



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No: 990 s. 2025

PARTICIPANTS TO THE LEARNING SESSION ON PROCUREMENT FORMS AND EMERGENCY PROCUREMENT

TO: Asst. Schools Division Superintendent
Chief Education Supervisor- CID
Chief Education Supervisor- SGOD

1. Per Memorandum Proc-2025-00002 this is to inform you that the following personnel will participate in the Learning Session on Procurement Forms and Emergency Procurement, via MS Teams, on December 16, 2025.

Name	Position
Rommel R. Rabo	BAC Member
Mark Allen C. Sinogo	BAC - TWG
Laurie Angela M. Agati	BAC Secretariat Member
Reymalin T. Llanes	BAC Secretariat Member
Ben John C. Lazo	End User Representative

2. Participants are advised to confirm their attendance on or before December 12, 2025 through this link <https://forms.cloud.microsoft/r/DSR0aWA7kW>

3. Immediate dissemination of this Memorandum is desired.




VILMA D. EDA, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
PROC-2025-00002

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary and Procurement

ATTY. ROWENA CANDICE M. RUIZ, LLM, CESO I
Undersecretary for Procurement and Finance Oversight

SUBJECT : **LEARNING SESSION ON PROCUREMENT FORMS AND EMERGENCY PROCUREMENT**

Date : December 5, 2025

1. With the effectivity of and transition to Republic Act 12009 or the New Government Procurement Act (NGPA), and with GPPB Resolution No. 03-2025, the use of Procurement Standard Forms has been effective since September 21, 2025. All procuring entities shall prepare documents for procurement in accordance with the prescribed forms.
2. Moreover, as the country is prone to disasters or calamities, and pursuant to Proclamation No. 1077 s. 2025, we are under a State of National Calamity due to Typhoon Tino, the NGPA has available modes of procurement for efficient conduct of procurement and delivery of needed goods, services and infrastructure projects.
3. Corollary thereto, the Procurement Strand will conduct the **Learning Session on Procurement Forms and Emergency Procurement** for **Regional and Schools Division Offices (Ros and SDOs), as well as Central Office, in two (2) batches, online via MS Teams, viz:**

Batch 1: December 15, 2025	Visayas and Mindanao ROs and SDOs Central Office
Batch 2: December 16, 2025	Luzon ROs and SDOs Central Office

The participants are the Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group (TWG), End-User representatives, and other concerned personnel.

This capacity development activity focuses on the new procurement forms under GPPB Resolution No. 03-2025, as well as the procurement through negotiated procurement-emergency cases, and ensure that procurement personnel in the DepEd CO, ROs and SDOs are well informed and equipped to effectively utilize the updated documents, comply with the procedural changes and be adept on emergency procurement.

Attached as **Annex A** is the list of offices/participants and minimum number of slots allotted, and indicative program of activities.

All participants are requested to **confirm their attendance** on or before **December 12, 2025** through the following link or scan the QR.



<https://forms.cloud.microsoft/r/DSR0aWA7kW>

For clarification or other details, please contact ProcMS-PPMD, thru Ms. Irene Joy D. Martinez or Mr. Jonnel G. Cerro, at Telephone Nos. 8636-65-43 or 8638 43-92 or email at procms.ppmmd@deped.gov.ph.

For information dissemination and compliance.

[PPMD/TSF/BTA]

TARGET LIST OF PARTICIPANTS

ACTIVITY:

LEARNING SESSION ON PROCUREMENT FORMS AND EMERGENCY PROCUREMENT

DATE:

*Batch I - Visayas & Mindanao with Central Office [December 15, 2025]
 > Batch II - Luzon with Central Office [December 16, 2025]*

1. Minimum* Target Paxs from Field Offices:

- 1 BAC (Chair/Vice-Chair/Reg Member/Prov Member)
- 2 BAC Secretariat
- 2 End-User/TWG

5 pax per Region and Schools Division Office

Breakdown per Regions and Schools Division Offices

NAME OF REGION	REGION	SDOs	SUB-TOTAL	NO OF PAXs	TOTAL
Batch I - Visayas & Mindanao					
VI - Western Visayas	1	8	9	5	45
VII - Central Visayas	1	12	13	5	65
NIR - Negros Island Region	1	21	22	5	110
VIII - Eastern Visayas	1	13	14	5	70
IX - Zamboanga Peninsula	1	8	9	5	45
X - Northern Mindanao	1	14	15	5	75
XI - Davao Region	1	11	12	5	60
XII - Central Mindanao	1	8	9	5	45
XIII - CARAGA	1	12	13	5	65
Sub-total	9	107	116		580
Batch II - Luzon					
I - Ilocos Region	1	14	15	5	75
II - Cagayan Valley	1	9	10	5	50
III - Central Luzon	1	21	22	5	110
IVA - CALABARZON	1	24	25	5	125
IVB - MIMAROPA	1	7	8	5	40
V - Bicol	1	13	14	5	70
CAR - Cordillera Administrative Region	1	8	9	5	45
NCR - National Capital Region	1	16	17	5	85
Sub-total	8	112	120		600
GRAND TOTAL	17	219	236		1180

2. Minimum* Target Paxs from Central Office:

- 1 BAC/BAC Secretariat
- 2 End-User/TWG

* Indicated number of target paxs is minimum; more participants from field and Central offices are highly encouraged