



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
 DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 DECS Complex, Meralco Avenue
 Pasig City, Philippines



Sama-Sama
 sa DECS

Tanggapan ng Kalihim
Office of the Secretary

NOV 15 2001

DepEd MEMORANDUM
 No. 310, s. 2001

CONDUCT OF SEMP PROCUREMENT WORKSHOPS

TO: ALL REGIONAL DIRECTORS
 ALL OTHERS CONCERNED

1. The SEMP Procurement Workshop shall be held on the following dates and venue:

<u>Dates</u>	<u>Venue</u>	<u>Participants</u>
December 2 - 5 2001	The Marco Polo Davao City	Regions VI, VII, VIII, IX, X, XI, XII & XIII (Host: Region XI)
December 10-13, 2001	RELC NCR Marikina City	Regions I, II, III, IV, V, CAR & NRC (Host: NCR)

- The workshop aims to clarify responsibilities, expectations and procedures pertaining to procurement of SEMP components, namely: textbooks, furniture and school buildings (including repair and maintenance). The regional status and 2002 detailed plans for all components shall be the main output of the workshop. Please refer to Attachment B for Program of Activities
- The participants shall be the official and personnel listed in Attachment A.
- The participants should bring the following :

Textbook

- Actual SY 2001 enrolment data by grade/year level, by school district/high school by division, by region;
- Actual textbooks/teacher's manuals received under SEMP 1999 (1st batch delivery original & 2nd batch additional Order);
- TEEP 1999 Textbooks, by subject/grade, by district, by year level/high school, by division, by region;
- Complete address of district/high school by division, by region;
- Certificate of Final acceptance of SEMP 1999 Textbooks duly signed by the Regional Director;
- Status of Phase II Distribution Funds - SEMP 1999 & SEMP 2000,
- List of books actually used in the region (per subject & grade level)

Desk and Chairs

- Allocation list for 2001
- Certificate of Final Acceptance (Region I and III)
(for delivered tables/chairs)

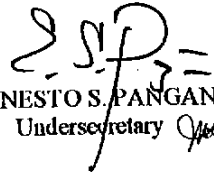
School Building Program

- Status of Transferred funds under SEMP

Repair and Maintenance

- SOE for 1999, 2000 and 2001 Budget
- Status of Repair and Maintenance
- Cash Release Program (2000 and 2001 budget)
- List of Schools (SIRMS), 2000 and 2001 budget

5. Accommodations and meals of participants will be charged to IMCS Funds, transportation/traveling expenses and per diems of participants from the regional offices shall be charged to their local funds. Accommodations shall be available starting 1:00 pm on December 10, 2001 for Cluster A and starting 1:00 pm on December 2, 2001 for Cluster B. The workshop proper December 11-12, 2001 for Cluster A and December 3 - 4, 2001 for Cluster B.
6. For queries and other information please contact **Sionee Barrera** of IMCS with Tel. # 634-09-01.
7. For the information and guidance of all concerned.


ERNESTO S. PANGAN
Undersecretary

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

PROJECTS
PROCUREMENT
WORKSHOPS

List of Participants
Workshop on Procurement of SEMP Component

Cluster A

Regions	Accountant III	Regional Planning Officer	Regional Supply Officer	Textbook Coordinator	Physical Facilities Coordinator
I	Mona Lisa L. Saclamitao	Corazon Q. Loquingan	Erlinda C. Estogue	Julius Sungcuan	Jesus Lopez
II	Felipe Marallag	Marites L. Llanes	Jaime M. Colas	Emiliana T. Canceran	Basilio C. Bacuyag
III	Antonio Arquero	Ma. Lourdes Suing	Pompeo Suing	Melito Manaloto	Odón M. Santiago
IV	Ramon Fiel Abcede	Melna Albano	Virginia Bagacay	ARD, Paraluman Giron	Bernardo Pascual
V	Deifin Santos	Valentiano Garcia, Jr.	Marilyn Santos	Rene Tulalitan	Yano Bognalos
NCR	Paulino Garcia	Myrna Libuit	Tereso D.L. Ubungin	ARD, Dinah F. Mindo	Aurelio Esteban
CAR	Sebastian Tayaban	Cresencio Gamay	Edwin Bagano	**	**

