



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

13 SEP 2023

DIVISION MEMORANDUM

No. 648 s. 2023

**INTERIM GUIDELINES ON THE PROCUREMENT AND IMPLEMENTATION OF
TRAININGS/SEMINARS/WORKSHOPS**

TO : Assistant Schools Division Superintendents
Chief, CID and SGOD
Senior Education Program Specialists/Education Program Specialists II
Public Schools District Supervisors/Districts-in-charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the mandate of RA 9184, to ensure smooth and efficient procurement process. This interim guideline is promulgated to expedite, ensure efficient and effective measure to standardized the procurement process in the Division Office.
2. All implementation of the contract including its adjustment should be done by the procurement unit through the Supply Office subject to the approval of the Schools Division Superintendent.
3. The role of the program owner is to ensure the accomplishment of the program objectives, management of the program implementation and preparation of the necessary documents for liquidation compliant with the auditing rules, regulations and procedures.
4. As part of the austerity measures LIVE-IN Training/Seminars/Workshop is hereby discourage except in highly exceptional cases as approved by the Schools Division Superintendent.
5. The Procurement Unit thru the Bids and Awards Committee is hereby directed to conduct Early Procurement Activity (EPA), Framework Agreement and/or Ordering Agreement as deemed appropriate pursuant to RA 9184.
6. Immediate dissemination and compliance with this Memorandum is enjoined.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

NCO/MKP-JMA-NLR/ASDS/MKP



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