



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

NO. 432, s. 2023

NOV 24 2023

**ORIENTATION-WORKSHOP FOR SCHOOL HEADS, CHAIRS OF THE SCHOOL BAC,
HEADS OF THE SCHOOL BAC SECRETARIAT, AND SELECT PROGRAM
HANDLERS ON THE CONDUCT OF SCHOOL-BASED
PROCUREMENT ACTIVITIES**

To: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Select Division & School BAC Chairmen, Members, & Secretariats
All Others Concerned

1. One of the most challenging jobs in the government is the one that involves procurement. Procurement refers to the whole process of acquisition from third parties and covers goods, services, and infrastructure projects. However, school-based personnel involved in the conduct of procurement activities have been facing challenges in strictly adhering to the provisions of RA 9184, otherwise known as the “Government Procurement Reform Act”, and its 2016 Revised IRR and thus, run the risk of being liable for disallowances in audit and administrative cases. It is on this premise that the two-day Orientation-Workshop for School Heads, Chairs of the School Bids and Awards Committee (BAC), Heads of the School BAC Secretariat, and Select Program Handlers on the Conduct of School-Based Procurement Activities will be conducted on **December 4-5, 2023** at a venue which shall be announced in a separate Memorandum.
2. This said activity aims to:
 - a. enable the participants to understand the procedural guidelines in conducting Shopping and Small Value Procurement as prescribed in R.A. 9184 and its 2016 Revised IRR;
 - b. refresh the participant on the features of the PhilGEPS portal; and
 - c. provide the participants with a venue and opportunity to simulate the procurement process adopting Shopping and/or Small Value Procurement from the preparation of the Purchase Request and the serving of the Purchase Order.
3. The attendees to this activity are as follows:

Participants	Number
School Heads of Non-IUs	81
Chairs of the School BAC	81
Heads of the School BAC Secretariat (AO IIs are the default heads of the School BAC Secretariat)	81



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Program Management	Number
SDS	1
ASDS	1
Members of the Division BAC Secretariat	3
Budget Officer III	1
Division Accountant	1
SGOD Chief	1
CID Chief	1
Administrative Officer V	1
Division Nurse II	1
TOTAL	253

4. The Activity Matrix is attached as Enclosure No. 1 of this Memorandum.
5. *In preparation for the activity, the participants are advised to ensure that their respective schools have active PhilGEPS accounts. Those who have forgotten their PhilGEPS User IDs and/or passwords may retrieve or reset the same via <https://notices.philgeps.gov.ph/help.html> for instructions. Moreover, the participants shall also bring the approved WFPs and APPs of their respective schools.*
6. The meals and snacks of the attendees are chargeable against the Division MOOE Fund while the actual travel expenses of the participants to and from the venue are chargeable against the School MOOE Fund subject to availability and the usual accounting and auditing rules and regulations.
7. For clarifications, please contact **Julieta V. Gempison**, PhD, EPS SGOD and Head of the Division BAC Secretariat through 09661640164 or Messenger @Julieta Villacruz Gempison.
8. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 432 s. 2023

Orientation-Workshop for School Heads, Chairs of the School BAC, Heads of the School BAC Secretariat, and Select Program Handlers on the Conduct of School-Based Procurement Activities

ACTIVITY MATRIX

Date	Activity	Expected Output	Methodology	Person/s Responsible
Day 1 December 4, 2023	Preliminaries	Agreements	Preliminary Activities Presentation of Activity Schedule	Division BAC Secretariat
	Linking Planning, Budgeting and Procurement	Lecture Notes	Orientation and Review	Michell L. Acoyong, CESO VI
	Alternative Methods of Procurement Focusing on Shopping and Small Value Procurement	Lecture Notes	Lecture/ Presentation	Michell L. Acoyong, CESO VI
Day 2 December 5, 2023	PhilGEPS: the central portal for all procurement information and activities of the Government of the Philippines.		Hands-On Exercises in Navigating the PhilGEPS portal	Division BAC Secretariat
	Simulation of the Procurement Process	Accomplished Procurement Documents	Simulation	Division BAC Secretariat

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