



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

21 NOV 2025

DIVISION MEMORANDUM

No. **624** s. 2025

**INSTRUCTIONAL VIDEOS ON THE STANDARD FORMS FOR PROCUREMENT UNDER
REPUBLIC ACT NO. 12009**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES) / OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary, Integrated and Elementary Schools
All Others Concerned

1. Attached is the Memorandum PROC-2025 from Wilfredo E. Cabral, Undersecretary and Chief of Staff dated October 13, 2025 titled **Instructional Videos on the Standard Forms for Procurement under Republic Act No. 12009**, which is self-explanatory.
2. Immediate dissemination of and strict compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

LUZ U. BANSON

Assistant Schools Division Superintendent
In-charge of the Division

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS
PROCUREMENT




Republic of the Philippines
Department of Education

MEMORANDUM
PROC-2025-_____

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Chiefs of Divisions/Offices/Units
All Others Concerned

ATTENTION : Bids and Awards Committees
Technical Working Groups
BAC Secretariats
End-Users - Project Focal Persons

FROM : 
WILFREDO E. CABRAL
Undersecretary
Officer-In-Charge
Office of the Undersecretary and Chief of Staff

SUBJECT : **Instructional Videos on the Standard Forms for Procurement under Republic Act No. 12009**

Date : October 13, 2025

1. Republic Act 12009 or the *New Government Procurement Act (NGPA)* and its Implementing Rules and Regulations took effect on August 13, 2024 and February 25, 2025, respectively. Further, the effectivity date on the use of the Standard Forms for procurement under the NGPA is September 21, 2025.
2. In order to equip the procurement personnel and actors across DepEd offices nationwide on the use of the new forms and templates, the DepEd Central Office (CO) has developed instructional videos particularly on the preparation of Project Procurement Management Plans (PPMPs), Market Scoping, and the Philippine Bidding Documents for Goods and Services, for ready reference.
3. DepEd CO shares these instructional videos to the Regional and Schools Division Offices (ROs and SDOs), as well as concerned schools for their adaption of the forms and as handy reference materials.

4. The instructional videos can be accessed through this link:
<https://bitly.cx/NGPAInstructionalVideos>.

5. For any clarification, please contact ProcMS-PPMD, thru Mr. Mark Lester V. Taca or Ms. Jenet R. Nadura at Telephone Nos. 8636-6543 or 8638-4392, or email at procms.ppm@deped.gov.ph.

For information dissemination.

[PPMD/TSE/BTA/JRN]