



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

Office of the Schools Division Superintendent

February 11, 2026

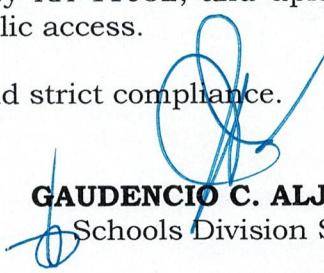
**DIVISION MEMORANDUM**

No. 009 s. 2026

**ADOPTION OF THE DEPED SCHOOLS DIVISION OF NORTHERN SAMAR  
PROCUREMENT OFFICE MANUAL AND CITIZEN'S CHARTER**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Heads of Units/Offices  
Schools and District Heads  
All other concerned.

1. Pursuant to the requirements of **Republic Act No. 12009**, the *New Government Procurement Act*, and its Implementing Rules and Regulations, which define the legal processes and responsibilities for all public procurement activities, as well as **Republic Act No. 11032**, also known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, which mandates all government offices to publish and implement a Citizen's Charter to ensure simple, fast, and clear service standards for the public.
2. In line with these mandates, the Schools Division of Northern Samar hereby **adopts** the **NORTHERN SAMAR DIVISION PROCUREMENT OFFICE MANUAL AND CITIZEN'S CHARTER** as the official reference for all procurement processes and public-facing service procedures in the Division. This document contains the internal procedures, roles, controls, workflows and the simple step-by-step guides for clients, processing times, documents required, responsible personnel, and fees if any.
3. All division personnel—especially those who plan activities, prepare purchase requests, or handle procurement related tasks—are expected to follow the procedures in the Manual and Citizen's Charter. This ensures that procurement activities are compliant, free of unnecessary delays, and aligned with audit standards. Employees are encouraged to coordinate properly with the Procurement Office and related units for smooth and timely processing.
4. Copies of the Manual will be provided to all units and schools, posted in public areas of the SDO as required by RA 11032, and uploaded to the official SDO Northern Samar website for public access.
5. For immediate dissemination and strict compliance.

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

DepEd Northern Samar  
**RELEASED**

By: \_\_\_\_\_  
Date: **13 FEB 2026**



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

**Office of the Schools Division Superintendent - Procurement Office**



**DEPED SCHOOLS DIVISION OF NORTHERN SAMAR**  
**PROCUREMENT OFFICE MANUAL**  
**AND CITIZEN'S CHARTER**

January 2026 (1<sup>st</sup> Edition)

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## I. Strategic Procurement Project Management Planning – Internal Services

### 1. Submission of End-user's Indicative, Final and Updated Project Procurement Management Plan (PPMPs) for Consolidation and Preparation of Indicative and Final Annual Procurement Plan (APP) to mGEPS

Submission of End-user's Project Procurement Management Plan (PPMPs) either indicative, final or updated to the Procurement Office for recommending approval of the Bids and Awards Committee (BAC) and approval of the Head of Procuring Entity (HoPE) and upload to the mGEPS online platform. Upload of indicative and final PPMPs per functional units/division is a requirement for the generation of APPs per unit and generation of Purchase Request per 12009 IRR and mGEPS guidelines.

<b>Office or Division:</b>	Procurement Office			
<b>Classification:</b>	Simple – per action			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	End Users – Head of Functional Units/Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Submission of proposed Indicative End-user Project Procurement Management Plan (PPMP) for subsequent fiscal year approval of HoPE and upload to mGEPS.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duly accomplished Market Scoping Form</li> <li><input type="checkbox"/> End User PPMP approved by Budget Officer</li> </ul>		End-user		
<b>Update of Final PPMP for the current year</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Market Scoping Form</li> <li><input type="checkbox"/> End User PPMP Supplement approved by Budget Officer</li> </ul>		End-user		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. End-user concerned shall submit all the requirements	1. Receives and records date and time of submitted documents	None	5 mins	<b>Erika E. Piazza</b> Technical Support Staff
	<b>2.1 For indicative PPMPs</b> Conduct evaluation, categorization and assignment of PPMP Nos. and PPA Nos.	None	10 mins	<b>Francis Rico E. Tobes</b> Procurement Officer
	<b>1.2 For Update to End User's PPMP</b> Consolidate PPMP into APP and validate from the available Appropriation	None	10 mins	<b>Francis Rico E. Tobes</b> Procurement Officer
2. End-user attends conference	<b>3. Conduct of Strategic Procurement Planning Conference</b> All Indicative PPMP shall be consolidated into indicative Annual Procurement Plan (APP)		PPMP items for the next year, the schedule is July of the current year	<b>Francis Rico E. Tobes</b> Procurement Officer
	<b>4.4 Upload of Indicative APP or Updates the APP Supplement to mGEPS platform for approval of HoPE</b>	None	1 day	<b>Raul Epifanio P. Figueiroa, Jr.</b> Technical Support Staff
<b>END OF TRANSACTION</b>		<b>TOTAL</b>	1 day 25 mins	

