



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

27 August 2025

SCHOOLS DIVISION MEMORANDUM

No. 262,

s. 2025

**DIVISION ORIENTATION SEMINAR ON THE NEW GOVERNMENT
PROCUREMENT ACT (Republic Act No. 12009)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In adherence to Republic Act 12009, this office announces the conduct of the Division Orientation Seminar on the New Government Procurement Act on August 29 2025, 8:00 A.M. to 5:00 P.M. at the SDO Teacher's Hall, Rizal, Science City of Muñoz.
2. The objectives of this activity are the following:
 - a. to equip all concerned personnel with a clear understanding of the key provisions, principles, and requirements of Republic Act No.12009, or the New Government Procurement Act;
 - b. guide participants in applying the standardized procedures, ethical practices, and digital systems required under the law for transparent and accountable procurement; and
 - c. strengthen the capacity of personnel in carrying out procurement activities that uphold efficiency, sustainability, and inclusiveness.
3. The participants in this activity are the school level BAC Chairman and Head of Procuring Entity (HoPE), while in the Schools Division Office are the program owners, end-users, BAC Secretariat, and others whose names appeared in the List of the Participants.
4. This issuance serves as the **Authority to Travel** of the participants.
5. Enclosed with this issuance are the following:
 - a. Enclosure 1. Program Management Team and Technical Working Group
 - b. Enclosure 2. Matrix of Activities
 - c. Enclosure 3. List of Participants
6. For queries, please communicate with Miss Mercedita D. Saldero, Education Program Supervisor/BAC Member through her messenger or cellphone number 09664185484.



Address: Brgy. Rizal, Science City of Muñoz, 3119
Email Address: munozscience.city@deped.gov.ph



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7. Wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent *for &*

Encl: As stated
Reference: RA 12009

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

NEW GOVERNMENT PROCUREMENT ACT (RA 12009)

OSDS/REH/ Orientation Seminar on RA 12009
001/August 27, 2025



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1. to Schools Division Memorandum No. 262 s. 20255

Program Management Team and Technical Working Group

Program Management Team	
Consultant	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
Chair	RONILO E. HILARIO, CESO V Assistant Schools Division Superintendent/BAC Chair
Co chair	MERCEDITA D. SALDERO Education Program Supervisor/BAC Member
Members	AILEEN G. MACTAL PhD Education Program Supervisor/ BAC Secretariat
	JOHANN TABING ITO/BAC Secretariat Head
	JORDAN T. NICODEMUS Principal III
	Rod Herberet Castillo Head Teacher III
	IMELDA SIROT Head Teacher VI
Technical Working Group	
Chairman	James P. Barias Education Program Specialist II
Co chair	Arnel Cornejo
Program and Invitation	Geraldine P. Pascual AO II Jim Paulo Santiago ADAS II
Hall Preparation	Jovit P. Pacatang AO II Divina M. Capinpin Principal I
Foods	Rowena D. Almuete Merelyn A. Dizon AO II
Documentation	Ace V. Mangalindan AO I
Activity Completion Report	Claire B. Ocampo, ADAS II Shirley A. Pascual, AO II
Certificates	James Barias/Arnel Cornejo
Attendance	



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Enclosure No. 2. to Schools Division Memorandum No. 262s. 20255

Matrix of Activities

Time	Activity	Person's Involved
8:00 -8:30 a.m.	Registration	Divina M. Capinpin Principal I Divina D. Viloria ADAS III
8:30-9:00 a.m.	Opening Program Nationalistic Song..... AVP Prayer..... AVP DepEd Quality Policy.... AVP Roll Call.....Margarie D. Lucero Energizer..... AVP Statement of Purpose.... Larry B. Espiritu, PhD Chief ES-CID Message..... Johanna N. Gervacio PhD, CESO VI Schools Division Superintendent	MARGARIE D. LUCERO Master Teacher I
9:00-10:00 a.m.	Overview on RA 12009	RONILO E. HILARIO, CESO VI
10:00-10:30	Break	
10:30-12:00	Government Procurement 101	Jordan T. Nicodemus Principal III Rod Herbert C. Castillo Head Teacher III
12:00-1:00	Lunch Break	
1:00-3:00.	Modes of Procurement:	Mercedita D. Saldero EPS I Johann M. Tabing ITO
3:00-3:30	Break	
3:30-4:30	Strategic Procurement Planning and Monitoring	Imelda V. Sirot Head Teacher VI Marites D. Ringor Head Teacher III
4:30-5:00	Open Forum and Closing Program	Margarie D. Lucero Master Teacher I



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Enclosure No. 3. to Schools Division Memorandum No. 762s. 2025

