



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 06 2026

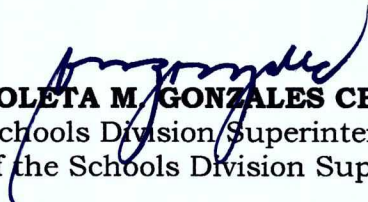
MEMORANDUM
No. 460, s, 2026.

PROCUREMENT RELOADED: DEPED MUNTINLUPA'S RA 12009 READINESS JOURNEY

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Public Elementary and Secondary School Heads/OICs
School Property Custodian/ School Administrative Officers
All Others Concerned

1. In support of the full and effective implementation of Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR), this Office announces the conduct of the seminar "**Procurement Reloaded: DepEd Muntinlupa's RA No. 12009 Readiness Journey**", an exclusive capacity-building activity for the Department of Education – Schools Division Office of Muntinlupa City.
2. The activity aims to strengthen the knowledge and competencies of school leaders and personnel on the key provisions, requirements, and procurement processes under Republic Act No. 12009, and to promote efficient, transparent, accountable, and professional procurement practices within the Division. The seminar shall be conducted by the University of the Philippines Los Baños (UPLB), in partnership with the Government Procurement Policy Board-Technical Support Office (GPPB-TSO).
3. The seminar is scheduled on October 13–15, 2026, at the Learning and Development Center of Lakeview Integrated School.
4. The registration fee is Five Thousand Pesos (P5,000.00) per participant, inclusive of the P3,500.00 GPPB accreditation/registration fee and P1,500.00 meal/food expense. The amount shall be chargeable against the respective school's Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds and existing accounting and auditing rules and regulations.
5. All payments shall be made to the Division Cashier, Ms. Maria Cristina F. Malacad, from October 6 to 8, 2026.
6. Participants are required to bring their laptops and extension cords for use during the seminar. Participants are likewise encouraged to ensure that their devices are fully charged and ready for the scheduled activities.

7. For further details regarding the activity, participants are advised to refer to the attached List of Participants and Training Matrix.
8. Immediate dissemination of this Memorandum is highly encouraged.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent

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

TRAININGS

PROGRAMS

PROCUREMENT

JIL/ PROCUREMENT RELOADED SEMINAR
460 October 05, 2026

TRAINING MATRIX

SCHEDULE	TIME	DAY 1	ASSIGNED UNIT/SPEAKER
13 October 2026 (Tuesday) (DAY 1)	8:00 AM – 8:30 AM	Registration	UPLB Facilitator
		PRELIMINARIES • Video showing (UPLB Future Proofing) • National Anthem	UPLB Facilitator
		WELCOME REMARKS	Assoc. Prof. Rolando T. Bello Vice Chancellor for Administration
			Lilia A. Ricero CESO VI Assistant Schools Division Superintendent BAC Chairperson
		INSPIRATIONAL MESSAGE	Dr. Jose V. Camacho, Jr. Chancellor, UP Los Baños
			Violeta M. Gonzales CESO VI Schools Division Superintendent
		- House Rules/Webinar Etiquette, Including GPPB-LMS Requirements - Introduction of Participants - Group photo opportunity - GPPB-LMS Registration - Pre-test	
		DISCUSSION PROPER	
	9:00AM - 12:00NN	Key Provisions of RA No. 12009 (NGPA) and Its Implementing Rules and Regulations (IRR) *with 10 mins. Health Break	Dr. Eileen Lorena M. Mamino <i>GPPB Recognized Trainer</i>
	12:00 NN – 1:00 PM	LUNCH BREAK	
		DISCUSSION PROPER	

1:00 PM -2:30 PM	Strategic Procurement Planning	Dr. Eileen Lorena M. Mamino <i>GPPB Recognized Trainer</i>
2:30 PM - 2:50PM	OPEN FORUM	
2:50 PM -3:00 PM	HEALTH BREAK	
3:00 PM - 4:30 PM	Procurement by Electronic Means	Representative from PS-DBM
4:30 PM- 5:00PM	- Evaluation of Speaker thru the LMS - Announcement	UPLB Facilitator