## 2. Creation of Purchase Request (PR) mGEPS Platform for CSE and Non CSE items, Posting of Invitation to Bid (ITB) and Request for Quotation (RFQ).

Generation of Purchase Request (PR) from mGEPS module and printing. These are done in two instances.

First, for Commonly used Supplies and Equipment (CSE), the End User shall submit request to generate Purchase Request form line items in each in the current year Annual Procurement Plan (APP) in the mGEPS module.

Second, for line items in current year APP non CSE item, the procurement office shall generate Purchase Request (PRs) for all item in the current year APP for early procurement activities (EPA)

<b>Office or Division:</b>	Procurement Office						
<b>Classification:</b>	Simple						
<b>Type of Transaction:</b>	G2G - Government to Government						
<b>Who may avail:</b>	End Users – Head of Functional Units/Divisions						
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>					
<b>For End-user:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of latest <b>Market Scoping Checklist</b></li> <li><input type="checkbox"/> Copy of Approved Activity Proposal/Design</li> <li><input type="checkbox"/> Copy of Activity Request / Copy of SARO</li> <li><input type="checkbox"/> Copy of Approved End-user Final/Updated APP for the current year (APP Code)</li> <li><input type="checkbox"/> Copy of Division Memorandum/Corrigendum</li> <li><input type="checkbox"/> Copy of Approved Menu</li> <li><input type="checkbox"/> Copy of Justification of No Available Government Facilities – for Negotiated Procurement – Lease of Venue under Sec 35.9</li> </ul>						
<b>From Procurement Office:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase Request mGEPS generated</li> <li><input type="checkbox"/> Purchase Request FMOM GAM version</li> <li><input type="checkbox"/> Invitation to Bid (ITB)/Request for Quotation (RFQ) mGEPS generated and printed version if applicable</li> </ul>						
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>			
	<b>Generation of Purchase Request</b>						
1. Submits documentary requirements	1. Personnel in charge finds Program/ Project/ Activity item in the mGEPS APP Module	None	5 mins	Raul Epifanio P. Figueroa, Jr. Technical Support Staff			
	2. Generates and prints mGEPS Purchase Request and prints PR FMOM GAM	None	10 mins	Francis Rico E. Tobes Procurement Officer			
2. End User shall sign requesting authority portion	3. Prints Purchase Request (PR) for HopE approval	None	5 mins	End-user and Head of Procuring Entity (HoPE)			

<b>Generation of Invitation to Bid (ITB)/ Request for Quotation (RFQ)</b>				
	4. Generates mGEPS Invitation to Bid (ITB) or Request for Quotation (RFQ)	None	5 mins	<b>Raul Epifanio P. Figueroa, Jr.</b> Technical Support Staff
	5. Prepares and issues limited authority to solicit quotations depending on the mode of procurement in the approved APP			<b>Francis Rico E. Tобес</b> Procurement Officer
	6. Submits printed version of RFQ for signature of BAC Chairman	None	5 mins	<b>Rey F. Bulawan</b> Chairman, Bids and Awards Committee
<b>END OF TRANSACTION</b>				
<b>TOTAL</b>		<b>15 minutes</b>		

## II. Procurement Process for Goods – External Services

### 1. Direct Acquisition per RA 12009, Section 32; IRR Rule IV

This mode of procurement applies for Goods – item for procurement qualifies for Direct Acquisition Non-CSE whose Approved Budget Cost (ABC) is less than or equal to ₱200,000. Likewise, this includes identified Commonly used Supplies and Equipment (CSE) which are not available in the PS-DBM Depot whose Approved Budget Cost (ABC) is less than or equal to ₱200,000.

