officer II	<ul style="list-style-type: none"> - Lead/s the discussions of topics - Applies effective presentation and facilitation techniques in conducting assigned sessions -
Support Staff	Jerome P. Jepsani Administrative Aide III	<ul style="list-style-type: none"> - Take picture/s from the opening to closing program. - Ensure/s that attendance sheets are properly and completely accomplished.
Physical Facilities/Arrangements	Vincent Obciana	<ul style="list-style-type: none"> - Ensures the availability of facilities, equipment, supplies and resources to support the successful implementation of the program