



2610 - 767 -

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

DIVISION MEMORANDUM

No. 912, s. 2026

19 OCT 2026

PARTICIPATION IN THE MASTERING COMPLIANCE, RISK MANAGEMENT, AND CONTRACT IMPLEMENTATION UNDER RA 12009

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to the Letter of the Philippine Association of Records Officers and Archivists, in collaboration with the Government Procurement Policy Board – Technical Support Office, the Agencies will conduct the Mastering Compliance, Risk Management, and Contract Implementation under RA 12009, on November 24-26, 2026, at Aberdeen Court Hotel, Quezon City.

2. The activity aims to move participants beyond a basic understanding of RA No. 12009 toward its practical application, particularly in the areas of procurement compliance, risk management, contract implementation, documentation, transparency, and accountability.

3. The participant from this Division is as follows:

No.	Name	Position	Office
1	Ferdinand Flores	Administrative Officer IV	OSDS - Procurement

4. The registration fee for Live-in participation is P9,100.00 per participant and is on a first-come-first-served basis.

5. The registration fee, travel and other expenses of the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.

6. Attached is the Letter of Invitation for reference.

7. For information and compliance of all concerned.

SGOD/CJG/ahem



VILMA D. BDA, CESO V
Schools Division Superintendent



PAROA Procurement Seminar Invitation for November 2026 @ QC

2610-742 E 1769

From Adelina Dela Vega <adel.paroa2005@gmail.com>

Date Wed 07/10/2026 16:19

To DEPED VIGAN CITY <vigan.city@deped.gov.ph>

1 attachment (335 KB)

DR. VILMA D. EDA.pdf;

m'lita
sine via m'lita

You don't often get email from adel.paroa2005@gmail.com. [Learn why this is important](#)

Greetings!

Attached herewith is the PAROA Invitation Letter (Please see attached file) for the **Training/Seminar on "Mastering Compliance, Risk Management and Contract Implementation under RA 12009"** (Focused for NGAs, GOCCs, SUCs, & GFIs), to be held on **November 24, 25, and 26, 2026** at the Aberdeen Court Hotel, Quezon City.

(This is a **Part 2 of the Ladderized Procurement Training Series**, wherein the part 1 was entitled: "Procurement Mastery: A Step-by-Step Approach to RA 12009" and was completed on April 15-17, 2026 in Baguio City.)

For inquiries, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(TnT) 0985-301-1592/ (Smart) 0908-517-8830 / 0943-9273119** (Sun). You may also reply to this email for your convenience.

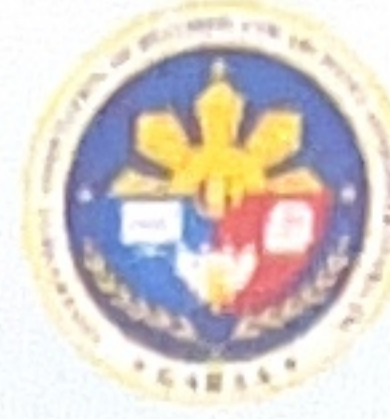
Thank you, and we hope to see you at the event!

Warm regards,

Adelina Dela Vega
Training Specialist

PAROA Official_2005

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this email. Please notify the sender immediately by e-mail if you have received this email by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.



October 7, 2026

DR. VILMA D. EDA

Schools Division Superintendent
Department of Education (DepEd)
Schools Division Office of Vigan City

Dear Dr. Eda:

The Philippine Association of Records Officers and Archivists (PAROA), in partnership with the Government Association of Records and Archives Administrators (GARAA), in collaboration with the Government Procurement Policy Board – Technical Support Office (GPPB-TSO), respectfully invites your office to participate in **Part 2 of the Ladderized Procurement Training Series entitled: "Mastering Compliance, Risk Management and Contract Implementation under RA 12009" (Focused for NGAs, GOCCs, SUCs, & GFIs)**, to be held on **November 24, 25, and 26, 2026** at the **Aberdeen Court Hotel, Quezon City**. This seminar is a continuation of Part 1 — "Procurement Mastery: A Step-by-Step Approach to RA 12009". Part 2 is designed to move participants from the basic understanding of RA 12009 toward its practical application, particularly on procurement compliance, risk management, contract implementation, documentation, transparency, and accountability. The training will feature lectures, case discussions, practical exercises, workshops, and an open forum designed to address common procurement concerns encountered by government offices.