<b>Office or Division:</b>	Procurement Office						
<b>Classification:</b>	Simple						
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen						
<b>Who may avail:</b>	End Users – Head of Functional Units/Divisions Winning Bidder/Supplier						
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>					
<b>For End User:</b> <input type="checkbox"/> Approved Purchase Request	End-User						
<b>For Winning Bidder/Supplier:</b> <input type="checkbox"/> Purchase Order	BAC Secretariat /Procurement Officer						
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>			
1. End User presents documents	1. Verify that procurement qualifies for Direct Acquisition vis a vis APP	None	10 mins	<b>Rosebill R. Marquita</b> Technical Support Staff			
	2. Generates Purchase Order Annex 61 based on documents presented	None	15 mins	<b>Francis Rico E. Tobes</b> Procurement Officer			
2. Winning bidder signs Purchase Order	3. Submits Purchase Order for approval for HoPE	None	10 mins				
<b>END OF TRANSACTION</b>		<b>TOTAL</b>	35 mins				
Delivery of Goods Inspection and Acceptance: <b>Supply Unit</b>	1. HoPE issues Inspection Order to Inspectorate.  2. After conduct of inspection, Inspectorate issues Certificate of Final Inspection/ Acceptance attached to the Inspection and Acceptance Report (IAR)	None	-	<b>Romeo D. Mijares</b> Supply Office  <b>Beatrice A. Olmedo</b> Inspectorate Team			
Submits billing documents for Obligation and Issuance of ORS: <b>Budget Office</b>	3. Verifies billing documents and issues ORS	None	-	<b>Ma. Joy L. Gepollo</b> Budget Office			
Billing for Payment: <b>Accounting Office/ Internal Control Unit</b>	4. Prepares Disbursement Vouchers (DV),	None	-	<b>Deah A Gamao, CPA</b> Accounting Office/ Internal Control Unit			

## 2. Small Value Procurement (SVP) per RA 12009, Section 34; IRR Rule IV

This mode of procurement applies for Goods – item for procurement qualifies for Small Value Procurement for items Non-CSE whose Approved Budget Cost (ABC) is ₱200,000 above up to ₱ 2,000,000.00.

<b>Office or Division:</b>	Procurement Office						
<b>Classification:</b>	Simple						
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen						
<b>Who may avail:</b>	End Users – Head of Functional Units/Divisions Winning Bidder/Supplier						
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>					
<b>For End-user:</b>	<input type="checkbox"/> Purchase Request 						
<b>For Winning Bidder/Supplier:</b>	<input type="checkbox"/> Request for Quotation (RFQ) mGEPS generated and printed version <input type="checkbox"/> BAC Resolutions <input type="checkbox"/> Abstract of Bids/Quotation <input type="checkbox"/> Purchase Order						
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>			
<b>Issuance of RFQs</b>							
1. End User presents documents Procurement Officer	1. Verify that procurement qualifies for SVP vis-à-vis APP	None	10 mins	<b>Erika E. Piazza</b> Technical Support Staff			
	2. Generates mGEPS and issues three (3) manual Request for Quotation (RFQs) and authorizes solicitation of quotation from known suppliers	None	15 mins	<b>Raul Epifanio P. Figueroa Jr</b> Technical Support Staff			
	3. issuance of authority to solicit price quotations	None	1 day	<b>Francis Rico E. Tobes</b> Procurement Officer			
<b>Opening of Bids</b>							
2. Bidder submits sealed quotation/bid per RFQ.	3. Opens a return of three (3) quotation/bid is forwarded to the BAC for Opening; or the Procurement Officer, when authorized	None	3 days from issuance of RFQ/ per closing date of RFQ	Bids and Awards Committee or Procurement Officer			
	4. Generates Award mGEPS module and prints the Purchase Order	None	10 mins	<b>Raul Epifanio P. Figueroa Jr</b> Technical Support Staff			
3. Winning Bidder/Supplier signs Purchase Order	5. Release Billing Documents to Winning Bidder/Supplier Purchase Order	None	10 mins	<b>Rosebill R. Marquita</b> Technical Support Staff			
<b>END OF TRANSACTION</b>		<b>TOTAL</b>	<b>4 days 45 mins</b>				
Delivery of Goods Inspection and Acceptance: <b>Supply Unit</b>	1. Hope issues Inspection Order to Inspectorate. 2. After conduct of inspection, Inspectorate issues Certificate of Final Inspection/ Acceptance	None	-	<b>Romeo D. Mijares</b> Supply Office  <b>Beatrice A. Olmedo</b>			

	attached to the Inspection and Acceptance Report (IAR)			Inspectorate Team
Submits billing documents for Obligation and Issuance of ORS: <b>Budget Office</b>	3. Verifies billing documents and issues ORS	None	-	<b>Ma. Joy L. Gepollo</b> Budget Office
Billing for Payment: <b>Accounting Office/ Internal Control Unit</b>	4. Prepares Disbursement Vouchers (DV),	None	-	<b>Deah A Gamao, CPA</b> Accounting Office/ Internal Control Unit

