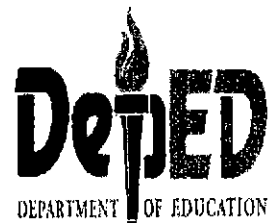




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City



*Tanggapan ng Kalihim*  
*Office of the Secretary*

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JUL 2 1 2004

DepED MEMORANDUM  
No. 307, s. 2004

**SEMINAR ON PROCUREMENT AND SUPPLY MANAGEMENT**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Division/City Superintendents

1. The Department of Education, through the Property Division, Central Office, will conduct a three-day Seminar on Procurement and Supply Management on the following dates and venues:

Regions Involved	Dates	Venues
Luzon Group (Regions 1, II, III, IV-A, IV-B, V, NCR and CAR)	September 6-9, 2004	Teachers Camp, Baguio City
Visayas Group (Regions VI, VII and VIII)	September 21-24, 2004	Cebu City
Mindanao Group (Regions IX, X, XI, XII, CARAGA and ARMM)	October 5-8, 2004	Davao City

The specific venues for the Visayas and Mindanao Groups will be announced in a subsequent Memorandum.

2. The objectives of this seminar are to:

- a. orient the Supply Officers on the proper procedures in procuring equipment, materials and office supplies through National Shopping and Public Bidding in compliance with Republic Act No. 9184; and
- b. orient the Supply Officers on the basic policies and procedures of the new coding system specifically in preparing reports on Inventories and Purchases of equipment, materials and office supplies in compliance with the New Government Accounting System (NGAS).

3. Those authorized to attend this seminar are selected Supply Officers and members of the working committees from the Central Office (copy enclosed), the Supply Officers of the regional and division offices, members of the Regional and Division Bids and Awards Committees, and five (5) selected Property Custodians from each Division Office. Attendance to this seminar is on **official business**. Also enclosed is the Program of Activities. †

4. The cost of registration fee per participant is Four Thousand Five Hundred Pesos (PhP4,500.00) to cover food and accommodation, seminar materials, and other incidental expenses chargeable against local funds subject to the usual accounting and auditing rules and regulations. Registration fees, traveling and other incidental expenses of participants from the Central Office including the members of the working committees shall be charged against OSEC funds subject to the limits set in Office Memorandum dated June 14, 2004.

5. For further details, please contact Ms. Maritess L. Ablay, Chief, Property Division, Administrative Service, DepED Central Office, Meralco Avenue, Pasig City at tel. nos. 633-7217 or 635-0551.

6. Immediate and wide dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS  
Secretary

Encls.: As stated

Reference: None

Allotment: 1—(D. O. 50-97)

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

OFFICIALS  
PROCUREMENT  
SEMINARS

### **Documentation Committe**

Chairman : Alexander Pagatpatan  
Vice-Chairman : Carlito C. Barit  
Members : Edgar Balbin  
Romeo Oloquina  
Herberto Cangson  
Fernando Mercado  
Prudente Santillan  
Edwin Gomez  
Danilo Tribiana  
Joseph Corpuz (1st Batch )

### **Registration Committee**

Chairman : Albert Alano  
Vice-Chairman : Reuben Dela Cruz  
Members : Joel Faustino  
Ronald Suratos  
Gilbert Morong  
Edmond Yee

### **Food & Accomodation Committee**

Chairman : Editha Morales  
Vice-Chairman : Rosario Amurao  
Members : Eugenia Tuliao  
Conchita Bermillo  
Josefina Bernardo (1st Batch )  
Tina Raposa (2nd Batch)

### **Audio - Visual Committee**

Chairman : Bernadette L. Narvasa  
Vice-Chairman : Eduardo B. Maybanting  
Members : Alejandro Nunez Jr.  
Jason S. Del Rosario

## WORKING COMMITTEES

### SEMINAR ON PROCUREMENT & SUPPLY MANAGEMENT

#### Executive Committee :

Chairman : Usec. Juan Miguel M. Luz  
Vice-Chairman : Asec. Jesus G. Galvan  
Members : Dir. Maximo C. Aljibe  
Dir. Aida Carpintero

#### Program & Invitation Committee :

Chairman : Maritess L. Ablay  
Vice-Chairman : Sonia R. De Leon  
Members : Leonila Joson (2nd & 3rd Batch)  
Catalino Fortes  
Gonzalo Nialda  
Evangelina Serrano  
Marifin David  
Maribeth Fernando  
Connie Delgado (2nd Batch)  
Amelita Buce (3rd Batch)  
Betty Gomez (1st Batch )

