



**Tanggapan ng Kalihim**  
*Office of the Secretary*

AUG 10 2007

DepED MEMORANDUM  
No. 322 , s. 2007

**TRAINING-SEMINAR ON RA 9184 FOR PROCUREMENT PRACTITIONERS**

To: ARMM Regional Secretary  
Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. In view of the Department of Education's (DepED) thrust to decentralize procurement and to build sustainable capacity in the Regional, Division and School Based Management (SBM) level, the DepED-Procurement Service (PS) will spearhead the conduct of the CY 2007 Training-Seminar on Republic Act No. RA 9184 for Procurement Practitioners on October 2-27, 2007 (Batch I) in 4 Clusters:

Cluster	Regions	Dates	Venue
I	XI and XII	October 2-5, 2007	Davao City
II	NCR	October 9-12, 2007	NCR
III	ARMM and IX	October 16-19, 2007	Zamboanga City
IV	IV-A and IV-B	October 23-26, 2007	Batangas City

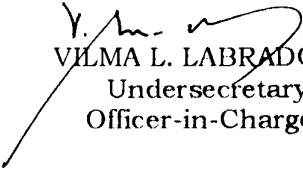
2. Building procurement capacity in the field will ensure that a single set of procedures and processes pursuant to R.A. No. 9184 will be implemented to avoid unnecessary wastage brought about by misinterpretation of the law. There is also a need to retool and continuously update the procurement practitioners in the field with the latest issuances of the Government Procurement Policy Board (GPPB) and amendments in the Implementing Rules and Regulations of R.A. No. 9184.

3. Participants to the training-seminar are the Head of Procuring Entity, one (1) member of the Bids and Awards Committee (BAC), and one (1) member of the BAC Secretariat. The BAC Member and Secretariat participants, preferably, are those who have not yet attended any similar trainings/orientations from the regional and division offices.

4. Central and national schools with existing BAC members are also encouraged to attend.

5. No registration fee shall be collected for this purpose. However, confirmation is mandatory and shall be made by the participants to the DepED-PS at least three (3) weeks before the scheduled activity. Participants with no confirmation will not be accommodated. In case of substitution, the substitute participants will be required to present his Authority to Travel approved by the Regional Director or Schools Division Superintendent.

6. Each division is required to bring a copy of the Abstract of Bids, Contract/s Notice/s to Proceed, and duly accomplished Procurement Activities Monitoring Sheet relative to the CY 2006 School Furniture (75% Allocation) Division Level Biddings.
7. The Program of Activities, Confirmation Slip, and Procurement Activities Monitoring Sheet are in Enclosure Nos. 1, 2 and 3, respectively.
8. Travel expenses, per diem and other incidental expenses of the participants are authorized, chargeable to MOOE funds of the region/division and/or local funds, subject to the usual accounting and auditing rules and regulations.
9. Board and lodging of participants, as well as, transportation, per diem and other incidental expenses of the PS staff/facilitators, Secretariat Committee and speakers/resource persons shall be chargeable against OSEC Proper Funds, subject to the usual accounting and auditing rules and regulations.
10. For further inquiries, please contact Ms. Teresa S. Fulgar or Ms. Belinda V. Tividad at tel. nos. (02) 636-6542, 636-6543 and 633-9343.
11. Immediate dissemination of this Memorandum is desired.

  
VILMA L. LABRADOR  
Undersecretary  
Officer-in-Charge

Encls.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

PROCUREMENT  
SEMINARS  
TRAINING PROGRAMS

Sally R.A. 9184  
August 6, 2007

**Enclosure No. 1 to DepED Memorandum No. 322, s. 2007**

**PROGRAM OF ACTIVITIES**

**Day 0      Arrival of Participants and Registration**

1:00 PM onwards	Arrival of Participants & Check-In Time Room Assignments (based on Confirmation)
3:00 – 6:00PM	Registration of Participants
6:00 PM	DINNER

**Day 1      RA 9184 & The Procurement of Goods and Services**

8:30 – 9:00 AM	Introduction Invocation National Anthem Welcome Address Overview of the Objectives of the Training
9:00 – 9:15 AM	Diagnostic Test
9:15 – 12:00 Nn	General Provisions of the GPRA (RA 9184) & Latest GPPB Issuances
12:00 – 1:00 PM	LUNCH BREAK
1:00 – 2:30 PM	Continuation of RA 9184
2:30 – 3:30 PM	Procurement of Goods
3:30 – 3:45 PM	PM Snacks
3:45 – 4:45 PM	Procurement of Goods thru AMP
4:45– 5:15 PM	Case Study for the Procurement of Goods
5:15 – 5:30 PM	OPEN FORUM
7:00 PM	DINNER

**Day 2      Procurement of Infrastructure Projects & Preparation of PPMPs**

8:00 – 8:15 AM	Opening Prayer & Recap
8:15– 11:00 AM	Procurement of Infrastructure Projects
11:00 – 11:15 AM	Open Forum
11:15 – 11:30 AM	Comprehension Exam
11:30 – 12:00 PM	Case Study for the Procurement of Infrastructure Projects
1:00 – 3:00 PM	Procurement of Consulting Services
3:00 – 4:30 PM	CY 2008 Project Procurement Management Plan
4:30 – 5:00 PM	OPEN FORUM
5:00– 5:15 PM	Closing Ceremony & Awarding of Certificates