## 6. Negotiated Procurement – Lease of Venue per RA 12009, Section 35.9.1; IRR Rule IV

Lease of Venue is used under Section 35.9 of the RA 12009 IRR when a government agency needs a suitable place for official activities—such as trainings, conferences, or meetings—and either its own facilities are inadequate or a more appropriate venue must be rented; the IRR requires agencies to first consider government-owned venues, and only if none are available or compliant may they lease privately owned venues, provided the End-User justifies that doing so is more efficient and economical for the government.

<b>Office or Division:</b>	Procurement Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	End Users – Head of Functional Units/Divisions Winning Bidder/Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For End-user:</b>				
<input type="checkbox"/> Purchase Request <input type="checkbox"/> Justification of no availability of Government Facilities as Venue/ Cost Benefit Analysis if applicable		Procurement Office/ mGEPS End-User		
<b>For Winning Bidder/Supplier:</b>		Procurement Office/ mGEPS		
<input type="checkbox"/> Requests for Quotations/Bids <input type="checkbox"/> BAC Resolutions <input type="checkbox"/> Abstract of Bids <input type="checkbox"/> Notice of Award <input type="checkbox"/> Notice to Proceed <input type="checkbox"/> Purchase Order				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>Issuance of RFQs</b>			
1. End User presents documents Procurement Officer	1. Verify that procurement qualifies for SVP vis-à-vis APP	None	10 mins	<b>Erika E. Piazza</b> Technical Support Staff
	2. Generates mGEPS and issues three (3) manual Request for Quotation (RFQs) and authorizes solicitation of quotation form known suppliers	None	15 mins	<b>Raul Epifanio P. Figueiroa Jr</b> Technical Support Staff
	3. issuance of authority to solicit price quotations	None	1 day	<b>Francis Rico E. Tobes</b> Procurement Officer
	<b>Opening of Bids</b>			
2. Bidder submits sealed quotation/bid per RFQ.	Opens a return of three (3) quotation/bid is forwarded to the BAC for Opening; or the Procurement Officer, when authorized	None	3 days from issuance of RFQ/ per closing date of RFQ	Bids and Awards Committee or Procurement Officer
	4. Generates Award mGEPS module and prints the Purchase Order	None	within the day	<b>Raul Epifanio P. Figueiroa Jr</b> Technical Support Staff
3. Winning Bidder/ Supplier signs Purchase Order	Release Billing Documents to Winning Bidder/ Supplier Purchase Order	None	within the day after creating and approval	<b>Rosebill R. Marquita</b> Technical Support Staff
	<b>END OF TRANSACTION</b>	<b>TOTAL</b>	<b>4 days 45 mins</b>	

Delivery of Goods Inspection and Acceptance: <b>Supply Unit</b>	<ol style="list-style-type: none"> <li>1. Hope issues Inspection Order to Inspectorate.</li> <li>2. After conduct of inspection, Inspectorate issues Certificate of Final Inspection/ Acceptance attached to the Inspection and Acceptance Report (IAR)</li> <li>3. Verifies billing documents and issues ORS</li> </ol>	None	-	<b>Romeo D. Mijares</b> Supply Office  <b>Beatrice A. Olmedo</b> Inspectorate Team
Submits billing documents for Obligation and Issuance of ORS: <b>Budget Office</b>		None	-	<b>Ma. Joy L. Gepollo</b> Budget Office
Billing for Payment: <b>Accounting Office/ Internal Control Unit</b>	Prepares Disbursement Vouchers (DV),	None	-	<b>Deah A Gamao, CPA</b> Accounting Office/ Internal Control Unit

## 7. Public Bidding – Competitive Bidding

The Procurement Office conducts Public Bidding, which is enjoyed by prospective bidders/ suppliers for the procurement of Goods for PPAs whose Approved Budget Cose is above 2,000,000.00 for Goods; 5,000,000.00 for Infrastructure

