



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 7 s. 2021

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
EPS/SEPS/Unit Heads/
All other SDO Program Owners
SDO-BAC Members & Staff
All Others Concerned

FROM : **MA. LIZA R. TABILON** EdD, CESO V
Schools Division Superintendent

SUBJECT : **VIRTUAL RE-ORIENTATION ON PRE-PROCUREMENT PROCESSES
AND PROCEDURES WITH SDO PROGRAM OWNERS AND
PROCUREMENT PERSONNEL**

DATE : January 8, 2021

1. Efficient conduct of procurement activity largely hinges on good procurement planning and performance of pre-procurement activities. To this end, this Office enjoins all SDO program owners and the Bids and Awards Committee members and staff to participate in the virtual re-orientation on Pre-Procurement Processes and Procedures on **January 14, 2021, 8:00-11:30 AM**, via google meet (meet.google.com/ppc-ybgd-tmp)
2. The objectives of this activity are as follow:
 - a. To re-orient the participants on the pertinent provisions of RA 9184 particularly on pre-procurement processes and procedures;
 - b. To be capacitated in the preparation of proposals, purchase request, PPMPs
 - c. To be clarified of the roles and responsibilities of program owners particularly before and during procurement stages.
3. Please see enclosure 1, re: List of Identified Participants, for guidance.
4. A "jury duty" obligation to participate in this activity is hereby emphasized.
5. Wide dissemination of this Memorandum is desired.

ADMNBAC/Memorandum on Virtual Reorientation Preprocurement 001-01082021





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Enclosure 1

LIST OF PROGRAM OWNERS

Name	Designation
LILIA E. ABELLO	CES-CID
ARCELITA B. ZAMORAS	EDUC. PROGRAM SUPERVISOR
ANITA D. SUBEBE	EDUC. PROGRAM SUPERVISOR
GRACE T. DE LA CRUZ	EDUC. PROGRAM SUPERVISOR
FE G. JEBONE	EDUC. PROGRAM SUPERVISOR
EVELYN C. LABAD	EDUC. PROGRAM SUPERVISOR
MICKREL N. NOMO	EDUC. PROGRAM SUPERVISOR
LEYNIE BOY G. BELLINO	EDUC. PROGRAM SUPERVISOR
ISMAEL K. YUSOP	EDUC. PROGRAM SUPERVISOR
ANTONIO R. LIAO	EDUC. PROGRAM SUPERVISOR
NILDA Y. GALAURA	EDUC. PROGRAM SUPERVISOR
ARTHURO J. LAMDAG	EDUC. PROGRAM SUPERVISOR
MARIPIL T. GREGORIO	LIBRARIAN III
MARVIN D. BARRIENTOS	PROJ.DEVT. OFFICER II
JOY L. SINGSON	CES-SGOD
ERVIE A. ACAYLAR	EDUC. PROGRAM SUPERVISOR
DAVE A. PATIGAYON	ENGINEER III
LEONIDO A. PAMPILO, JR.	SEPS-PLANNING OFFICER (OIC-SUPPLY OFFICER)
JESSIE E. ELACAN	SEPS- SOCIAL MOBILIZATION
WILSON H. INDING	SEPS- SCHOOL MGT. & MONITORING EVALUATION
ROBERT I. POCULAN, III	SEPS-HRD
EUNICE D. JANOLINO	PROJ.DEVT. OFFICER II (DRRM)
LAISA MADEL N. MALACAT	PROJ. DEVT. OFFICER I
ETHYL KIMBERLY S. LABADAN	PROJ. DEVT. OFFICER I
JOSEPH L. PANTOJA	PROJ. DEVT. OFFICER I
GIPAREL B. ELUMBA	PLANNING OFFICER III
SONIA Y. UY	MEDICAL OFFICER III
CHERYL V. OCUPE	MEDICAL OFFICER III
JOY MARIE O. LABOG	DENTIST II
REY P. JANOLINO	ATTORNEY III
JULIUS O. BELAGANTOL	INFORMATION TECHNOLOGY OFFICER I
HELEN E. TANGON	ADMINISTRATIVE OFFICER V
MARYLYNNE B. BAYRON	ADMINISTRATIVE OFFICER IV
CASEMERA V. LUNJAS	ADMINISTRATIVE OFFICER V (BUDGET)
ARVIE M. OMPOY	ACCOUNTANT III
ELENA A. NIEVES	ADMINISTRATIVE OFFICER IV
ARNEL C. MASION	ADMINISTRATIVE OFFICER IV





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YUSOPH A. DAUH	EDUCATION PROGRAM SPECIALIST II (ALS)
RAMON S. AMADO	EDUCATION PROGRAM SPECIALIST II (ALS)
RORICH Y. SAURA	EDUCATION PROGRAM SPECIALIST II (ALS)
MA. GRACE B. KIM	EDUCATION PROGRAM SPECIALIST II (ALS)
SARAKIYA C. HAMIN	EDUCATION PROGRAM SPECIALIST II (ALS)





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Enclosure 2

MATRIX OF ACTIVITY

Time	Session Topic	Resource Person/ Facilitator
8:00 – 8:15 AM	Preliminaries Philippine National Anthem Prayer Attendance Check	AVP AVP AVP BAC Secretariat
8:15-8:30 AM	Message	Ma. Liza R. Tabilon, CESO V Schools Division Superintendent
8:30-9:00 AM	Procurement Planning and Budget Linkage (Review of Rule II, 2016 IRR)	ASDS Judith V. Romaguera, CESE BAC Chairperson- Goods & Services
9:00-9:30 AM	Pre-Procurement Formalities and Processes	CES Lilia E. Abello, EdD. BAC Vice Chairperson- Goods & Services
9:30-10:00 AM	Preparation of Proposal, Purchase Request and PPMP	Robert I. Poculan, III BAC Provisional Member for Goods/Support Services
10:00-10:30 AM	Presentation of Procurement Flow (Competitive Bidding & Alternative Modes) & The Responsibilities of the Program Proponent	Wilson H. Inding BAC Secretariat
10:30 -10:40 AM	Open Forum	
10:40-11:00 AM	Closing Activity	