Cluster B

VI	Ma. Luni Sampani	Susette Pamplona	Julio Galvez	**	Elmer A. Carbon
VII	Dionie Sanchez	Priscila Mansueto	Ramon Buhawi	ARD Carolino Mordeno	Marcial de Gambo
VIII	Alma Suyong	Conchita Peleno	Laura Paglinawan	Carmina Aranas	Rogelio Ereger
IX	Edwin Romero	Susan Yap	Diosdado Oboy	**	Expedito Bejerano
X	Mary Ann D. Neri	Shambaeh Abantas	Willie Hamac	Mario Basalo	Hermes Emphasis
XI	Lina Oryale	Julia Acosta	Rogelio delos Reyes	Leonila Villanueva	Idelfonso Gatera
XII	Lourdes Sanchez	Crispin Soliven, Jr.	Melbourne Bautista	Natividad Redoble	Mudane Bartas
XIII	Elaine Navarro	Rellanie Montante	Evelyn Salacata	Fe Alegado	Diosdado Orillanida

* Accommodations shall be limited to officials/staff listed in the List of Participants

** To be provided by the Regional Office concerned

**SEMP PROCUREMENT WORKSHOP
PROGRAM OF ACTIVITIES**

DAY 1

8:00	Registration	Host
9:00	Opening Program	Host
	1. National Anthem	
	2. Invocation	
	3. Introduction of Participants	
	4. Welcom Remarks	Host-Regional Director Usec Ernesto S. Pangan
9:30	Seminar Workshop Expectations	
10:00	SNACKS	
10:30	Procurement & Finance Overview: Schedule, Status, and Targets	} Art Capellan Evelyn Abiad Molyn Dionela
11:00	Needs Determination: Allocation List Textbook and Desk & Chairs	} Ellen Pelobello Luis Purisima
11:30	OPEN FORUM	} Milagros A. Marcos - Adonis Barraquias
12:00	LUNCH	
1:30	Delivery of Goods: Procedures, Duties and Responsibilities, Inspection, Distribution and Acceptance	} Benjamin Caburnay - Ma. Concepcion Barrera
2:00	Furniture Inspection, Recording, Reporting, Distribution & Acceptance	Luis Purisima
3:00	SNACKS	
3:30	OPEN FORUM	} Milagros A. Marcos - Adonis Barraquias
4:00	School Buildings Constructions, Rehabilitation, Repair and Maintenance: Procedures, Duties and Responsibilities	Joselito Santos
4:30	Construction Supervision	Oliver Hernandez
	OPEN FORUM	} Milagros A. Marcos - Adonis Barraquias

DAY 2

Workshop by Region

9:00 A. Expected Output

- 1 Validate Cash release Program for Repair and Maintenance
- 2 Validation of Allocation List (Enrolment by school, by level for textbooks and Desk/chairs
- 3 List of schools & scope of work:: Repair & maintenance for 2000 & 2001
- 4 Review of Procedures
- 5 Authorized Signatories
- 6 Schedules
- 7 Duties and Responsibilities (by position and level)
- 8 Assignment of Staff

10:00

SNACKS

10:30 B. Action Plan (Commitments)

- 1 Milestones
- 2 Targets:
 - 2.1 For submission of SOE (for desk/chairs, repair & maintenance and textbooks
 - 2.2 Submission of Certificate of Final Acceptance for Textbooks

12:00

LUNCH

1:00 C. Recommendation to Improve Performance

- 1 Desk/Chairs
- 2 SBP Principal Lead
- 3 Monitoring Schedules for Textbooks, Desk/chairs & SBP

3:00

SNACKS

3:30 **D. Synthesis :** Milagros A. Marcos

5:00 **E. Closing Remarks:** Regional Director