



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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JUL 02 2018


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DIVISION MEMORANDUM NO. 243, S. 2018

TO : Public Schools District Supervisors
Secondary Public School Heads and Bids and Awards Committee
Elementary Public School Heads and Bids and Awards Committee

Budget Officer
Accountant
Division Bookkeepers and Disbursing Officers
Division BAC Secretariat, and
All Others Concerned

FROM : 
FEDERICO P. MARTIN, Ed.D., C.Ed., D., CESO V
Schools Division Superintendent

SUBJECT : **Capacity Building, Public Schools' Procurement Process Formulation, and Procurement Reports Preparation for the School Heads and School BAC Members, and Division Bids and Awards Committee Secretariat and Finance Unit's Personnel Interface**

DATE : July 2, 2018

1. Pursuant to the procurement law, various orders and pronouncements of Department of Budget and Management (DBM), Government Procurement Policy Board (GPPB), and PhilGEPS relative to government procurement; and reportorial requirements to be submitted by the public schools to the Division Office, then by the DO to the said government agencies, there shall be a *Capacity Building, Public Schools' Procurement Process Formulation, and Procurement Reports Preparation for the School Heads and School BAC Members, and Division Bids and Awards Committee Secretariat and Finance Unit's Personnel Interface* on July 17 and 18, 2018 (Batch 1) and August 14 and 15, 2018 (Batch 2), to be held in the Division Office Training Center;
2. The units/offices of the Division Office in-charge of the said activity will be the following:
 - a. BAC Secretariat
 - b. Accounting Office headed by the Accountant
 - c. Budget Office headed by the Budget Officer
3. It shall be attended by:
 - a. The school heads
 - b. 1 member of each public school's Bid and Awards Committee (BAC)
 - c. Public Schools District Supervisors
 - d. Division Bookkeepers and Disbursing Officers, and
 - e. Others concerned as identified by the Accounting Office
4. Enclosure 1 provides for the list of participants per batch, and Enclosure 2 – the program.
5. Confirmation of attendance of the participants from public schools in the said activity shall be made to the Division Bookkeepers/Disbursing Officers assigned to their respective schools on or before July 9, 2018. Deadline of submission of lists of confirmed participants from public schools by the Division Bookkeepers/Disbursing Officers to the BAC Secretariat shall be on July 10, 2018.
6. Lunch and snacks will be provided for those participants who confirmed their attendance.

For strict compliance.

**Capacity Building, Public Schools' Procurement Process Formulation,
and Procurement Reports Preparation for the School Heads and School
BAC Members, and Division Bids and Awards Committee Secretariat
and Finance Unit's Personnel Interface**

**Batch 1
July 17 and 18, 2018**

Quezon District	Number of Participants
Bakakeng Elementary School	2
Camp 7 Elementary School	2
Doña Aurora H. Bueno Elementary School	2
Jose P. Laurel Elementary School	2
Manuel L. Quezon Elementary School	2
San Vicente Elementary School	2
Baguio SPED Center	2
Schools District Supervisor – Rufina Suanding	1
Lucban District	
Alfonso Tabora Elementary School	2
A. Bonifacio Elementary School	2
Pinget Elementary School	2
Pinsao Elementary School	2
Quirino Hill Elementary School	2
Magsaysay Elementary School	2
Lucban Elementary School	2
Schools District Supervisor – Santiago L. Bugtong	1
Magsaysay National High School	2
Guisad Valley National High School	2
Pinget National High School	2
Pinsao National High School	2
Dona Aurora National High School	2
Schools District Supervisor – Jerry C. Ymson	1
Mabini District	
A. Mabini Elementary School	2
Brookspoint Elementary School	2
Don Mariano Marcos Elementary School	2
Doña Aurora Elementary School	2
Doña Nicasia J. Puyat Elementary School	2
Holy Ghost Ext. Elementary School	2
Schools District Supervisor – Simeon S. Yangyang	1
Quezon & North Quezon District	
Happy Hollow National High School	2
Lindawan National High School	2
Rizal National High School	2
Mil-an National High School	2
Bakakeng National High School	2
San Vicente National High School	2
Schools District Supervisor – Brendalee C. Awingan	1

Within BCHS & Annexes District	
Baguio City National High School	2
Fort Del Pilar Annex	2
Hillside Annex	2
Schools District Supervisor – Leonard N. Dawaton	1
Philippine Science High School	2
Division Office	
Administrative Assistants III (Bookkeepers)	13
Disbursing Officers	9
Budget Office	1
Office/r in-charge of the activity	
BAC Secretariat	5
Accountant	1
Budget Officer	
Others	
Officials (SDS and BAC Chairperson)	2
Resource persons	3