**Day 3-4      2-Day PhilGEPS Hands-On Training for BAC Secretariat**

- 1. Overview**
- 2. How to Disable Pop-Ups**
- 3. Splash Page**
- 4. My GEPs**
  - 4.1. Pending Tasks
  - 4.2. My Notices
    - 4.2.1. View Bid Notices
    - 4.2.2. Create Bid Notice (Single Stage Bidding)
      - 4.2.2.1. Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement
    - 4.2.3. How to Include Line Items
    - 4.2.4. Add Line Items to Frequently Used List
    - 4.2.5. Save a Notice Template
    - 4.2.6. Attach and Associated Component
    - 4.2.7. View a Bid Notice Abstract
    - 4.2.8. Edit a Bid Notice
    - 4.2.9. Delete a Bid Notice
    - 4.2.10. Post a Bid Notice
    - 4.2.11. Change Status from Pending to in-Preparation
    - 4.2.12. Create a Bid Supplement
    - 4.2.13. Add Supplier to the Document Request List
    - 4.2.14. Create a Bidder's List
    - 4.2.15. How to Short List Suppliers
    - 4.2.16. Create a Bid Notice – 2<sup>nd</sup> Stage Bidding
    - 4.2.17. Create an Award Notice
    - 4.2.18. Upload Associate Document
    - 4.2.19. Cancel/Postpone/Fail a Bid Notice
    - 4.2.20. Repeat Order
    - 4.2.21. View Detail Tracking Report
  - 4.3. Award Notice List
- 5. My Organization**
  - 5.1. Organization Profile
  - 5.2. Sub-Organization list
  - 5.3. Organization Contact List
  - 5.4. Organization History
  - 5.5. Accredited Suppliers
  - 5.6. Blacklisted Suppliers
- 6. My Profile**
  - 6.1. View Own Profile
  - 6.2. Update Own Profile
  - 6.3. Change Password
  - 6.4. Activity
- 7. Opportunities**
  - 7.1. Open Opportunities
  - 7.2. Former Opportunities
  - 7.3. Award Notices
- 8. Directory**
  - 8.1. Buyer Directory
  - 8.2. Supplier Directory
- 9. About GEPS**
- 10. Open Forum**



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION



**CONFIRMATION SLIP**

**CY 2007 TRAINING-SEMINAR ON RA 9184 FOR PROCUREMENT PRACTITIONERS**

**Region:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Tel. Nos.:** \_\_\_\_\_

This is to submit the names and confirm the participation of the following to the abovementioned Training-Seminar:

	NAME	DESIGNATION
1.		
2.		
3.		

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Official

**Note: Confirmation shall be three (3) weeks before the event. ONLY Confirmed participants will be accommodated.**

**Enclosure No. 3 to DepED Memorandum No. 322, s. 2007**

Department of Education  
 Procurement Service  
**TECHNICAL SUPPORT DIVISION**

Enclosure III

**PROCUREMENT ACTIVITIES MONITORING SHEET**

**PROJECT :** Supply and Delivery of CY 2006 Elementary Table and Chairs and Secondary Armchairs (75% Allocation)

**REGION/DIVISION:** \_\_\_\_\_

PACKAGE DESCRIPTION	PACKAGE/ LOT NUMBER	APPROVED BUDGET FOR THE CONTRACT (ABC)	QTY.	PRE-PROC CONFERENCE	ADVERTISEMENT	PRE-BID CONFERENCE	BID OPENING	EVALUATION TO NOA (from to)	CONTRACT NOTARIZATION
ELEMENTARY TABLE & CHAIRS WITH TEACHER'S TABLE & CHAIR	1								
SECONDARY ARMCHAIRS WITH TEACHER'S TABLE & CHAIR	2								

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 Procurement Service  
**TECHNICAL SUPPORT DIVISION**

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**PROJECT : Supply and Delivery of CY 2006 Elementary Table and Chairs and Secondary Armchairs (75% Allocation)**

**REGION/DIVISION:** \_\_\_\_\_

NTP ISSUANCE DATE	SUPPLIER	ORIGINAL CONTRACT			CONTRACT COMPLETION PERIOD (in calendar days)	ACTUAL CONTRACT COMPLETION		INCLUSIVE DATE OF EXTENSION OF CONTRACT COMPLETION, if any (in calendar days)	REPEAT ORDER, if any		PERCENTAGE VIS-À-VIS ORIG CONTRACT
		AMOUNT	QTY	UNIT PRICE		DATE (from - to)	QUANTITY DELIVERED & ACCEPTED		CONTRACTED AMOUNT	QTY	

Prepared by \_\_\_\_\_

Certified Correct.

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Designation)  
 (Date)

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Designation)  
 (Date)