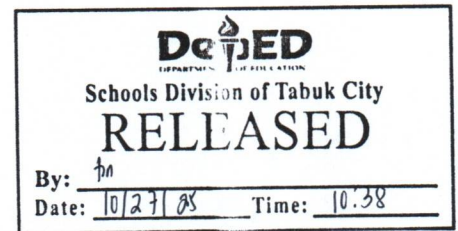




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



October 27, 2025

DIVISION MEMORANDUM

No. 493 S. 2025

TO : All Concerned

**PARTICIPANTS TO THE TRAINING ON REPUBLIC ACT NO. 12009
(NEW GOVERNMENT PROCUREMENT ACT)**

1. In reference to Regional Memorandum No. 791, s. 2025, titled "*Submission of Non-Teaching Personnel(NTP) Participants to the Training on Republic Act. No. 12009(New Government Procurement Act)*", and in view of the conduct of **Training on RA 12009** on **November 5-7, 2025** at the NEAPR Hall, Wangal, La Trinidad, Benguet.

2. The Participants to this activity are as follows:

NAME	POSITION / DESIGNATION
Bumanglag, Gemmaline C.	PSDS, BAC Member
Palliso, Paul N.	Engineer III, BAC TWG
Sarmiento, Shirley C.	Nurse II, BAC TWG
Sarne, Mark Angelo L.	ADA-VI, BAC Secretariat
Gayadan, Jamine Earl Pauline B.	AO-II, Agbannawag NHS
Lingbawan, Julie Ann M.	AO-II, Bulanao CS
Benito, Micah D.	AO-II, Kalinga NHS
Rivera, Clifford Kaysonne M.	AO-II, Tuga NHS
Agaran, Janine Marie J.	AO-II, Tabuk City CS
Martinez, Shakey L.	AO-II, Tabuk City NHS

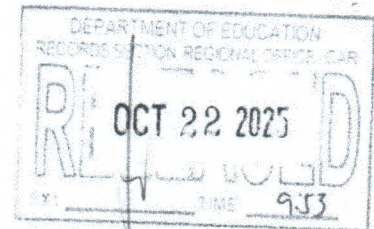
3. This training aims to capacitate NTPs to effectively identify and comply with the requirements of RA 12009, standard procurement forms, and related reportorial obligations. Specifically, participants are expected to:
- recognize the key provisions of RA 12009 and its Implementing Rules and Regulations (IRR);
 - differentiate and define their specific roles and responsibilities within the procurement process; and
 - identify the principles, procedures, and documentation standards.
4. First meal of live-in participants shall be dinner on November 4, 2025 while last meal shall be PM snacks on November 7, 2025.
5. Immediate dissemination and compliance of this Memorandum is directed.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



21 October 2025

REGIONAL MEMORANDUM

No. 791-2025

**SUBMISSION OF NON-TEACHING PERSONNEL (NTP) PARTICIPANTS
TO THE TRAINING ON REPUBLIC ACT NO. 12009
(NEW GOVERNMENT PROCUREMENT ACT)**

To: All Schools Division Superintendents
All Others Concerned

1. In reference to RM No. 775, s.2025, titled "*Activities for Organizational and Professional Development of NTPs*," and in view of the confirmation from the Government Procurement Policy Board-Technical Support Office (GPPB-TSO), this Office shall conduct a **Training on RA 12009** on **November 5-7, 2025** at the NEAPR Hall, Wangal, La Trinidad, Benguet.
2. This training aims to capacitate NTPs to effectively identify and comply with the requirements of RA 12009, standard procurement forms, and related reportorial obligations. Specifically, participants are expected to:
 - a. recognize the key provisions of RA 12009 and its Implementing Rules and Regulations (IRR);
 - b. differentiate and define their specific roles and responsibilities within the procurement process; and
 - c. identify the principles, procedures, and documentation standards.
3. Schools Division Offices (SDO) and RO Chiefs or Unit/ Section Heads are requested to submit the list of participants by accomplishing the Nomination Template, which may be downloaded from <https://tinyurl.com/OPDNTPcar25> and in accordance with the conditions and allotted slots specified in Enclosure 1. The same names shall likewise be encoded via <https://tinyurl.com/confirmHR> before **October 27, 2025**.
4. In cases of unforeseen circumstances where an identified participant is unable to attend the scheduled activity, he/she shall be required to submit an explanation letter addressed to the SDO-SGOD Chief Education Supervisor. The letter will facilitate the prompt processing of a replacement, preferably of the same sex, in observance of accountability and responsibility for the training expenses allocated per participant. Subsequently, the SDO-SGOD SEPS shall prepare a Division Memorandum to formalize the replacement.
5. First meal of live-in participants shall be dinner on November 4, 2025 while last meal shall be PM snacks on November 7, 2025.
6. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph
7. Immediate and widest dissemination of this Memorandum is directed.

Digitally signed by
ESTELA P. LEON-CARINO
EdD, CESO III
Date: 2025.10.21
14:08:01 +08'00'

ESTELA P. LEON-CARINO EdD, CESO III
Director IV/ Regional Director

HRDD/RCA/ LAU - RM OPDNTP 2025
September 12, 2025



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318
Email Address: car@deped.gov.ph

Non-Fil Tsur Cordillera <https://danadear.ph>



Number of Participants per Office

OFFICE	Participants	NO OF PARTICIPANTS
RD, ARD		2
GPPB Resource Speakers		4
Abra	Priority for participation shall be non-teaching personnel who are main players in procurement, prioritizing members of the BAC Secretariat and Technical Working Group (TWG)	10
Apayao		10
Baguio City		10
Benguet		10
Ifugao		10
Kalinga		10
Mt. Province		10
Tabuk City		10
RO Training TWG	1. Randolph Flyn B. Daculog	24
RO BAC Secretariat OO-ASD-2025-002	2. Jose Lorenzo C. Cobarrubias	
	3. Jefferson B. Villena	
	4. Dawny Beth Polon	
	5. Arianne Binaliw	
	6. Carl Elton Temporal	
	7. Warly Kindiawan	
	8. Rushel Minong	
RO BAC TWG OO-ASD-2025-003	9-10. ICT & Multimedia Supplies and Equipment (2)	
	11-13. Office Supplies, Materials, & Equipment (SME) and other related SME (CSE and Non CSE) (3)	
	14-15. Vehicle and Vehicle Maintenance, Repair, Rental, and Related, Supplies & Equipment, and Construction SME (2)	
	16. Janitorial Services, Security Services, and other outsource services.	
	17-19. Lease of Venue and Catering Services (3)	
	20-21. Printed Materials, Books, Modules, Tarpaulins, and other related Printed Supplies & Materials (3)	
	22-23. Civil Works, Furniture, and other Infra-related Equipment (2)	
	24. Consulting Services	
TOTAL PARTICIPANTS		110