



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

02 OCT 2026

DIVISION MEMORANDUM

No. **474** s. 2026

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 448, S. 2026 TITLED
SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF REPUBLIC ACT NO. 12009,
OTHERWISE KNOWN AS THE NEW GOVERNMENT PROCUREMENT ACT**

TO: OIC - Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Section and Units Heads
Implementing Units/Program Handlers
Heads of Public Secondary Schools – Implementing Units
All Others Concerned

1. In reference to Division Memorandum No. 448, s. 2026 titled **“Seminar-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 **MO2 Westown Hotel**, Glicerio T. Pison Ave., Benigno Aquino Drive, Diversion Rd., Mandurriao, Iloilo City and will be **participated by the school heads of implementing schools together with their designated Bids and Awards Committee (BAC) Chairperson**.
3. This event will be conducted as a **three-day (3) Live-in** seminar-workshop.
4. **Attendance is mandatory.**
5. Additional participants to this training are the following:

Name	Position
1. Reynaldo Crespo	Education Program Supervisor – EPP/TLE
2. Dr. Fe Bañez	Public Schools District Supervisor
3. Calin Bernales	Public Schools District Supervisor
4. Judith P.Tu	Public Schools District Supervisor
5. Zaldy Caalam	Public Schools District Supervisor
6. Rey B. Azcarraga	Public Schools District Supervisor
7. Glenda G. Gervero	Public Schools District Supervisor

6. The following are attached to this memorandum:
 - Enclosure 1 – Participants from this activity
 - Enclosure 2 – Program Management Team
 - Enclosure 3 - Training Matrix
7. All participants are requested to bring the following:
 - a. Laptop;
 - b. Portable Wi-Fi; and
 - c. Extension cord



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8. Participants should register on the Procurement Professional Online Hub (ProHub) thru this link <https://learning.gppb.gov.ph/course/view.php?id=1984> using your DepEd or Gmail account for online enrollment. The ProHub Enrollment Key will be given during the training session. Note that earning a certificate is contingent upon completing the required online activities.
9. Participants from the schools are required to **pre-register on or before October 5, 2026** using the link below:

Pre-Registration Link:

<https://tinyurl.com/ProcurementSDOCapiz>

QR Code:



10. Participants are required to **be at the venue before 8:00 AM** on October 8, 2026.
11. All other provision of the said Memorandum remains in effect.
12. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated

Reference: Division Memorandum No. 448, s. 2026

To be indicated in the Perpetual Index under the following subjects

PROCUREMENT

BIDS AND AWARDS COMMITTEE



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Enclosure No. 1 to Division Memorandum No. **474** s. 2026

Expected participants in this activity are the following:

Division Office Personnel

No.	NAME	POSITION	No.	NAME	POSITION
1	Roel F. Bermejo	Schools Division Superintendent	30	Cecil Joy D. Diocson	Admin. Officer V (Budget)
2	Dr. Marlon P. Destreza	OIC – Asst. Schools Division Superintendent	31	Denmark L. Llanera, CPA	Accountant III
3	Dr. Merlie J. Rubio	EPS – Filipino/OIC - CID	32	Atty. Joseph A. Iturralde	Attorney III
4	Dr. Edna B. Azcarraga	EPS - SGOD	33	Emmanuel V. Lati	ITO I
5	Alan Vincent B. Altamia	EPS – EsP/Guidance	34	Darwin D. Brillo	Admin. Officer IV (HRMO)
6	Andres D. Quiachon	EPS – Science	35	Rhodela U. Martinez	Admin. Officer IV (Property)
7	Dr. Ruth C. Gervero	EPS – ALS/SPED	36	May Evan O. Dela Cruz	Admin. Officer IV (Records)
8	Elenia P. Baranda	EPS – Mathematics	37	Marjorie A. Bayhon	Admin. Officer IV (Cash)
9	Ronie C. Reteracion	EPS – MAPEH	38	Jeoly Pearl Marie B. Agabe	Admin. Officer IV (Procurement)
10	Dr. Marggie A. Obligacion	EPS - AP	39	Ian B. Barcena	Admin. Officer II
11	Dr. Edwin Jason D. Dueñas	EPS - LRMDs	40	Glenn P. Dollete	PDO II (LRMDs)
12	Dr. Lalain E. De Los Santos	PSDS – Kindergarten Coord.	41	Kenneth D. Anoché	EPS II (ALS)
13	Dr. Ma. Theresa Villagrancia	PSDS – ELLN Coordinator	42	Francis Librando	EPS II (ALS)
14	Ronald D. Dile	SEPS II – M&E	43	Arline B. Fuentes	Legal Asst. I
15	Immaculada J. Amores	SEPS II - HRD	44	Engr. Ira Rose G. Balgos	TA II
16	Jerry V. Mosquite	EPS II - HRD	45	Viene Dee D. Calizo	Admin. Asst. III
17	Romar S. Jaravelo	SEPS II – Soc.Mob	46	J-Carl Francis T. Bidiones	Admin. Asst. III
18	Engr. Marlon V. Clarito	Engineer III	47	Armida J. Gonzales	Admin. Asst. III
19	Glenda Marie B. Botin	PDO II (DRRM)	48	Ginalyn Dela Cruz	Admin. Asst. III
20	Eduardo D. Villafuerte	Planning Officer III	49	Nicole Billanes	Admin. Asst. III
21	Aileen May Isiderio	SEPS - Research	50	Jamie Rose Magsila	Admin. Asst. III
22	Yzarda Claudette D. Ballera	PDO I (Youth Formation)	51	Cerelo Villagrancia	Admin. Aide VI
23	Jhean Mae Grace Lingco	PDO I (Youth Formation)	52	Mercy Azarcon	Admin. Asst. II
24	Dr. Dionirose L. Duron	Medical Officer III	53	Francis Embucado	Admin. Aide IV
25	Dr. Lourdelyn R. Fuentes	Dentist II	54	Christian Czar Bartocillo	COS