As Part 2 of the Ladderized Procurement Training Series, previous participants of Part 1 are encouraged to continue their learning at this level. Government agencies may likewise nominate additional personnel whose functions are related to procurement. The Target Participants are: **Heads of Procuring Entities (HoPE), BAC Chairpersons and Members, BAC Secretariat, Procurement Officers and Procurement Units, TWG Members, End-Users/Implementing Units, Supply and Property Officers, Administrative and Legal Officers, as well as other government personnel involved in procurement.**

We believe that continuous learning and professional development contribute to more effective, transparent, and accountable government procurement. In this regard, we respectfully invite your office to nominate appropriate personnel to participate in this continuing professional development program. We look forward to your participation and continued support.

In line with the significant increase in hotel accommodations, food, transportation, supplies, and other operational costs, an adjustment in the registration fee has become necessary. Despite these increases, we continue to provide our participants with the most reasonable and considerate rate possible, while maintaining the quality and inclusions of the seminar. We sincerely value both our new and long-standing participants and remain committed to offering a fair and affordable registration fee.

Registration Details:

Seminar Fee:

P9,100.00 – Live-In

Inclusive of:

- 3 Days & 2 Nights Training Sessions
- Accommodation
- Full-Board Meals and Snacks
- Training Kit and Materials
- Use of Full Amenities, LED Wall, & Projectors
- Certificate of Participation and Appearance

P7,100.00 – Live-Out

Inclusive of:

- 3 Days & 2 Nights Training Sessions
- AM/PM Snacks and Lunch
- Training Kit and Materials
- Use of Selected Amenities, LED Wall, & Projectors
- Certificate of Participation and Appearance

Payment shall be made payable to:

Account Name: **Philippine Association of Records Officers and Archivists, Inc. (No abbreviation)**

Account Number: **200036322941**

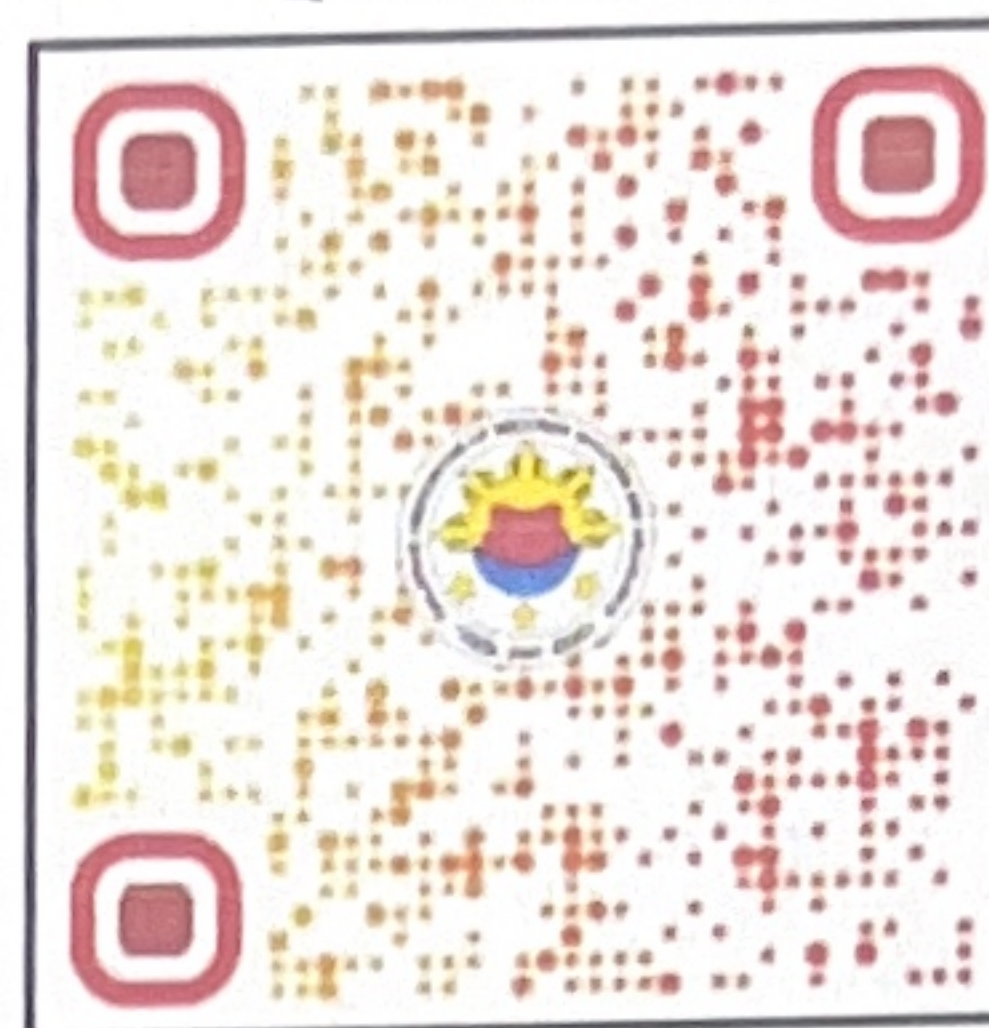
Bank: **EASTWEST BANK (Quirino Highway, Talipapa, Novaliches, Quezon City)**