SCHEDULE	TIME	DAY 2	ASSIGNED UNIT/SPEAKER
14 October 2026 (Wednesday) (DAY 2)	8:00 AM - 9:00 AM	Recap for Day 1 Energizer	
	9:00 AM – 12:00 NN	DISCUSSION PROPER	
		Modes of Public Procurement (Part 1) *with 10Mins. Health Break	Ms. Maria Cielo M. Lampa <i>GPPB Recognized Trainer</i>
	12:00 NN –1:00 PM	LUNCH BREAK	
		DISCUSSION PROPER	
	1:00 PM – 2:30 PM	Modes of Public Procurement (Part 2)	Ms. Maria Cielo M. Lampa <i>GPPB Recognized Trainer</i>
	2:30 PM - 2:50 PM	OPEN FORUM	
	2:50 PM- 3:00 PM	HEALTH BREAK	
	3:00 PM - 4:30 PM	BONUS TOPIC Introduction on the use of New Procurement Forms	UPLB Facilitator
	4:30 PM- 5:00 PM	OPEN FORUM	
		Evaluation of Speaker thru the LMS	UPLB Facilitator

SCHEDULE	TIME	DAY 3	ASSIGNED UNIT/SPEAKER
15 October 2026 (Thursday) (DAY 3)	8:00 AM - 8:30 AM	- Recap for Day 2 - Energizer	UPLB Facilitator
	8:30 AM – 12:00 NN	DISCUSSION PROPER	
		Contract Implementation and Sanction Mechanism *with 10Mins. Health Break	Atty. May Estolas <i>GPPB Recognized Trainer</i>
	12:00 NN – 1:00 PM	LUNCH BREAK	
	1:00 PM – 2:30 PM	DISCUSSION PROPER	
		Continuation: Contract Implementation and Sanction Mechanism	Atty. May Estolas <i>GPPB Recognized Trainer</i>
	2:30 PM - 3:00 PM	OPEN FORUM	
	3:00 PM - 3:10 PM	HEALTH BREAK	
	3:10 PM - 4:20 PM	BONUS TOPIC Crafting of Technical Specification	UPLB Facilitator
	4:20 PM - 5:00 PM	- GPPB-Pro Hub Completion of Evaluations - Post-Test	UPLB Facilitator

ATTENDEES

No.	School / Office	Name	Position
1	Alabang ES	HERNANDEZ, ALMIRA P.	Administrative Officer II
2	Bagong Silang ES	DALUNGAN, MA. RIZA R.	Administrative Officer II
3	Bagong Silang ES	MEDENILLA, ARSENIO S.	OIC-Principal
4	Bagong Silang ES	SUALOG, DONNABELLE L.	Public services foreman
5	Bayanan ES - Main	AGUELO, MICHAEL EVAN	Administrative Officer II
6	Bayanan ES - Main	ESMERIA, MARIE ANN R.	Assistant School Principal II
7	Bayanan ES - Unit I	VALBUENA, JANE MAY C.	School Head
8	Bayanan ES - Unit I	MACARAEG, JULY A.	Administrative Officer II
9	Buli ES	HERRERA, MARIA KIEDEN ZYNA L.	Administrative Officer II
10	Buli ES	CAJANO, JOHN WILLIAM	Head Teacher III (School Head Designate)
11	Cupang ES - Annex	JAVIER, ROMALYN MILCA N.	Administrative Officer II
12	Cupang ES - Annex	ACIERTO, JENIFER R.	Administrative Assistant I
13	Cupang ES - Annex	LUMIO, MARICEL G.	Principal I
14	Cupang ES - Main	BALDO, PAMELA D.	Administrative Officer II
15	Cupang ES - Main	BITUIN, ALMA O.	Head Teacher III (School Head Designate)
16	Cupang Senior HS	VILLAMAYOR, MA. GISELLA F.	Administrative Officer II
17	Cupang Senior HS	DE ACOSTA, MARY GRACE H.	Administrative Assistant II
18	Cupang Senior HS	MORALES, JOCELYN A.	OIC-PRINCIPAL
19	F. De Mesa ES	SABDAO, JENNIFER L.	Administrative Officer II
20	F. De Mesa ES	GUCOR, HAYDE F.	Principal I
21	Filinvest Alabang ES	COLLADO, ELLA MARIE A.	Administrative Officer II
22	Filinvest Alabang ES	TRIMIDAL, ZYRA A.	Master Teacher I / School Head Designate
23	Itaas ES	RAYMUNDO, JASON S	Administrative Officer II
24	Lakeview Integrated School	CABRERA, BREN TUESDAE T	Administrative Assistant II
25	Lakeview Integrated School	MONTOJO, EDWARD R.	Assistant School Principal
26	Lakeview Integrated School	ESPELETA, JOED D.	Administrative Officer II
27	Muntinlupa Business HS - Main	LUIS, CHERRY E.	Administrative Assistant II
28	Muntinlupa Business HS - Main	VALDEZ, LOUIE M.	Principal I