List of Participants

No.	School	HoPE	BAC Chairman
1	BAGONG SIKAT ES	MAY P. PADILLA	CHERYLL E. JOVE
2	BANTUG ES	EMILY I. FERNANDEZ	JOCELYN M. CASTELO
3	BICAL ES	ELENITA R. ROMAGOSA	SUSAN M. GARCIA
4	CABISUCULAN ES	ROWENA D. ORDOÑEZ	CAROLINE D. DELA CRUZ
5	CALABALABAN ES	RICARDO C. MEDRANO	RIZA P. LOMBOY
6	CALISITAN ES	AL JOHN U. FEBRERO	IRENE A. PACLIBARE
7	CATALANACAN ES	PEPITO D. DE GUZMAN	JEAN A. ACOSTA
8	CURVA ES	ROD HERBERT C. CASTILLO	VIRGILIO M. BILLIONES
9	DEPED-CLSU LAB. ES	JOCELYN R. DE GUZMAN	ELVIE G. CORPUZ
10	FRANZA ES	ANN CHRISTIAN A. FRANCISCO	IRENE D. ANDAYA
11	GOVERNOR EDUARDO L. JOSON MS	VERONICA M. AQUINO	RUBY C. SICAN
12	GABALDON IS	EMMANUEL D. ALVAREZ	ALMA GRACE P. CORPUZ
13	INDAY MELENCIO NHS	JORDAN T. NICODEMUS	KRIS E. ROSQUITA
14	LICAONG ES	ROSARIO M. SAPITAN	NATIVIDAD I. NIEGOS
15	LINGLINGAY ES	JOANNA MARIE D. TORDA	ELSA E. UNTALAN
16	MANGANDINGAY ES	LEAH C. LAZARO	JOY G. DAGDAGAN
17	MAGTANGGOL IS	JHON F. DEL MUNDO	GLORIA D. LAGAT (ELEM) LORELEI G. DIAZ (JHS)
18	MALIGAYA ES	MICHELLE T. JAYME	JAYSON L. VALDEZ
19	MNHS-ANNEX	PEDRO J. DE GUZMAN	MICHAEL A. CASTANEDA
20	MNHS-MAIN JHS	MARICHELE M. MERCULIO	IMELDA V. SIROT
21	MAPANGPANG ES	CHARLES A. DIZON	ELLEN D. GALICIA
22	MARAGOL IS SEC.	MELANIE N. AQUINO	
23	MARAGOL IS ELEM.	MARITES D. RINGOR	MARICEL E. DEVAD
24	MUÑOZ CENTRAL SCHOOL	PEPITO D. DE GUZMAN	ROSARIO S. BANAG
25	MUÑOZ NORTH CS	GENALYN B. TANGONAN	MAY T. BATUNGBAKAL
26	NAGLABRAHAN ES	IRENEO A. BUCSIT	
27	PANDAI I A ES	EDWIN T. MANIIFI	ANGELITA L. PAJARITO
28	PALUSAPIS ES	CHRISTIAN U. DELA CRUZ	RUTH D. SANTIAGO
29	RANG-AYAN ES	CECILIA R. ALVAREZ	DICENA S. ESPOSO
30	RICARDO V. ADRIANO ES	RONA MAY E. CRUZ	CATHERINE R. DANOR
31	RIZAL ES	MARILYN D. SICAT	EVELYN T. SUNIEGA
32	SAN ANDRES ES	DIVINA M. CAPINPIN	EDILYN M. PARUGRUG
33	SAN ANTONIO IS	NORMA R. FRAMO	JEFFREY BANAWA
34	SAN FELIPE ES	ELVIERITA O. PACLIBARE	MARY JANE N. DE VERA
35	SCM SHS	DOMINADOR M. ORPILLA, PhD	JOCELYN C. REGPALA
36	SAPANG CAWAYAN ES	ALONA A. GASCON	LEOVAL DG. DELA CRUZ



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37	TEKILA GRACE L. ALVAREZ MS	HAIDEE O. PAJARITO	
38	VILLA ISLA ES	JOVEN P. LA ROSA, EdD	MICHEL A. CANDELARIA
39	VILLA CUIZON ES	JHON D. GALERA	JOYCE IVY MANUBAY
40	VILLA NATI ES	MARICEL D. GILVOLIGAYA	DONABELLE L. GALUTAN
41	VILLA SANTOS ES	JACKYLOU G. ALBERTO	FLORENCE R. BAUTISTA
SDO PARTICIPANTS (BAC Chairman, TWG, Program Owners, End-users, and BAC Secretariat)			
		RONILO E. HILARIO, CESO VI	
		LARRY B. ESPIRITU PhD	
		MERCEDITA D. SALDERO	
		NELIE D. SACMAN	
		AUGUST A. MATEO	
		NOVALYN C. RODOLFO	
		MELODY E. GALINGAN	
		ZORAIDA F. ESPINO	
		MARY QUEEN P. ORPILLA	
		LEILANI TIDALGO	
		RODOLFO A. DIZON	
		AILEEN G. MACTAL	
		BERNARDO A. GARGABITE EdD	
		WINNIE W. POLI	
		LAMBERTO A. CORPUZ	
		JOEL G. DIZON	
		CYRIL S. TALUSAN	
		JAMES PATRICK BARIAS	
		MARLON V. SIMINIG	
		ALVIN D. TANGONAN	
		MARIANNE C. CORONEL	
		JAYSON FLORES	
		FHRIESSY CRUZ S. BERMUDA, II	
		MINDA V. MANGALINDAN	
		JOMEL V. MANGAWANG	
		JOHANN M. TABING	
		STELLA C. DUMALE	
		EMALYN R. MAGLANOC	
		WINNIE S. VALDEZ	
		AARON S. SOBREVILLA	
		KIMBERLY JOAN N. TADEO	
		DIVINA D. VILORIA	
		JERRY CARRIDO	
		SHEENA S. CABARDO	