Office of the Schools Division
Superintendent

FEB 2 7 2026

OFFICE MEMORANDUM
No. _____008_____ s. 2026

PROCEDURAL GUIDELINES ON TRAININGS/SEMINARS/WORKSHOPS PROCESS PURSUANT TO RA 12009 (NEW GOVERNMENT PROCUREMENT ACT (NGPA))

To: Assistant Schools Division Superintendent
        Chief Education Supervisor, Curriculum Implementation Division
        Chief Education Supervisor, School Governance & Operations Division
        BAC Members, Alternate Members, TWG Members
        BAC Secretariat Members and Division Internal Audit Members
        Program Owners

1.   To ensure efficiency, transparency, and consistency in procurement activities and in reference to the Implementing Rules and Regulations of RA 12009 (IRR RA 12009), the following procedural guidelines on Trainings/Seminars and Workshops shall be strictly observed by all concerned.

2.   The RFQ process for Small Value Procurement (SVP) requires approximately 21 days to complete; therefore, sufficient time should be given/allocated for the BAC, TWG and BAC Secretariat to process the procurement request.

3.   This process is designed to obtain competitive pricing and ensure the selection of suppliers who meet the requirements set forth by the Schools Division Office.

4.   Annexes A and B are hereby attached for your reference. Immediate, wide dissemination and strict compliance of this Memorandum is desired.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
        under the following subjects:

POLICY   PROCUREMENT PROCEDURE

LVR/Memo/Procedural Guidelines on Trainings/Seminars/Workshops Process Pursuant to RA 12009
___008___/February 26, 2026   OM-2026-008

DepED
DEPARTMENT OF EDUCATION   BAGONG PILIPINAS

🏠 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
☎ 84237560 , 84237561, 84237562
✉ sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
💻 deped-muntinlupa.com

NUY-2026-094

ANNEX A

For Small Value Procurement (Provision of Meals and Venue/Lease of Venue) (ABC amounting to P 200,001.00 to P 2,000,000.00):

ACTIVITY	TIMELINE	RESPONSIBLE	REFERENCE
1. Any procurement activity, whether procurement of goods, infrastructure or conduct of seminar, training, workshop, should be included in the current APP and encoded in the PMIS.	During the formulation of the APP and PMIS	Functional Divisions	RA 12009 and its IRR
2. Preparation of **SIGNED Activity Request (AR), Work and Financial Plan (WFP), Purchase Request** (it should be checked by the Procurement Unit before signing, as to specifications and correctness of all entries), **Certificate of Availability/ Unavailability of Government Agency Venue** (for trainings, seminars and workshops) and copy of **SubARO** (if any). These signed documents should be in triplicate original copies (except for the SubARO and Certificate).	Not less than 5 days	Program Owner	RA 12009 and its IRR
3. When the AR, WFP, PR, Certificate of Availability/Unavailability of Government Agency Venue (for trainings, seminars, workshops) and SubARo (if any), are all complete and signed, the date of the activity will be checked by the BAC Secretariat, as to the required timeline/processing time.	1 day	BAC Secretariat and Program Owner	RA 12009 and its IRR
4. After all the documents needed are complete and the date of the activity is within the timeline required by the BAC, the BAC Secretariat will prepare the Resolution as to Mode of Procurement (RMP) to be used and the RFQ Form. This will be signed by the HOPE and the members of the Bids and Awards Committee.	Not less than 2 days	BAC Secretariat	RA 12009 and its IRR

5. The signed RFQ will be posted in the PhilGEPS, website and conspicuous place in the Procuring Entity. The RFQ will also be sent to three qualified bidders thru email.	Posting Period of 3 days	BAC Secretariat	RA 12009 and its IRR
6. Opening and evaluation of submitted quotations (Section 34.3.C of RA 12009. The BAC shall prepare and send the RFQs or RFPs to at least three (3) suppliers, contractors or consultants of known qualifications, as the case may be. Apart from the intended recipients of the RFQs or RFPs, those who responded to any of the required postings shall be allowed to participate. *Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.*)	1 Day	BAC Members, BAC Secretariat, TWG and Division Internal Audit	RA 12009 and its IRR
7. Preparation and signing of Minutes of the Opening of RFQ, Checklist, Abstract (as read).	2 Days after the opening and evaluation of submitted quotations	BAC Secretariat and BAC Members	RA 12009 and its IRR
8. Post Qualification of the winning quotation and preparation of all post qualification reports.	2 days after the opening and evaluation of submitted quotations	Technical Working Group	RA 12009 and its IRR
9. After the Post Qualification Report submission to the BAC Secretariat, preparation and signing of the Resolution to Award (RTA).	1 day after the Post Qualification Report is submitted	BAC Secretariat	RA 12009 and its IRR
9. After the Post Qualification Report submission to the BAC Secretariat, preparation and signing of the Resolution to Award (RTA).	1 day after the Post Qualification Report is submitted	BAC Secretariat	RA 12009 and its IRR
10. Preparation and signing of the Notice to Award (NOA)	1 day after the RTA	BAC Secretariat, HOPE and Winning Supplier	RA 12009 and its IRR