<b>Office or Division:</b>	Procurement Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Suppliers / Bidders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<input type="checkbox"/> mGEPS Registration Certificate		mGEPS website		
<input type="checkbox"/> Authorization to Purchase Bidding Documents		Supplier / Bidder		
<input type="checkbox"/> Corporate Secretary Certificate for corporation (specific for the project)				
<input type="checkbox"/> Special Power of Attorney for single proprietorship (specific for the project)				
<input type="checkbox"/> Notarized Joint Venture Agreement (if applicable)		Supplier / Bidder		
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Pre-Procurement Conference</b>				
1. Prepare/issuance of Notices to respective End-Users, BAC Members and TWG for the schedule of Prebid Conference and Opening of Bids		None	1 day	<b>Erika E. Piazza</b> Technical Support Staff
2. Preparation of Philippine Bidding Documents (Sec. 10 and 17, RA 12009)		None	2 days	<b>Ma. Jennilyn Mejos</b> Technical Support Staff
<b>Advertisement/ Selling of Bidding Document</b>				
3. Posting of bid opportunities (Sec 21 RA 12009)		None	1 day	<b>Raul Epifanio P. Figueroa, Jr.</b> Technical Support Staff
1. Submission of Expression of Intent (EoI) or attendance at the Pre-Bid Conference  2. Settles the order of payment for Bidding Documents	4. Preparation of the order of payment for the sale of Philippine Bidding Documents	None	Within the day – until closing of ITB	<b>Sailyn N. Nuguit</b> Procurement Staff
	5. Prepare Payment Order and Issuance of Official Receipt (OR) for Bidding Documents		Within the day – until closing of ITB	<b>Sailyn N. Nuguit</b> Procurement Staff
	P 500,000.00 and below	500.00		
	over 500,000.00 to 1 M	1,000.00		
	over 1,000,000.00 to 5M	5,000.00		
over 5,000,000.00 to 10M		10,000.00		or Authorized Personnel of Cashier's Office



10. Delivery of Goods Inspection and Acceptance: <b>Supply Unit</b>	<ol style="list-style-type: none"> <li>1. Hope issues Inspection Order to Inspectorate.</li> <li>2. After conduct of inspection, Inspectorate issues Certificate of Final Inspection/ Acceptance attached to the Inspection and Acceptance Report (IAR)</li> </ol>	None	-	<b>Romeo D. Mijares</b> Supply Office  <b>Beatrice A. Olmedo</b> Inspectorate Team
11. Submits billing documents for Obligation and Issuance of ORS: <b>Budget Office</b>	<ol style="list-style-type: none"> <li>3. Verifies billing documents and issues ORS</li> </ol>	None	-	<b>Ma. Joy L. Gepollo</b> Budget Office
12. Billing for Payment <b>Accounting Office/ Internal Control Unit</b>	<ol style="list-style-type: none"> <li>4. Verifies billing documents and prepares Disbursement Vouchers (DV)</li> </ol>	None	-	<b>Deah A Gamao, CPA</b> Accounting Office/ Internal Control Unit
13. Issues Official Receipt (OR) and receive payment: <b>Cashier's Office</b>	<ol style="list-style-type: none"> <li>5. Prepares, LDDAP-ADA List of Due and Demandable Accounts Payable – Advice to Debit Account or Cheque</li> </ol>	None	-	<b>Teresita A. Acibar</b> Cashier's Office

## Procurement Process Flow



**Procurement Office Logo**



**STATEMENT OF ADOPTION**

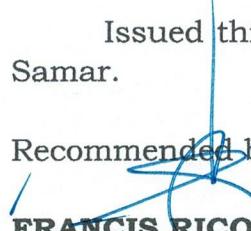
Pursuant to the Office's continuing efforts to strengthen institutional identity, promote professional standards, and ensure consistent visual representation in all official procurement-related communications, the **Procurement Office of the Schools Division Office (SDO) of Northern Samar** hereby **adopts and institutionalizes** the attached **Procurement Office Logo** as its **official identifying mark**.

This logo shall be used in official procurement documents, communications, reports, presentations, office signages, procurement-related forms, and other authorized materials of the Procurement Office, subject to applicable DepEd policies on branding and official seals. The logo is intended to reinforce the Office's commitment to **transparency, accountability, efficiency, and integrity** in the conduct of government procurement and public service.