Batch 2
August 14 and 15, 2018

West Baguio Central District	Number of Participants
Quezon Hill Elementary School	2
San Carlos Heights Elementary School	2
San Luis Elementary School	2
Pacday Quiño Elementary School	2
Irisan Elementary School	2
Fairview Elementary School	2
E. Quirino Elementary School	2
Josefa Cariño Elementary School	2
Schools District Supervisor – Leticia Hidalgo	1
Baguio Central District	
Adiwang Elementary School	2
E. Aguinaldo Elementary School	2
Baguio Central School	2
Dontogan Elementary School	2
Sto. Tomas Elementary School	2
Dominican-Mirados Elementary School	2
Crystal Cave Elementary School	2
Manuel A. Roxas Elementary School	2
Schools District Supervisor – Susana Aliping	1
North Quezon District	
Baguio Country Club Elementary School	2
Fort del Pilar Elementary School	2
Gibraltar Elementary School	2
Happy Hollow Elementary School	2
Lindawan Elementary School	2

Kias Elementary School	2
Springhills Elementary School	2
Jose P. Rizal Elementary School	2
Loakan Elementary School	2
Schools District Supervisor – Julia Ladiong	1
West Baguio Central & Baguio Central District	
Irisan National High School	2
Pines City National High School	2
Quezon Hill National High School	2
Sto. Tomas National High School	2
Dominican Mirador National High School	2
Roxas National High School	2
Joaquin Smith National High School	2
BCHS – STAND ALONE	2
Schools District Supervisor – Lourdes B. Lomas-e	1
Division Office	
Administrative Assistants III (Bookkeepers)	13
Disbursing Officers	9
Budget Office	1
Office/r in-charge of the activity	
BAC Secretariat	5
Accountant	1
Budget Officer	
Others	
DO Officials (SDS and BAC Chairperson)	2
Resource persons	3

**Capacity Building, Public Schools' Procurement Process Formulation,
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**July 17 and 18 (Batch 1)
August 14 and 15 (Batch 2)**

Day 1

TIME	ACTIVITY	METHODOLOGY		Responsible Person/Office
		Theoretical	Practical Application	
7:45 am - 8:00 am	Registration of Participants	15 min		BAC Sec and personnel from Acctg/Finance
8:00 am - 8:10 am	Opening Ceremonies	10 min		BAC Sec
8:10 am - 8:20 am	Opening Remarks			Soraya T. Faculo, PhD DO BAC Chairman
8:20 am - 8:30 am	Orientation for the 2-Day Activity Presentation of the goals and objectives	15 min		BAC Sec and Finance Service
8:30 am - 10:00 am	Resource Person: from the DBM Topic: _____	90 min		Accountant
10:00 am - 10:15 am	Break (AM snacks)	15 min		
10:15 am - 12:00 am	Continuation	105 min		Accountant
12:00 pm - 1:00 pm	Lunch Break			
1:00 pm - 3:00 pm	Resource Person: from the Regional Office Topic: _____	2 hr		Accountant
3:00 pm - 3:15 pm	Break (PM snacks)	15 min		

3:15 pm - 3:45 pm	The DO Procurement Process; Documentary Requirements (BAC level)	30 min		BAC Sec Head
3:45 pm - 4:15 pm	PhilGEPS Documentary and Posting Requirements; Documentary Requirements prior to submission to Accounting	30 min		Sir Harris Dizon, Jr. BAC Sec.
4:15 pm - 5:00 pm	Full Procurement Process through Public Bidding and Alternative Method of Procurement	30 min 15 min		Ms. Rachell Flordeliza BAC Sec. BAC Sec Head

Day (2)

TIME	ACTIVITY	METHODOLOGY		Responsible Person/Office
		Theoretic al	Practical Application	
8:00 am - 8:15 am	Registration	15 min		
8:15 am - 8:30 am	Recap	15 min		Facilitators
8:30 am - 9:30 am	<u>Interface Activity (Worksheet 1)</u> Focus: public schools' current procurement process	1 hr	By the Group	BAC Sec, Finance Unit and PSDS
9:30 am - 11:00 am	<u>Working Break</u> Presentation of Output of the IA (open forum after each presentation)	90 min	By the Group	BAC Sec, Finance Unit and PSDS
11:00 am - 12 nn	<u>Public Schools</u>			

	<u>Procurement Process Formulation/ Adjustment (Worksheet 2)</u> Based from the day 1 training and day 2 first activity	1 hr	By the Group	BAC Sec, Finance Service and PSDS
12:00 nn - 1:00 pm	Lunch Break			
1:00 pm - 2:00 pm	Continuation	1 hr	By the Group	BAC Sec, Finance Service, and PSDS
2:00 pm - 2:30 pm	<u>Working Break</u> The Annual Procurement Plan	30 min		Budget Officer
2:30 pm - 3:00 pm	The Procurement Monitoring Report	30 min		Bac Sec
3:00 pm - 4:00 pm	APP and PMR Activity	1 hr	By the Group	Bac Sec/BO/Accountant
4:00 pm - 4:45 pm	Open Forum	45 min		Bac Sec/BO/Accountant
4:45 pm	Closing Remarks			Dr. Federico P. Martin SDS