11. Preparation and signing of PO/Contract	1 day after the signing of NOA for Purchase Order. For contracts, 10 days after receiving the signed NOA (for signature and notarization of the winning supplier)	BAC Secretariat, HOPE, Accountant, Property and Supply Unit, Winning Supplier	RA 12009 and its IRR
12. Preparation and signing of Notice to Proceed (NTP)	1 day after signing/ notarization of the PO/ Contract	BAC Secretariat, HOPE and Winning Supplier	RA 12009 and its IRR
13. Submission of a complete set of completed documents to the COA, Procurement Unit (for completion and submission to Budget/Accounting Unit), and the BAC Secretariat	1 day after the NTP	BAC Secretariat	RA 12009 and its IRR

ANNEX B

Small Value Procurement RFQ Process Flow

Any procurement activity, whether procurement of goods, infrastructure or conduct of seminar, training, workshop, should be included in the current APP and encoded in the PMIS

Preparation of **SIGNED** *Activity Request (AR)*, *Work and Financial Plan (WFP)*, *Purchase Request* (it should be checked by the Procurement Unit before signing, as to specifications and correctness of all entries), *Certificate of Availability/ Unavailability of Government Agency Venue* (for trainings, seminars and workshops) and copy of *SubARO* (if any). These signed documents should be in triplicate original copies (except for the SubARO and Certificate)

5 Days

When the AR, WFP, PR, Certificate of Availability/Unavailability of Government Agency Venue (if trainings, seminars, workshops) and SubARo (if any), are all complete and signed, the date of the activity will be checked by the BAC Secretariat, as to the required timeline/processing time

1 Day

After all the documents needed are complete and the date of the activity is within the timeline required by the BAC, the BAC Secretariat will prepare the Resolution as to Mode of Procurement (RMP) to be used and the RFQ Form. This will be signed by the HOPE and the members of the Bids and Awards Committee

2 Days

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┌─────────────────────────────────────────────┐        ┌──────────────────┐
│ The signed RFQ will be posted in the PhilGEPS,│───────▶│ Posting Period:  │
│ website and conspicuous place in the Procuring│        │     3 Days       │
│ Entity. The RFQ will also be sent to three    │        │                  │
│ qualified bidders thru email                  │        └──────────────────┘
└─────────────────────────────────────────────┘

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┌─────────────────────────────────────────────┐        ┌──────────────────┐
│ Opening and evaluation of submitted quotations│───────▶│     1 Day        │
│ (Section 34.3.C of RA 12009. Receipt of at    │        └──────────────────┘
│ least one (1) quotation is sufficient to      │
│ proceed with the evaluation thereof evaluation│
│ thereof.)                                     │
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┌─────────────────────────────────────────────┐        ┌──────────────────┐
│ Preparation and signing of Minutes of the     │───────▶│     2 Days       │
│ Opening of RFQ, Checklist, Abstract (as read) │        └──────────────────┘
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┌─────────────────────────────────────────────┐        ┌──────────────────┐
│ Post Qualification of the winning quotation and│──────▶│     2 Days       │
│ preparation of all post qualification reports │        └──────────────────┘
└─────────────────────────────────────────────┘

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┌─────────────────────────────────────────────┐        ┌──────────────────┐
│ After the Post Qualification Report submission │──────▶│     1 Day        │
│ to the BAC Secretariat, preparation and signing│       └──────────────────┘
│ of the Resolution to Award (RTA)              │
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┌─────────────────────────────────────────────┐        ┌──────────────────┐
│ Preparation and signing of the Notice to Award │──────▶│     1 Day        │
│ (NOA)                                          │        └──────────────────┘
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┌───────────────────────────────────────────────┐     ┌──────────────┐
│     Preparation and signing of PO/Contract     │ ──► │    1 Day     │
└───────────────────────────────────────────────┘     └──────────────┘

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┌───────────────────────────────────────────────┐     ┌──────────────┐
│ Preparation and signing of Notice to Proceed   │ ──► │    1 Day     │
│                    (NTP)                         │     └──────────────┘
└───────────────────────────────────────────────┘

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┌───────────────────────────────────────────────┐
│     Submission of a complete set of completed   │
│   documents to the COA, Procurement Unit (for   │     ┌──────────────┐
│ completion and submission to Budget/Accounting  │ ──► │    1 Day     │
│     Unit), and the BAC Secretariat              │     └──────────────┘
└───────────────────────────────────────────────┘
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