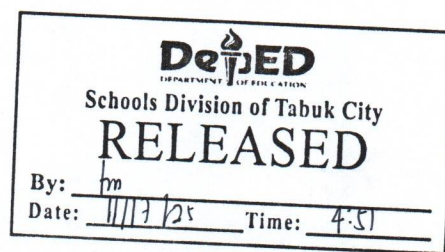




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

November 17, 2025

DIVISION MEMORANDUM

No. 538 S. 2025

TO : All BAC Members
BAC Secretariats
BAC Technical Working Group(Goods and Services)
All Program Holders of HRTD-Funded Activities

PRE-PROCUREMENT PLANNING FOR HUMAN RESOURCE TRAINING AND DEVELOPMENT (HRTD) FUNDS

1. This is to inform all concerned that a Pre-Procurement Planning Meeting for the Human Resource Training and Development (HRTD) Funds shall be conducted on November 18, 2025(Tuesday), 3:00 PM at the Katarungan Hall, Main Building, SDO Tabuk City.
2. The activity aims to discuss and deliberate on the following matters:
 - a. Use of the market scoping form;
 - b. Submission of the PPMP;
 - c. Determination of the Mode of Procurement;
 - d. Procurement Strategy; and
 - e. Finalize the procurement requirements, schedules, and other preparatory matters necessary for the effective and timely implementation of HRTD-funded programs and activities.
3. In view of the foregoing, all Program Holders of activities charged against the HRTD Fund are hereby directed to attend the said meeting.
4. Please see attached Annexes for your guidance and reference.
 - a. Annex A: List of Participants;
 - b. Annex B: NGPPB Standard Form for Market Scoping; and
 - c. Annex C: NGPPB Standard Form for PPMP.
5. For information, guidance, and strict compliance.


BENEDICTA B. GAMATERO PhD. CESO V
Schols Division Superintendent





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

Annex A.

BAC Members, Secretariat and Technical Working Group	
Name	Designation
Jan Nowel E. Peña	BAC Chairperson
Emmanuel C. Ubuan	BAC Co-Chairperson
Nicasio C. Sumarita	BAC Member
Federico C. Flores	BAC Member
Ferdinand A. Malagyab	BAC Member
Cresencia M. Na-oy	BAC Member
Gemmaline C. Bumanglag	BAC Member
Lovelyn L. Mukay	BAC Secretariat
Karen V. Mendoza	BAC Secretariat
Mark Angelo L. Sarne	BAC Secretariat
Allan S. Dumalsin	BAC TWG(Good and Services)

Human Resource Training and Development (HRTD) Funds Program Holders	
Program Holder	Title of Activity
Thelma B. Galicia	Upskilling of Araling Panlipunan Teachers on Content Mastery and Transformative Instructional Approaches in AP Instruction
Nicasio C. Sumarita Jr.	Upskilling of Values Education Teachers on SOLO-Based Approach
Josefina B. Balisong	Enhancing TLE/TVL Teaching Skills for Better Learning Outcomes
Gemmaline C. Bumanglag	Seminar-workshop para sa Makabagong Pedagoghiya- Canva bilang Kasangkapan sa Interaktibong Aralin sa Filipino
All EPS	Conduct of Enhancing Supervisory Skills of Instructional Leaders
Emmanuel C. Ubuan/ Cresencia M. Na-oy	Teach Math and Science
Cresencia M. Na-oy	Conduct of Training for Checklist-Based Assessment: Supporting Learners with Diverse Manifestation
Feliciano L. Agsaoay Jr.	Capacity Building on Content and Pedagogy in Teaching MAPEH
Harriet C. Buslig	Conduct of Revised Teacher Induction Program (RTIP): Guiding with Purpose: Empowering Mentors and Program Facilitators
Deewaii B. Bagayao	Conduct of Training on Research
Harriet C. Buslig	Conduct of School Heads Development Program
Harriet C. Buslig	Teachers as Reflective Leaders: Building Learning Environments Rooted in Community Context
Harriet C. Buslig	Training on Sports Coaching
Harriet C. Buslig	Capacity Building on Preparing Quality Write-ups for BITUWON
Harriet C. Buslig	Conduct of Transformative Education for Teachers
Harriet C. Buslig	Conduct of Training on Leading with Innovation: Improving Systems, Inspiring Results





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MARKET SCOPING CHECKLIST

1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

3. MARKET SCOPING ACTIVITY/IES CONDUCTED *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
☐	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
☐	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
☐	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews
☐	Review of product or service brochures, marketing materials,	Reports / Summaries/ Screenshots / Brochures /

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
	industry journals and publications or related materials	Publications/ Online Product Reviews
☐	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
☐	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
☐	Other analogous market scoping activity/ies undertaken: _____	

Notes:

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. Project Cost Estimate [Does the cost estimate align with current market prices?]		
b. Project Design and Specification [Does available supplier/s meet technical and financial requirements?]		

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
c. Technical Criteria [Does the market support the proposed technical requirements?]		
d. Delivery Lead Time [Are the timelines for delivery feasible?]		
e. Storage and Warehousing Requirements [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
f. Identified Risk/s [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:

Approved by:

Date:_____.

BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent

Date:_____.



or Head of the Program Holder



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. ____

☐ INDICATIVE

☐ FINAL

Fiscal Year :

End-User or Implementing Unit:

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		ATTACHED SUPPORTING DOCUMENTS	REMARKS
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (whether Goods, Infrastructure and Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre- Procurement Conference, if applicable (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/ Implementati on Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
TOTAL BUDGET:											

Prepared by:

Submitted by:

Signature over Printed
Name
Position/Designation
[End-User or Implementing Unit]

Date :

Signature over Printed Name
Position/Designation
*[Head of the End-User or
Implementing Unit]*

Date : _____