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26	Candelaria P. Talabucon	Nurse II	55	Jim Dueñas	COS
27	Alvin M. Braulio	Nurse II	56	Edson Forro	COS
28	Monna Liza L. Eribal	Nurse II			
29	Ma. Sharon S. Barrientos	Admin. Officer V (Admin)			

**Secondary Schools
Implementing Units (IUs)**

Total No. of Schools	Participants
42	School Heads
42	Designated School Bids and Awards Committee (BAC) Chairperson



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Enclosure No. 2 to Division Memorandum No. **474** s. 2026

Program Management Team

Roles	Name/Position
Overall Program Lead	Dr. Roel F. Bermejo Schools Division Superintendent Dr. Marlon P. Destreza OIC-Asst. Schools Division Superintendent
Program Manager	Immaculada J. Amores Senior Education Program Supervisor - HRD
Registration	Marjorie A. Bayhon Administrative Officer IV – Cash Mercy Azarcon Administrative Assistant II
Certificates/Attendance	Jeoly Pearl Marie B. Agabe Administrative Officer IV – Procurement Arline B. Fuentes Legal Assistant I
Documentation	Ian B. Barcena Administrative Officer II
Program and Accommodation	Jerry V. Mosquite Education Program Specialist II Cerele Villagrancia Administrative Aide VI
Health and Wellness	Candelaria P. Talabucon Nurse II Monna Liza L. Eribal Nurse II
Technical	Kenneth D. Anoché Education Program Specialist II Glenn B. Dollete Project Development Officer II (LRMDS)
Finance	Cecil Joy D. Diocson Administrative Officer V (Budget) Denmark L. Llanera, CPA Accountant III
Logistics	Francis Embucado Christian Czar Bartocillo Jim Dueñas Edson Forro

Yzarda Claudette D. Ballera
Program Host



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



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Enclosure No. 3 to Division Memorandum No. **474** s. 2026

TRAINING MATRIX

Time	Activity/Topic	Remarks/Activities
Day 1	October 8, 2026	
7:00 – 8:00	Registration	Arrival and Registration
8:00 – 8:30	Opening Program	National Anthem / Prayer / Capiz Hymn, DepEd Quality Policy Statement
	Welcome Remarks	OIC-ASDS
	Inspirational Message	SDS
	Introduction of Speaker	
9:00 – 12:00	Key Provisions of RA 12009 (NGPA) and its IRR	Lecture-Discussion
	OPEN FORUM	
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Strategic Procurement Planning	Lecture-Discussion
3:00 – 3:15	Health Break	
3:15 – 5:00	Strategic Procurement Planning (cont.)	Lecture-Discussion
	OPEN FORUM	
Day 2	October 9, 2026	
8:00 – 8:15	Prayer	
	Introduction of Speaker	
8:15 – 10:30	Modes of Procurement	Lecture-Discussion
10:30 – 10:45		
10:45 – 12:00	Modes of Procurement (cont.)	Lecture-Discussion
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:30	Modes of Procurement (cont.)	Lecture-Discussion
	OPEN FORUM	
2:30 – 2:45	Health Break	
2:45 – 5:00	Contract Implementation and Sanction Mechanism	Lecture-Discussion
Day 3	October 10, 2026	
8:00 – 10:30	Contract Implementation and Sanction Mechanism (cont.)	Lecture-Discussion
10:30 – 10:45	Health Break	
10:45 – 12:00	Contract Implementation and Sanction Mechanism (cont.)	Lecture-Discussion
	OPEN FORUM	
12:00 NN	CHECK-OUT	