29	Muntinlupa Business HS - Main	ARAJA, MARIA ELENA B.	
30	Muntinlupa Business HS - Main	HERNANDEZ, LORENA G.	
31	Muntinlupa Business HS - Sucat Annex	TORRES, ROSALIE T.	Administrative Officer II
32	Muntinlupa Business HS - Sucat Annex	LASAR, NIÑO U.	Teacher I
33	Muntinlupa Business HS - Sucat Annex	DE RAFAEL, LIEZA R	Master Teacher I
34	Muntinlupa ES	ANDOR, JENNY R.	Administrative Officer II
35	Muntinlupa ES	NAVARRO, SHELLA C.	Principal IV
36	Muntinlupa National HS	BELEN LENNY C	Administrative Officer II
37	Muntinlupa National HS	CABRERA, FE T.	Administrative Officer I
38	Muntinlupa National HS	VALLEJO, MYLYN M.	Master Teacher II
39	Muntinlupa National HS	BELEN, FLORIAN T.	Master Teacher II
40	Muntinlupa National HS	LUNAR, MARVIN M.	Master Teacher I
41	Muntinlupa Science HS	TERRADO, MARISA P.	Administrative Assistant II
42	Muntinlupa Science HS	MORALDE, MA. RIZZA R.	Administrative Assistant II
43	Muntinlupa Science HS	BUNDOC, PAOLO D.	Master Teacher I
44	Muntinlupa Science HS	ALADEZA, REINA M.	Teacher V
45	Pedro E. Diaz HS	MEDINA, ARLENE P.	Teacher III
46	Pedro E. Diaz HS	IBAÑEZ, MYRNA D.	Administrative Officer II
47	Pedro E. Diaz HS	MENDOZA, DOROTHY A.	Head Teacher VI
48	Poblacion ES	JOAN VANESA L. FUSTER	Administrative Officer II
49	Poblacion ES	JOSON, JENNIFER S	Principal III
50	Poblacion National HS	RAMIREZ, ARIANNE MAE B.	Administrative Officer II
51	Poblacion National HS	ESPELETA, REYNANTE H.	Assistant Principal II
52	Putatan ES	SABADO, GINA A.	Administrative Officer II
53	Putatan ES	CANASA, HILARIO G.	Principal II
54	Soldiers Hills Elementary School	RODRIGUEZ RACHEL	Administrative Officer II
55	Soldiers Hills Elementary School	MONTAÑA, RAQUEL M.	Master Teacher II
56	Sucat ES - Main	ANTONIO, MARISSA D.	Administrative Officer II
57	Sucat ES Sitio Pagkakaisa - Annex	ELCHICO, LADYLYN N	Administrative Officer II
58	Sucat ES Sitio Pagkakaisa - Annex	DALUGDUG, MARY JEAN S.	School Head Designate
59	Sucat ES Sitio Pagkakaisa - Annex	GUEVARRA, GEMINI M.	Teacher V
60	Sucat Senior High School	MENDOZA, ROCILLE D.	Administrative Assistant II
61	Tunasan ES	ESPINOSA, JULIEN RAIZA T.	Administrative Officer II
62	Tunasan ES	AREVALO, ROSALIE, R.	Administrative Officer II

