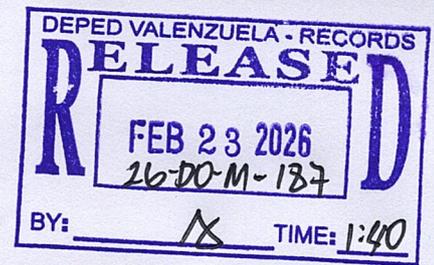


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 0185, s. 2026

**CAPACITY-BUILDING AND PROGRAM IMPLEMENTATION REVIEW
OF BIDS AND AWARDS COMMITTEE MEMBERS,
TECHNICAL WORKING GROUP AND SECRETARIAT**

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
The Concerned Public

1. The New Government Procurement Act of 2024, officially designated as Republic Act No. 12009, is a Philippine law which prescribes the necessary rules to address the lack of transparency and competition in government procurement, eliminate collusion and interference, and lessen the delay in the procurement process.
2. In line with this, it is imperative for the government agencies such as the Bids and Awards Committee under the SDO-Valenzuela City to be capacitated on the provisions and distinctions under the new government procurement act and review its implementation.
3. Relative thereto, this Office shall conduct the above-captioned subject on February 26 - 28, 2026 at ViewPark Hotel Tagaytay. The meeting place shall be at SDO grounds from 7:00 – 7:30AM and shall depart the venue at exactly 7:30AM. Participants are reminded to bring their necessary medications.
4. The activity aims to promote the ideals of good governance with a view towards transparency, competitiveness, efficiency, proportionality, accountability, public monitoring, procurement, professionalization, sustainability, and value for money in government procurement.
5. Attached are the following enclosures:
 - a. List of Participants
 - b. Committees In-Charge
 - c. Tentative Program Matrix



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6. Expenses related to the activity shall be charged to Division MOOE funds, subject to the usual accounting and auditing, rules and regulations.
7. For immediate and wide dissemination.

NOEL D. BAGANO
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 - CAPACITY-BUILDING AND PROGRAM IMPLEMENTATION REVIEW OF BIDS AND AWARDS COMMITTEE MEMBERS, TECHNICAL WORKING GROUP AND SECRETARIAT
_____ /February 18, 2026



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Enclosure No. 1

Official List of Participants

	Name	Official Designation	BAC Position
1	Ernest Joseph C. Cabrera	OIC, Assistant Schools Division Superintendent	Chairperson
2	Baltazar M. Gayem	Chief Education Supervisor, SGOD	Vice-Chairperson
3	Filmore R. Caballero	Chief Education Supervisor, CID	Regular Member
4	Florita R. Matic	Education Program Supervisor	Regular Member
5	Mark Angelo S. Enriquez	Attorney III/ OIC-Administrative Officer V	Regular Member
6	Marilyn B. Soriano	Education Program Supervisor	Alternate Member

Technical Working Group (TWG) / Provisional Members			
	Name	Official Designation	Relative Procurement Project
7	Dr. Adelaine V. Javate	Dentist III	Food, Medical and Dental Supplies
8	Engr. Kelly G. Magusib	Engineer III	Construction, Electrification, Repair/Rehabilitation, DepEd Furniture and Fixture
9	Dr. Arnel L. Poja	Public Schools District Supervisor	
10	Mr. Noel E. Reyes	Information & Technology Officer II	Computerization, and IT – Related Goods and Services, Equipment
11	Dr. Winnie F. Tugade	Education Program Supervisor	Procurement/Reproduction of Learning Resources and Materials/Venues for Trainings
12	Mr. Rodel U. Antonio	Administrative Officer IV	Supplies and Materials Venues for Trainings Training / Seminar Kits DRRM Supplies and Materials
13	Dr. Edwin C. Pineda	Senior Education Program Specialist – SM and N	

Secretariat			
	Name	Official Designation	BAC Position
14	Dr. Myron Willie III B. Roque	Education Program Supervisor	Head, Secretariat
15	Honey R. Lastrilla	Administrative Officer II	Procurement Office
16	Shayene B. Aurigue	Administrative Aide VI	Scribe 2
17	Normalyn M. Florin	Administrative Aide IV	PhilGEPS Posting Officer