The adoption of this logo takes effect immediately upon issuance of this statement and shall remain in force unless revised or superseded by a subsequent issuance.

Issued this 26<sup>th</sup> day of January 2026, at the Schools Division Office, Northern Samar.

Recommended by:

  
**FRANCIS RICO E. TOBES**  
Procurement Officer

Approved by:

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

## Description and Meaning of the Procurement Office Logo

### A. General Description

The **Procurement Office Logo** is a **circular emblem** with a **gold outer ring**, featuring the text “**PROCUREMENT OFFICE**” at the top and “**SANGAY NG HILAGANG SAMAR**” at the bottom. The inner field combines symbolic elements: a **map silhouette of Northern Samar**, a **procurement bag icon** with a **check mark**, orange **rays** suggesting progress, and a small inset of the **DepEd Division seal** marked “**Kagawaran ng Edukasyon – Sangay ng Hilagang Samar.**”

### B. Symbolism / Meaning of Elements

#### 1. Circular Form (Seal-Type Emblem)

- The circular shape represents **unity, continuity, and wholeness** in public service.
- It signifies the Procurement Office’s role as part of a **complete governance system** supporting schools and learners.

#### 2. Gold Outer Ring

- Gold symbolizes **excellence, value for money, and high standards**—core principles in public procurement.
- It also conveys **integrity and credibility** in safeguarding public resources.

#### 3. Text: “PROCUREMENT OFFICE” and “SANGAY NG HILAGANG SAMAR”

- Establishes the **official identity and jurisdiction** of the office.
- Emphasizes that procurement services are **localized and responsive** to the needs of the SDO Northern Samar.

#### 4. Northern Samar Map Silhouette

- The white map highlights the **geographic coverage** and service commitment to all districts and schools in Northern Samar.
- It symbolizes **inclusivity**, ensuring procurement support reaches every school and learning center.

#### 5. “N” Marker (Top Center)

- The “N” functions as a **directional and identity marker**, reinforcing “Northern Samar” and guiding focus toward the Division’s mission.

#### 6. Procurement Bag Icon

- The bag represents **purchasing/procurement**—the process of acquiring goods, infrastructure, and services needed by schools and offices.
- It reflects the office’s duty to ensure acquisitions are **planned, compliant, and responsive**.

#### 7. Check Mark on the Bag

- The check mark symbolizes **compliance, verification, quality assurance, and accountability**.
- It stands for **proper documentation, eligibility checking**, and ensuring procurements meet required specifications and regulations.

**8. Orange Rays / Sunburst Background**

- The rays signify **progress, efficiency, and forward movement**—a continuous drive to improve procurement systems and timelines.
- Orange reflects **energy, service readiness, and optimism**, aligning with a proactive public service culture.

**9. Blue Color Field**

- Blue represents **trust, professionalism, stability, and institutional reliability**.
- It underscores the Procurement Office's commitment to **fair, transparent, and ethical** procurement practices.

