



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

August 24, 2026

DIVISION MEMORANDUM

No. 386 s. 2026

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 367, s. 2026
TITLED TRAINING WORKSHOP ON PROCUREMENT PROCESS AND
WORKFLOW FOR NON-IMPLEMENTING SCHOOLS**

To: Assistant Schools Division Superintendent
OIC – Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary (Non-IUs) and Integrated Schools
All Others Concerned

1. In reference to Division Memorandum No. 367, s. 2026 titled **“Training Workshop on Procurement Process and Workflow for Non-Implementing Schools”** this Office hereby issues the following additional information regarding the conduct of the said activity.

2. The **venue** of the activity will be at **MVW Restaurant & Tourist Inn**, Roxas Avenue, Roxas City and will be **participated by the school heads of non-implementing schools** in refence to the following schedule:

Day 1 (August 27, 2026)	Day 2 (August 28, 2026)
School Heads from the following Districts: • Cuartero • Dumalag • Dumarao • Jamindan • Mambusao East • Mambusao West • Sapián • Tapaz East • Tapaz West	School Heads from the following Districts: • Dao • Ivisan • Maayon • Panay • Panitan • Pilar • Pontevedra • President Roxas • Sigma

Attendance is mandatory.



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3. The following are attached to this memorandum:
 - Enclosure 1 – Program Management Team
 - Enclosure 2 – Training Matrix
4. All participants are requested to bring the following:
 - A. Laptops and Portable Wi-Fi; and
 - B. Soft copies of the following basic documentary forms for School MOOE Procurement such as but not limited to:
 - Canvass
 - Abstract of Bids
 - Purchase Request
 - Purchase Order
 - Inspection and Acceptance Report
5. All other provisions of the said Memorandum remain in effect.
6. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO.
Schools Division Superintendent

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

TRAININGS WORKSHOPS CAPACITY BUILDING



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Enclosure 1 – Program Management Team

Roles	Persons Involved
Overall Program Lead	Roel F. Bermejo Schools Division Superintendent Luz U. Banson Assistant Schools Division Superintendent
Training Managers	Cecil Joy Diocson Administrative Officer V (Budget) Denmark L. Llanera Accountant III
Resource Persons	
Jeowly Pearl Marie Agabe Administrative Officer IV (Procurement)	Resyl D. Mirasol Administrative Assistant III
Registration	Marjorie A. Bayhon Administrative Officer IV – Cash Mercy Azarcon Administrative Assistant II
Attendance	Resyl D. Mirasol Administrative Assistant III Nicole Billanes Administrative Officer III
Food, Venue and Documentation	Ginalyn de la Cruz Administrative Assistant III
Certificates	Keilah Abegail Fuentes Administrative Assistant III Meah Trexie Celino Administrative Assistant III
Technical and Sounds	Jose Niño Mayo Administrative Assistant III
Program	May B. Danieles Administrative Assistant III
Health and Wellness	Rene Hortillas Nurse II Joanne Dequiña Nurse II
Workshop Facilitators	Resyl D. Mirasol Administrative Assistant III Nicole Billanes Administrative Assistant III Jose Niño Mayo Administrative Assistant III Viene Dee Calizo Administrative Assistant III Jamie Rose Magsila Administrative Assistant III



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Enclosure 2 – Training Matrix

Time	Activities	Persons Involved
8:00 – 8:30	Arrival and Registration	Marjorie A. Bayhon Administrative Officer IV – Cash Resyl D. Mirasol Administrative Assistant III
8:31 – 8:45	Opening Preliminaries National Anthem / Opening Prayer DepED Quality Policy Statement Capiz Hymn	Jose Niño Mayo Administrative Assistant III
8:46 – 9:00	Welcome Remarks/Words of Inspiration	Roel F. Bermejo Schools Division Superintendent
9:01 – 9:15	Energizer and Health Break	Ginalyn B. Dela Cruz Administrative Assistant III
9:16 – 10:15	Technical Session I PROCURE RIGHT: Applying RA 12009 in Non-Implementing Schools	Jeowly Pearl Marie Agabe Administrative Officer IV (Procurement)
10:16 – 11:00	Technical Session 2 THE LIQUIDATION CHECKPOINT: Documentary Requirements for School MOOE Procurement	Resyl D. Mirasol Administrative Assistant III
11:01 – 12:00	Workshop Proper	Workshop Facilitators
12:01 – 1:00	Lunch Break	
1:01 – 1:30	Ways Forward and Closing Program	Denmark L. Llanera Accountant III

Ginalyn Dela Cruz
Program Host



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