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Inspectorate Team			
	Name	Official Designation	Inspectorate Position
18	Dr. Sofia SD. Quilbio	Public Schools District Supervisor	Lead Inspectorate
19	Mr. Maximo S. Fernandez	Administrative Officer IV	Inspectorate for Supplies & Materials
20	Engr. Ruel C. Dogma	Senior Education Program Specialist – Planning & Research	Inspectorate for Computerization, and IT – Related Goods and Services
21	Jennifer E. Dadula/ Pinky Zyra Varilla	Nurse II	Inspectorate for Medical and Dental Supplies

	Name	Position	Office
22	Noel D. Bagano	Schools Division Superintendent	OSDS
23	Lani DJ. Agmata	Budget Officer	OSDS
24	Michelle M. Francisco	Accountant III	OSDS
25	Elenita C. Cruz	Cashier	OSDS
26	Loreta L. Salvador	Education Program Supervisor	CID
27	Jennifer Diane Deang	Administrative Assistant III	OSDS
28	Benjamin L. De Jesus	Driver	OSDS
29	Emerson Santiago	Driver	OSDS
30	Maricel Javier	Administrative Aide III	CID



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Enclosure No. 2

Program Management Team & Technical Working Group

Consultant	NOEL D. BAGANO Schools Division Superintendent
Chairperson	ERNEST JOSEPH C. CABRERA OIC, Assistant Schools Division Superintendent
Vice-Chairperson	BALTAZAR M. GAYEM Chief ES, SGOD
Committees	
Documentation/QAME	Chair: Ms. Honey Lastrilla
Registration/Secretariat	Chair: Ms. Shayene Aurigue
Transportation Service	Chair: Dr. Edwin U. Pineda
Accommodation/ Room Assignment/Billeting/ Food	Chair: Ms. Normalyn M. Florin
Logistics	Chair: Mr. Rodel U. Antonio Engr. Kelly G. Magusib
Certificates	Chair: Mr. Noel E. Reyes
Medical Response	Chair: Dr. Adelaine V. Javate Ms. Pinky Zyra Varilla
Programs/ Mistress of Ceremony	Ms. Honey R. Lastrilla



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Enclosure No. 3

TENTATIVE PROGRAM MATRIX

Time	Activities	Persons Involved
Day 1- February 26 7:00 - 7:30 AM	Registration	PMT
7:30 – 11:00 AM	Travel Time	
10:00 AM – 12:00NN	Preliminaries	PMT
12:00 NN - 1:00 PM	LUNCH BREAK	
1:01 - 3:30 PM	Session 1: Understanding the New Procurement Law (RA 12009)	Invited Resource Person from GPPB
3:31 - 3:40 PM	Health Break	PMT
3:41 - 5:30 PM	Continuation of Session 1	Invited Resource Person from GPPB
5:31 – 6:00PM	Q&A, Debriefing, QAME	PMT
6:01 – 7:00PM	Dinner	PMT
Day 2 – February 28 8:00 - 8:30AM	Registration and Preliminaries	PMT
8:31 – 10:00AM	Session 2: Key Changes in Negotiated Procurement for Direct Retail Purchase under RA 12009	Invited Resource Person from GPPB
10:01 – 10:10	Health Break	PMT
10:11AM - 12:00NN	Continuation of Session 2	Invited Resource Person from GPPB
12:00 – 1:00PM	Lunch Break	Invited Resource Person from GPPB
1:01 – 3:00PM	Session 3: Enhancing Procurement for Health, Education, and Advanced Technologies under RA 12009	Invited Resource Person from GPPB
3:01 - 3:10PM	HEALTH BREAK	
3:15 - 4:30 PM	Continuation of Session 3	Invited Resource Person from GPPB
4:30 – 5:00PM	Q&A, QAME	PMT
5:00 – 5:30PM	Debriefing	PMT
6:00PM – onwards	Dinner	
Day 2 – February 28 8:00 - 8:30AM	Registration and Preliminaries	PMT



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8:31 – 10:00AM	Session 4: Issues and Concerns on Procurement Process	Invited Resource Person from GPPB
10:01 – 10:10	Health Break	PMT
10:11AM - 12:00NN	Wrapping Up	PMT
12:00NN – 1:00PM	Lunch Break	
1:00 – 2:00PM	Closing Program	PMT
2:00 – onwards	Home Sweet Home	