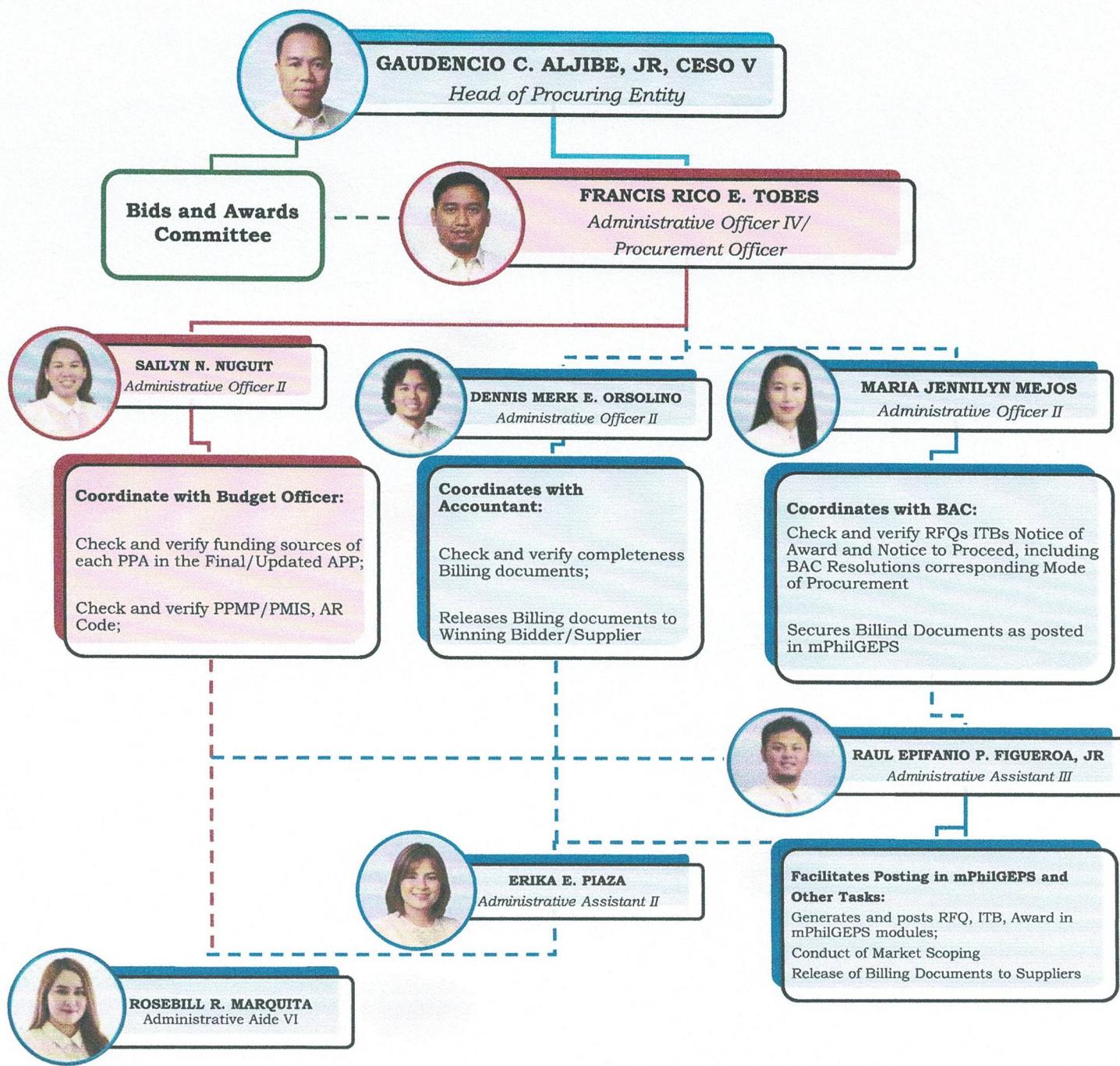
**10. Two White Stars (Left and Right)**

- The stars symbolize **guiding principles** such as transparency and accountability, and the Procurement Office's aim to uphold the highest standards of public service.
- They also represent **balance and impartiality** in procurement decisions.

**11. DepEd Division Seal (Inset)**

- The presence of the DepEd seal confirms the Procurement Office's official link to the **Department of Education** and the **Schools Division Office of Northern Samar**.
- It reinforces that all procurement actions are anchored on DepEd's mandate to support teaching and learning through appropriate resource provision.

## Functional Organizational Chart | Procurement Office





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

Date: \_\_\_\_\_

**ATTY. BERNADETTE V. ESCARLA, CPA**

State Auditor II  
 Audit Team Leader  
 COMMISSION ON AUDIT  
 Catarman Northern Samar

This is to most respectfully transmit the herein attached documents relative to the procurement of following Program/Project/Activities/s (PPAs) for the current year of this Procurement Entity, for your information and appropriate action:

Payee:

Particular/s:

Amount: *in words:*

*In numbers: Php.*

**Documents from the End User:**

**a. Before Procurement:**

- Copy of Market Scoping Checklist Form – Sec 10 of RA 12009 IRR
- Copy of Approved Activity Proposal, *if applicable*
- Copy of Activity Request **or** Certification PPAs not included in the PMIS **or** Copy of SARO
- Copy of Division Memorandum, Approved Menu, *if applicable*
- Copy of Certification/Justification of No Available Government Facilities
  - only for Negotiated Procurement - Lease of Venue under Sec 35.9 of RA 12009 IRR

**b. After Procurement:**

- Copy of Attendance/ Distribution List
- Copy of Addendum or Corrigendum schedule of Delivery, if any.