63	Tunasan SHS	DELANTAR, DOYLE E.	Administrative Assistant II
64	Tunasan JHS	BAUTISTA, JANE D.	Administrative Assistant I
65	Tunasan JHS	BAUTISTA, KENNETH T.	Supply Officer
66	Tunasan SHS	SACOPLA, NORBERTO C.	Supply Officer
67	Victoria Homes ES	MANTO, JULIE ANN A.	Administrative Officer II
68	Schools Division Office	NILO, JOSEPH D.	Planning Officer III
69	Schools Division Office	RICERO, LILIA A.	Assistant Schools Division Superintendent
70	Schools Division Office	RODILLA, LOURDES V.	Administrative Officer IV
71	Schools Division Office	NAMIT, MA. MYRA, E.	Public Schools District Supervisor
72	Schools Division Office	INDAP, MARIA TERESA S.	Nurse II
73	Schools Division Office	AMAN EVANGELINE M.	Public Schools District Supervisor
74	Schools Division Office	TAGAPAN JERONE M.	Engineer III
75	Schools Division Office	CATINDIG, JOSHLORD GALIEB O.	Administrative Officer II
76	Schools Division Office	KONDO, EDUARDO L.	Project Development Officer II
77	Schools Division Office	LUNA, JOICHE I.	Administrative Officer IV
78	Schools Division Office	GUBALANE, ZOREN PEPITO L	Senior Education Program Specialist
79	Schools Division Office	CECILIA TERESA C. CLAUDEL	Education Program Specialist II
80	Schools Division Office	RALA, AIDENNEL SEVJUN M.	Administrative Aide VI
81	Schools Division Office	FABONAN, MA. KATHLEEN F.	Administrative Assistant III
82	Schools Division Office	VALDEZ, NOEMI A.	Administrative Officer V
83	Schools Division Office	VARGAS, DIOSCORO M.	Administrative Assistant I
84	Schools Division Office	FALLARME, RYAN B.	Administrative Assistant II
85	Schools Division Office	NAVIA, MICHAEL M.	Provident Fund Clerk
86	Schools Division Office	OLARTE, MA. REGAELE A.	Chief Education Supervisor
87	Schools Division Office	SICAM, ANDRES F.	Education Program Specialist II
88	Schools Division Office	ANDANZA, MARISSA M.	EPS - ALS / Madrasah
89	Schools Division Office	COLLE, JOHN ALBERT B.	EPS - Filipino
90	Schools Division Office	ENERLAS, EDISON E.	EPS - MAPEH
91	Schools Division Office	GUTIERREZ, LEONAI DA L.	EPS - TLE
92	Schools Division Office	MARQUEZ, MARIA VILMA A.	Administrative Assistant III
93	Schools Division Office	GARCIA, GINA D.	State Auditor IV
94	Schools Division Office	ROMANO, IVY M.	Senior Education Program Specialist

95	Schools Division Office	MARMETO, FLORANTE C.	Chief Education Supervisor-CID
96	Schools Division Office	DELA VEGA, CHRISTIAN PAUL A.	Public Schools District Supervisor
97	Schools Division Office	ELIS, JHEMSON C.	Public Schools District Supervisor
98	Schools Division Office	MALIGAYA, YALEDEGLER C.	Public Schools District Supervisor
99	Schools Division Office	JACLA, FERNANDO G.	Administrative Aide III

Program Management Team

Committee	Person-In-Charge
Program and flow	Ms. Ivy M. Romano Mr. Andrei F. Sicam
Program Evaluation	Dr. Zoren Pepito L. Gubalane & Ms. Chelo D. Rongavilla
Documentation	Mr. Joseph D. Nilo Dr. Ma. Myra E. Namit
Secretariat	Ms. Joiche I. Luna
TWG/ ICT Assistance/ Attendance	Joshlord Galieb O. Catindig Aidennel Sevjun M. Rala Fernando G. Jacla