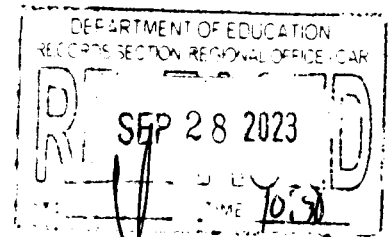




Republic of the Philippines
Department of Education
Cordillera Administrative Region



27 September 2023

REGIONAL MEMORANDUM

No. 564.2023

**RESCHEDULING THE CONDUCT OF LEADING WITH HOPE CLUSTER 3,
SERIES 4: TRAINING ON THE GOVERNMENT PROCUREMENT
REFORM ACT**

To: All Schools Division Superintendents
All Regional Functional Division Chiefs
All Other Concerned
All Divisions

1. In relation to RM No. 435, s. 2023 titled "*Conduct of Government Procurement Reform Act Training*," this Office reschedules the conduct of Series 4: Innovative Leadership Training in the Dynamic Workplace (iLEAD) from September 27-29, 2023 to **November 7-10, 2023** at the NEAPR Hall, Wangal, La Trinidad, Benguet.
2. This series aims to upskill the participants in their role in overseeing and facilitating the government procurement process at their governance level. At the end of the session, participants shall be able to:
 - a. explain the procurement process, from planning and advertising the bid opportunities to evaluating bids and recommending the award of contracts;
 - b. execute and maintain transparency and competitiveness in the procurement process following the criteria and procedures; and
 - c. share mechanisms on solving procurement-related issues and protests following the procedures set forth in RA 9184 and its implementing rules and regulations.
3. Attached are the following enclosures for reference and guidance:
 - Enclosure 1: List of Training Management Team and Participants
 - Enclosure 2: Training Matrix
 - Enclosure 3: Endorsement of Participants Template
4. RO Chiefs, Section or Unit Heads, and SDO SDSs shall submit the endorsement of participants using the template in Enclosure 3 **on or before September 29, 2023** via car.hrdd@deped.gov.ph
5. Training expenses shall be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund while travel expenses shall be charged to local funds, subject to existing accounting and auditing rules and regulations.

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 dissemination of and strict compliance with this Memorandum is desired.

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

FOR THE REGIONAL DIRECTOR:


RONALD B. CASTILLO
Director III/ Assistant Regional Director


LIST OF TRAINING MANAGEMENT TEAM AND PARTICIPANTS**LEADING WITH HOPE CLUSTER 3, SERIES 4: TRAINING
ON THE GOVERNMENT PROCUREMENT REFORM ACT**

November 7-10, 2023

Office/SDOs	Names/Position	Number
Regional Office		
1. RD ESTELA P. LEON-CARIÑO EdD, CESO III		2
2. ARD RONALD B. CASTILLO		
Training Team		
3. Rosita C. Agnasi, OIC-HRDD	7. GPPB Speaker 1	8
4. Maksim A. Botilas	8. GPPB Speaker 2	
5. Laureen B. Likigan, SEPS-HRDD	9. GPPB Speaker 3	
6. Emmanuel M. Gabol, EPS II	10. GPPB Speaker 4	
Respondents from the Floated DTNA		
11. CLMD	Jennifer P. Ande	14
12. ESSD	Georgina C. Ducaayo	
13. QAD	Ethielyn E. Taqued	
14. ORD	Atty. Edward C. Magalgalit Jr.	
15. ASD-PU	Randolph Flyn B. Daculog	
16. ASD-AMS	Vandolph B. Flora/ Mary Cris Sotelo	
17. ORD-ICTU	Jumar B. Yago-An	
18. ESSD	Margarette Gomeyac	
19. ASD-PU	Edralyn C. Ganga	
20. ORD-ICTU	Clinton L. Bugtong	
21. FTAD	Elvira M. Cudli	
22. ORD-PAU	Kaye Shaira B. Dizon	
23. ASD	Eric Marvin B. Urmaza	
24. HRDD	Marvin John C. Flores	
Schools Division Offices		
SDO ABRA	25. EGSAEN, SAMUEL JR. T.	32
	26. MONTERO, HELEN V.	
	27. BAROÑA, HAZEL B.	
	28. <i>To be identified by the SDO</i>	
SDO APAYAO	29. SARIO JR JERRY B.	
	30. MERCY G. MADDELA	
	31. ODELYN B. MONTERO	
	32. <i>To be identified by the SDO</i>	
SDO BAGUIO CITY	33. CHRISTOPHER BENIGNO	
	34. CADUNOG, VIMA	
	35. <i>To be identified by the SDO</i>	
	36. <i>To be identified by the SDO</i>	
SDO BENGUET	37. CARMEL F. MERIS	
	38. CLIFONE K. BANGSE-IL	
	39. BALANON, FLORABEL C.	
	40. <i>To be identified by the SDO</i>	
SDO IFUGAO	41. BUMAHIT, TRACY LOUISE P	
	42. BUMIDANG, JANICE D.	
	43. DAMUGGO, BEVERLY B.	
	44. <i>To be identified by the SDO</i>	
SDO KALINGA	45. BOACON, CANDICE D.	

