



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

#10,451

Office of the Schools Division Superintendent

December 15, 2025

OFFICE MEMORANDUM
No. 21s, 2025

**ESTABLISHMENT OF THE DIVISION PROCUREMENT UNIT AS ANCILLARY
UNDER THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
AND DESIGNATION OF PROCUREMENT UNIT PERSONNEL AS
SECRETARIAT TO THE DIVISION BIDS AND
AWARDS COMMITTEE (BAC)**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Heads, Functional Units
Division IT Officer
Bids and Awards Committee
Other Concerned

1. This Division hereby announces the formal establishment of the **Procurement Unit** under the Office of the Schools Division Superintendent as an *Ancillary Service*, and designation as Lead Secretariat of the Bids and Awards Committee. This follows Department of Budget and Management (DBM) dated – approval of the creation of plantilla positions for Procurement Officers in Schools Division Offices dated August 1, 2025, and filling of the subsequent filling of said item for this Division.
2. Consequently, following Republic Act No. 12009 – *New Government Procurement Act* and its Implementing Rules and Regulations (IRR) particularly mandating in Rule VI, Section 43(b) provides that *xxx The BAC Secretariat shall be headed by the Procurement Officer or his/her duly designated representative. xxx*, also Rule VI, Section 45 states that *xxx The BAC Secretariat shall prepare minutes, resolutions, and procurement-related documents, and ensure compliance with posting and transparency requirements. xxx*.
3. The Core Functions of the Procurement Unit shall be as follows:
 - a. **Procurement Planning**
Assist end-users, consolidate PPMPs into APP, coordinate with BAC
 - b. **Procurement Process Management**
Oversee bidding, posting, documentation, and reporting
 - c. **Procurement Contracts Management**
Administer contracts, ensure compliance, coordinate delivery and payment, and

d. **Procurement Monitoring and Evaluation**

Track timelines, ensure compliance with RA 12009, maintain procurement tracking system, prepare PMR/APCPI reports. *Detailed functions are based on the approved Position Description Form.*

4. By virtue of this Memorandum and effective immediately, and because of the effectivity of his appointment, **Mr. FRANCIS RICO E. TOBES**, Administrative Officer IV, is hereby designated as Procurement Officer and Lead Secretariat of the Bids and Awards Committee (BAC) pursuant to Rule VI, Section 43(b) and Section 45 of the IRR of RA 12009. The Procurement Officer shall supervise procurement activities and personnel, and act as Lead BAC Secretariat.

5. Designation of Procurement Unit Personnel:

In the exigency of the service and in addition to their respective functions, the following personnel are hereby designated to report to the Office of the Procurement Unit in concurrent capacity to assist the Procurement Officer in the provision of administrative and technical support to the Bids and Awards Committee (BAC) as staff to the BAC Office Secretariat.

SAILYN E. NUGUIT

Staff Procurement Unit

DENNIS MERK E. ORSOLINO

Technical Support (*concurrent designation*)

- **MARIA JENNILYN MEJOS**

Technical Support (*concurrent designation*)

ERIKA E. PIAZA

Technical Support (*concurrent designation with Assistant Schools Division Superintendent Office*)

RAUL EPIFANIO P. FIGUEROA, JR Technical Support for PhilGEPS
(*concurrent designation with ICT Unit*)

It is understood that the procurement unit personnel shall not entitled to Honoraria based on Section 45 of the above IRR, **employees whose organic functions are primarily related to procurement are not entitled to honoraria**

For Technical Support personnel however, it is understood that they may be granted Honoraria based on Section 45 of the above IRR, all members of the BAC, regardless of position, TWG, **in an amount not exceeding thirty percent (30%) of their respective basic monthly salaries**, subject to availability of funds, which may be sourced from fees collected by the BAC in relation to its procurement activities.

Likewise, the technical support personnel are understood to be retained to their respective official stations/units and shall report to the Office of the BAC Secretariat only during the conduct of the procurement activities, when so required.

6. By virtue of said designation, it is understood that the outgoing *ad hoc* BAC Secretariat shall facilitate the immediate and proper *transfer of knowledge*, accountable forms, records, documents and electronic files, including but not limited PhilGEPS accounts and passwords to the Procurement Officer. The ICT Unit is likewise expected to facilitate transfer of electronic data and materials, pursuant to Section 41.2.6 of the same IRR.

7. For issuance of Request for Quotations (RFQs) for Direct Acquisition *Sec. 31 of IRR* and Small Value Procurement (SVP) *Sec. 34 of the IRR*, the Procurement Officer shall be authorized issue an Order to Canvass to any regular employee limited to specific procurement activity.
8. This Memorandum takes effect upon issuance and shall remain in force unless amended or revoked by higher authority or Office.
9. For your information and immediate strict compliance.


GAUDENCIO C. ALJIBE, JR., CESO V
Schools Division Superintendent

DepEd Northern Samar
RELEASED

Date: DEC 15 2025