QR for Live-In



<https://q.me-qr.com/I/ProQRmnt-11QCL126>

QR for Live-Out



<https://q.me-qr.com/I/ProQRmnt-11QCLO26>

Important Note: You may be directed to an Advertisement Page. All you need to do is to tap on "**Skip Advertisement**" and you'll get straight to the form.

In this regard, we respectfully request your approval for the participation of your designated personnel on **Official Business**, subject to the usual accounting and auditing rules and regulations. Such participation will contribute to the continuing professional development and capability enhancement of personnel involved in government procurement, while strengthening your office's capacity to promote **compliance with R.A. No. 12009, its Implementing Rules and Regulations, relevant GPPB policies and guidelines, and applicable COA accounting and auditing rules and regulations**, particularly in the areas of procurement compliance, risk management, contract implementation, documentation, transparency, and accountability.

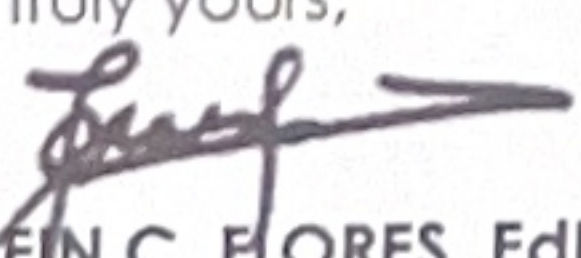
Important Notice: We would like to remind everyone that PAROA and GARAA are committed to providing every participant with a **professional, organized, and high-quality seminar experience**. Participant registration shall be strictly on a **FIRST-COME, FIRST-SERVED basis**. **Walk-in participants are strongly discouraged** to ensure proper venue preparations, workshop materials, meals, and certificates. Participants are highly encouraged to register and confirm at the earliest opportunity, as registration automatically closes once all available slots have been filled.

For confirmation, further inquiries, and clarifications, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(Smart) 0908-517-8830 / 0943-9273119 (Sun)**. You may also email us at paroa2005.inquiry@gmail.com (main) or paroaofficialcommunication@gmail.com (alternate email), as well as the email address with which you received this communication/invitation.

Be assured that we are one with you in your aspirations for the professionalization and development of personnel in your agencies/offices.

Thank you so much, and more power.

Very truly yours,


DIORTEIN C. FLORES, EdD., DPA, PhD
National President