	46. BAWAGAN, ELVIRA B.	
	47. BETE, FRODIE DAN A.	
	48. <i>To be identified by the SDO</i>	
SDO MT. PROVINCE	49. CALNGAN, JASMIN ANGELA A.	
	50. LIBONGEN, JOHN JR. M.	
	51. GASMEÑA, KHEWHANEY CLAIR W.	
	52. <i>To be identified by the SDO</i>	
SDO TABUK CITY	53. PEÑA, JAN NOWEL E	
	54. DAYAO, JAMES CEASAR A	
	55. DUMALSIN, ALLAN S.	
	56. <i>To be identified by the SDO</i>	
	Total	56

TRAINING MATRIX**LEADING WITH HOPE CLUSTER 3, SERIES 4: TRAINING
ON THE GOVERNMENT PROCUREMENT REFORM ACT***November 7-10, 2023*

Time	Day 0 November 7	Day 1 November 8	Day 2 November 9	Day 3 November 10
8:00		MOL	MOL	S7. Preparation of Cost Estimates
8:30		S1. B01 Latest GPPB Issuances and Updates	S4. Standard Bidding Procedures for: Goods and Services and Infrastructure Projects	
9:00				
10:00		Health Break		
10:15		S2. B02 Government Procurement 101	S5. Alternative Methods of Procurement	S8. Preparation of the 6th edition of Philippine Bidding documents for Goods and Services and Infrastructure Project
11:00				
12:00	Lunch Break			
1:00	Arrival and check-in of participants	S3. Procurement Planning and Budget Linkage, including Early Procurement Activities	S6. Preparation of Technical Specifications, Scope of Work and Terms of Reference	Continuation of S8
2:00				
3:00	Health Break			
3:15	Opening Program Compliance to GPPB OTMS Survey	Continuation of S3	Continuation of S6	Wrap Up and Closing
4:00				
5:00	Accomplishment of Daily Journals			
6:00	Accomplishment of QAME Forms, TWG Debriefing/ Meeting			

A. TRAINING MECHANICS AND TERMS OF REFERENCE

To enable attainment of activity objectives, the following conditions shall be met:

1. Speakers shall be recommended by the authorized training provider under the Government Procurement Policy Board of the DBM;
2. Training management shall ensure isolation of participants from possible distraction which may compromise the overall result of the activities scheduled;
3. All participants are required to religiously accomplish the GPPB OTMS Survey managed by the GPPB;
4. All participants shall secure pertinent permission from their immediate supervisors to ensure their 8-hour closed door stay at the hall as stipulated in the signed commitment forms; and
5. Immediate supervisors shall sign the same commitment to guarantee the participant's focus, openness and continuity of thoughts in the sharing of current situation.

Enclosure 3 to RM No. _____, s. 2023

Endorsement of Participants Template

**LEADING WITH HOPE CLUSTER 3, SERIES 4: TRAINING
ON THE GOVERNMENT PROCUREMENT REFORM ACT**
November 7-10, 2023

DIVISION/ SECTION/ UNIT:	RECOMMENDED PARTICIPANTS	SIGNATURE OF CONFORMANCE
	<i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>	<i>(To be signed by endorsed personnel after consultation/ coaching/ mentoring of the immediate supervisor. Agrees to enclosed Training Obligations)</i>
Names of Personnel: 1		
2		
Please return this Form to the HRDD before September 29, 2023	The training above are identified needs as stated in the Individual Professional Development Plan of the identified personnel. NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR	The signature above signifies the personnel's conformance to the following training obligations: 1. Effective task management to allow undivided attention during the 8-hour sessions (This includes arrangements with the immediate supervisor prior training); 2. Submission of complete outputs before November 16, 2023; and 3. Application of L&D learning in the workplace