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

26 OCT 2026

DIVISION MEMORANDUM
No. 542 s. 2026

POST-TRAINING DIRECTIVES AND PROCUREMENT TRANSITION GUIDELINES FOR THE COMPLIANCE OF REPUBLIC ACT NO. 12009 AND ITS IMPLEMENTING RULES AND REGULATIONS

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 alignment with the training outputs and takeaways from DM No. 448, s. 2026 re the Seminar-Workshop on the Implementation of Republic Act No. 12009, otherwise known as the New Government Procurement Act, **all secondary schools, programs handlers and section heads** are hereby instructed to implement and strictly adhere to the highest standards of governance and legal compliance in all procurement activities.

2. To promote transparency, accountability, and fiscal integrity, every procurement must be:

a. **Legally compliant** with RA No. 12009, its Implementing Rules and Regulations (IRR), and all existing accounting and auditing rules;
b. **Properly planned** through accurate needs assessment and budget alignment;
c. **Transparently implemented** at every stage of the procurement process;
d. **Adequately documented** to ensure full auditability and accountability; and
e. Responsive to the actual needs of our learners and schools.

3. To operationalize these standards, all concerned personnel and office implementers shall strictly execute the following actions:

a. **BAC Constitution**
Verify your school's or office's legal authority to procure independently. Ensure the proper constitution and activation of the Bids and Awards Committee (BAC), Technical Working Groups (TWGs), and Secretariat in accordance with Republic Act No. 12009, its Implementing Rules and Regulations (IRR), and duly delegated authority.

b. **Needs-Based Planning and APP Consolidation**
Ensure that Project Procurement Management Plans (PPMPs) are strictly needs-based, accurately prepared, aligned with approved budget allocations, and submitted within prescribed timelines for consolidation into the Annual Procurement Plan (APP).

c. **Market Scoping and Cost Estimates**
Conduct and thoroughly document appropriate market scoping to establish realistic cost estimates, assess current market availability, and support sound procurement decisions.

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d. **Technical Documentation**
Prepare, standardize, and maintain complete technical specifications, Terms of Reference (TOR), cost estimates, and all other supporting documents strictly following applicable procurement guidelines.

e. **Procedural Compliance under RA No. 12009**
Strictly adhere to the prescribed procurement methods, statutory procedures, process timelines, delegated approval requirements, and documentary standards provided under RA No. 12009 and its IRR.

f. **Role Clarity and Accountability**
Ensure all school heads, program handlers, end-users, BAC members, TWGs, and Secretariat personnel fully understand their specific roles, legal boundaries, delegated authority, and individual accountability in the procurement lifecycle.

g. **Record Management and Safeguards**
Maintain systematically organized, complete, and auditable procurement records. Implement internal control safeguards against errors, procedural irregularities, and potential conflicts of interest.

h. **Contract Tracking, Delivery, and Inspection**
Actively monitor procurement timelines, delivery schedules, project implementation, quality inspection, final acceptance, and contract performance to ensure full compliance with terms and technical requirements.

i. **Capacity Building and Technical Assistance**
Organize internal echo-seminars, coordinate actively with appropriate SDO functional divisions for technical assistance, and promptly seek clarification on policy issues to ensure consistent and correct implementation.

j. **Action Tracking, Monitoring, and Reporting**
Designate dedicated personnel to establish a functional procurement action tracker, immediately resolve identified gaps or deficiencies, and regularly submit progress reports in compliance with SDO directives and deadlines.

4. All other provision of the said Memorandum remains in effect.

5. For strict compliance and immediate dissemination.

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

COMPLIANCE BAC PROCUREMENT