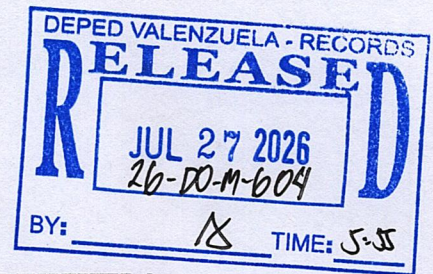


DepEd ICT Unit

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0611, s. 2026

**ESTABLISHMENT OF THE DIVISION PROCUREMENT UNIT AS ANCILLARY
AND DESIGNATION OF PROCUREMENT UNIT PERSONNEL AS SECRETARIAT
TO THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Unit Heads & Specialists
BAC Members, TWG and Secretariat
Public Elementary & Secondary School Heads/OIC
The Concerned Public

1. This Division hereby announces the formal establishment of the **Procurement Unit** under the Office of the Schools Division Superintendent as an *Ancillary Service*, and designation as Lead Secretariat of the Bids and Awards Committee. This follows Department of Budget and Management (DBM) dated – approval of the creation of Plantilla positions for Procurement Officers in Schools Division Offices dated August 1, 2025, and filling of the subsequent filling of said item for this Division.

2. Consequently, following Republic Act No. 12009 – *New Government Procurement Act* and its Implementing Rules and Regulations (IRR) particularly mandating in Rule VI, Section 43(b) provides that *xxx The BAC Secretariat shall be headed by the Procurement Officer or his/ her duly designated representative. xxx*, also Rule VI, Section 45 states that *xxx The BAC Secretariat shall prepare minutes, resolutions, and procurement-related documents, and ensure compliance with posting and transparency requirements. xxx*.

3. The Core Functions of the Procurement Unit shall be as follows:

a. Procurement Planning

Assist end- users, consolidate PPMPs into APP, coordinate with BAC

b. Procurement Process Management

Oversee bidding, posting, documentation, and reporting

c. Procurement Contracts Management

Administer contracts, ensure compliance, coordinate delivery and payment, and



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdvalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>



d. Procurement Monitoring and Evaluation

Track timelines, ensure compliance with RA 12009, maintain procurement tracking system, prepare *PMR/APCPI* reports. *Detailed functions are based on the approved Position Description Form.*

4. By virtue of this Memorandum and appointment, **Mr. Arianne Astrero**, as Administrative Officer IV, is designated as Procurement Officer and Lead Secretariat of the Bids and Awards Committee (BAC) pursuant to Rule VI, Section 43(b) and Section 45 of the IRR of RA 12009 with **Ms. Honey Lastrilla** as Administrative Officer II. The Procurement Officer shall supervise procurement activities, and act as Lead BAC Secretariat and shall be under the direct supervision of the Assistant Schools Division Superintendent being the BAC Chairman per DepEd Job Description.

5. Designation of Procurement Unit Personnel:

In the exigency of the service and in addition to their respective functions, the following personnel are hereby designated to report to the Procurement Unit in concurrent capacity to assist the Procurement Officer in the provision of administrative and technical support to the Bids and Awards Committee (BAC) as staff to the BAC Office Secretariat.

NORMALYN M. FLORIN

Technical Support Staff Procurement Unit

SHANE B. AURIGUE

Technical Support (*concurrent designation with Assistant Schools Division Superintendent Office*)

It is understood that the procurement unit personnel shall not be entitled to Honoraria based on Section 45 of the above IRR, **"employees whose organic functions are primarily related to procurement are not entitled to honoraria."**

For Technical Support personnel however, it is understood that they may be granted Honoraria based on Section 45 of the above IRR, all members of the BAC, regardless of position, TWG, **in an amount not exceeding thirty percent (30%) of their respective basic monthly salaries**, subject to availability of funds, which sourced from fees collected by the BAC in relation to its procurement activities.

Likewise, the technical support personnel are understood to be retained to their respective official stations/ units and shall report to the Office of the BAC Secretariat only during the conduct of the procurement activities, when so required.

6. By virtue of said designation, it is understood that the outgoing *ad hoc* BAC Secretariat shall facilitate the immediate and proper *transfer of knowledge*, accountable forms, records, documents and electronic files, including but not limited PhilGEPS accounts and passwords to the Procurement Officers. The ICT Unit is likewise expected to facilitate transfer of electronic data and materials, pursuant to Section 41.2.6 of the same IRR.

7. For issuance of Request for Quotations (RFQs) for Direct Acquisition Sec. 31 of IRR and Small Value Procurement (SVP) Sec. 34 of the IRR, the Procurement Officer

shall be authorized to issue an Order to Canvass to any regular employee limited to specific procurement activity.

8. This Memorandum takes effect upon issuance and shall remain in force unless amended or revoked by higher authority or Office.

9. For information and strict compliance.

NOEL D. BACANO
Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE

PROCUREMENT

SEMINARS

TRAINING

ASDS/DM - ESTABLISHMENT OF THE DIVISION PROCUREMENT UNIT AS ANCILLARY UNDER THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT AND DESIGNATION OF PROCUREMENT UNIT PERSONNEL AS SECRETARIAT TO THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)

_____/July 22, 2026