#### Finance, Supply and Means Committee

Chairman : Minrado Batonghinog (F)  
Vice-Chairman : Armando C. Ruiz (F)  
Members : Francisco Bernabe (S)  
Arnold Dela Cruz (M)  
Danilo Rangasa (S)  
Pepito Cabacungan (M)  
(F) - Finance Maria Boncan (1st Batch) (F)  
(M) - Means Fenerosa Maur (2nd Batch) (F)  
(S) - Supply Rhunna Catalan (3rd Batch) (F)  
Nestor Valles (2nd Batch) (M)  
Bienvenido Contapay (1st Batch) (M)

## Seminar on Procurement and Supply Management

### PROGRAM OF ACTIVITIES

Time	Activity	Resource Person
Day 0 8:00 am to 5:00 pm	Arrival and Registration of Participants	
Day 1 8:00 am	Registration of Participants	
9:30 am - 10:30 am	<b>Part I</b>	
	Doxology	
	National Anthem	
	Opening Remarks	<b>Director Maximo C. Aljibe</b> <i>Director III, Administrative Services</i> <i>DepEd-Central Office</i>
	Introduction of Participants	<b>Maritess L. Ablay</b> <i>Supply Officer V</i> <i>Chief, Property Division</i>
	Welcome Address	<b>Usec. Juan Miguel M. Luz</b> <i>Undersecretary for Finance &amp; Admin.</i> <i>DepEd-Central Office</i>
10:30 am - 10:45 am	Morning Break	
10:45 am - 12:00 nn	<b>Part II Government Electronic Procurement System (G-EPS)</b>	<b>Director Estanislao Granados</b> <i>Director, Procurement Service</i>
	Lunch Break	
1:30 pm - 3:30 pm	<b>Continuation .....G-EPS</b>	
3:30 - 3:45 pm	Afternoon Break	
	<b>Continuation .....G-EPS</b>	

Time	Activity	Resource Person
<b>Day 2</b>		
8:30 am - 10:30 am	<b>The Government Procurement Reform Act (RA 9184)</b>  <b>General Provisions and Implementing Rules and Regulations</b>	<b>Atty. Dennis S. Santiago</b> <i>Procurement Training Advisor  Government Procurement Policy Board - Technical Support Office (GPPB - TSO)</i>
10:30 am - 10:45 am	Morning Break	
10:45 am - 12:00 nn	<b>Continuation .....</b> <b>The Government Procurement Reform Act (RA 9184)</b>	
12:00 nn - 1:30 pm	Lunch	
1:30 pm - 3:30 pm	<b>e-NGAS (Government Accounting System)</b>	<b>Dir. Marietta Lorenzo</b> <i>Director IV  Commission on Audit</i>
3:30 pm - 3:45 pm	Afternoon Break	
3:45 pm - 5:00 pm	<b>Continuation .....</b> <b>e-NGAS</b>	
Time	Activity	Resource Person
<b>Day 3</b>		
8:30 am - 10:30 am	<b>Public Accountability</b> * A Moral Responsibility of Public Official/Employees	<b>Mario P. Bravo</b> <i>Assistant Secretary for Legal Affairs  DepEd-Central Office</i>
8:30 am - 10:45 am	Morning Break	
10:45 am - 12:00 nn	<b>Closing Remarks and Acknowledgement</b>	<b>Director Maximo C. Aljibe</b> <i>Director III, Administrative Services  DepEd-Central Office</i>
12:00 nn	Lunch	
<b>Happy Home !!!</b>		

## Seminar on Procurement and Supply Management

<b>Name</b>	===== Lastname                      Firstname                      Middle	<b>Sex :</b>	=====
		<b>Status:</b>	
<b>Designation</b>		<b>Nickname :</b>	
<b>Office/Division/District</b>			
<b>Office Address</b>			
<b>Residence Address</b>			
===== Signature Over Printed Name		<b>Region :</b>	
		OR Number :	
		Received By:	
		Date :	

## Seminar on Procurement and Supply Management

<b>Name</b>	===== Lastname                      Firstname                      Middle	<b>Sex :</b>	=====
		<b>Status:</b>	
<b>Designation</b>		<b>Nickname :</b>	
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		Received By:	
		Date :	