**Documents from the Procurement Unit:**

**a. For Direct Acquisition under Sec 32 of RA 12009 IRR**

- Copy of Approved mGEPS Generated and/or MFOM GAM Appendix 60 Purchase Request
- Copy of Approved Notice of Conformity from the Bids and Award Committee
- Copy of Approved FMOM GAM Appendix 61 Purchase Order
- Copy of Approved Inspection Order

**b. For Negotiated Procurement – Small Value Procurement under Sec 35 of RA 12009 IRR**

**c. For Negotiated Procurement – Lease of Venue under Sec 35.9 of RA 12009 IRR**

- Copy of Approved mGEPS Generated and/or MFOM GAM Appendix 60 Purchase Request
- Copy of Approved mGEPS Generated and/or acknowledged Request for Quotation/Bids – *(Single return at least 3 issued/acknowledged)*
- Copy of Approved Abstract of Bids/ Quotations
- Copy of Approved BAC Resolution/ Rec. Approval to Award
- Copy of Approved BAC Resolution/ Rec. Approval of Other Mode of Procurement
- Copy of Approved FMOM GAM Appendix 61 Purchase Order
- Copy of Approved and Notarized Contract/Agreement with Posted Security (Performance Bond)
- Copy of Approved Inspection Order

**d. For Competitive Bidding – (formerly Public Bidding) – Sec. 26 of RA 12009 IRR**

- Copy of Approved mGEPS Generated and/or MFOM GAM Appendix 60 Purchase Request
- Copy of Approved mGEPS Generated Invitation to Bid (ITB)
- Copy of Approved Abstract of Bids/ Quotations
- Copy of Approved BAC Resolution/ Rec. Approval to Award
- Copy of TWG Post Qualification Report/Recommendations,
- Copy of Approved BAC Resolution/ Rec. Approval of Other Mode of Procurement
- Copy of Approved and Notarized Contract/Agreement with Posted Security (Performance Bond)
- Copy of Approved Inspection Order

**Documents from Property and Supply Unit:**

- Copy of Approved Inspection and Acceptance Report (IAR) and Certificate of Final Acceptance
- Copy of Sales Invoice, Official Receipt, Delivery Receipt
  - Direct Acquisition – Sec. 32 of RA 12009 IRR; Small Value Procurement Sec. 35. RA 12009 IRR

**Document from the Budget Office:**

- Copy of Approved Budget Utilization Request and Status (BURS)/Obligation Request and Status (ORS)

**Documents from Accounting Office:**

- Copy of Approved Disbursement Voucher (DV)

Check by

Received by:

Internal Control Officer  
 Accounting Unit  
 This Division  
 Date: \_\_\_\_\_

Authorized Representative  
 Commission on Audit  
 Catarman, Northern Samar  
 Date: \_\_\_\_\_



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

DepEd Records Unit  
**RECEIVED**  
By: \_\_\_\_\_  
Date: 19 JAN 2026  
RJ

Office of the Schools Division Superintendent - Procurement Unit

17 January 2026

**REY F. BULAWAN, EdD**

Assistant Schools Division Superintendent  
Chairman, Bids and Awards Committee  
DepEd Northern Samar

**ATTY. RISTY T. ADARAYAN**

Division Legal Officer  
DepEd Northern Samar

**MICHELLE D. CAGUIMBAL**

Administrative Officer V  
DepEd Northern Samar

**ATTY. BERNADETTE V. ESCARLA**

State Solicitor  
Commission on Audit  
Cluster V – Education and Employment

Sir/Madams:

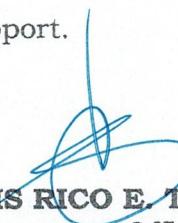
Respectfully transmitting herewith, the finalized **“Procurement Manual and Citizen’s Charter”** of the Schools Division of Northern Samar for your review, comments, and further legal and technical evaluation.

This document was prepared to align with the requirements of **Republic Act No. 12009** (New Government Procurement Act) and its Implementing Rules and Regulations, as well as the provisions of **Republic Act No. 11032** (Ease of Doing Business and Efficient Government Service Delivery Act of 2018). It aims to standardize internal procurement processes, strengthen compliance mechanisms, and provide stakeholders with clear service standards and transaction guidelines.

May we kindly request your respective offices to review the enclosed document and provide feedback, recommendations, or concurrence, as may be deemed necessary, prior to its endorsement for final approval by the Schools Division Superintendent.

Thank you for your attention and continued support.

Very truly yours,

  
**FRANCIS RICO E. TOBES**  
Procurement Officer

En:

as stated

Cc:

Concerned:

Division Records Unit