



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

July 12, 2021

DIVISION MEMORANDUM

No. 235, s. 2021

CAPABILITY BUILDING ON REPUBLIC ACT NO. 9184 (GOVERNMENT PROCUREMENT REFORM ACT) AND OTHER RELATED PROCESSES

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Heads of Elementary, Integrated and Secondary Schools
Section/Unit Heads
All Others Concerned

1. Pursuant to the provisions of Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations, the Bids and Awards Committee (BAC) Members, Secretariat, Technical Working Group and other relevant procurement personnel are essential human resources to strengthen the procurement function and to increase the operational effectivity of the office.
2. To efficiently and effectively carry out the duties and responsibilities of the procurement unit personnel, this Office shall conduct a Two-Day Virtual Capability Building on Republic Act No. 9184 (Government Procurement Reform Act) and Other Related Processes on July 28-29, 2021, from 8:00 o' clock in the morning to 5:00 o' clock in the afternoon.
3. The participants to this webinar are the following:
 - a. BAC
 - b. BAC Secretariat
 - c. Technical Working Group
 - d. Support Staff
 - e. Finance/Budget Officer
 - f. School Heads
4. The schedule of the virtual seminar is as follows:

Date/Time	Topic	Participant
<i>July 28, 2021</i> 8:30 AM – 9:00 AM 9:00 AM – 12:00 PM 1:00 PM – 5:00 PM	Opening Program Procurement 101 Procurement Planning	School Heads, Division Procurement Unit, Accountant, Budget Officer
<i>July 29, 2021</i> 9:00 AM – 12:00 PM 1:00 – 5:00 PM	The Bidding Procedures and Other Related Processes	Division Procurement Unit: BAC, Technical Working Group, Secretariat and Support Staff



5. Expenses relative to the conduct of this activity are chargeable against HRTD Funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is desired.

May
MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent *MB*

Enclosure: none
To be indicated in the Perpetual Index
under the following subjects:

CAPABILITY BUILDING

PROCUREMENT

PERSONNEL/SCHOOLS

JBL/cdb

