



FEB 25 2009

DepED MEMORANDUM
No. 68, s. 2009

ROLL-OUT OF VOLUMES 1-4 OF THE CUSTOMIZED AGENCY
PROCUREMENT MANUAL


To: Regional Directors
ARMM Regional Secretary
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepED) through the Procurement Service-Technical Support Division (PS-TSD) in partnership with the Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct the Roll-Out of Volumes 1-4 of the Customized Agency Procurement Manual nationwide.
2. The roll-out aims to:
 - a. disseminate and orient the procurement practitioners in the field offices on the use of the manual; and
 - b. ensure that the procurement officials develop a clear understanding and working knowledge of the system and procedures on procurement as specified in the CAM, approved by the Department and the Government Procurement Policy Board (GPPB).
3. Participants for Cluster 1 (Luzon), II (Visayas) and III (Mindanao) shall be the Head of Procuring Entity (HOPE) of the regional and division offices. For the remaining clusters, participants shall be two (2) members of the BAC and two (2) members of the BAC Secretariat for every region and division offices (see Enclosure Nos. 1-3 for the dates and venues, program of activities and confirmation slip).
4. No registration fee shall be collected for this purpose. Confirmation is mandatory. Participants with no confirmation will not be accommodated. In case of substitution, the substitute participant will be required to present his Authority to Travel approved by the Regional Director or Schools Division Superintendent. Substitution shall not apply for the HOPE. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.
5. Confirmation shall be made by the participants at least two (2) weeks before the scheduled activity to SDD-HRDS addressed to Ms. Nerissa L. Losaria, Assistant Chief,

OIC, SDD-HRDS. For further inquiries or clarifications, please contact Ms. Beth Acosta or Ms. Cecille Anyayahan, SDD-HRDS, DepED Central office, Meralco Avenue, Pasig City at telefax nos. (02) 633-7237 or (02) 638-8638.

6. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, honoraria and travel and per diem of facilitators, resource persons, and project staff, supplies, function room rental and contingency and other incidental expenses are chargeable against Human Resources Training and Development (HRTD) and OSEC Proper Funds, subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.



JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

MANUALS

OFFICIALS

PROCUREMENT

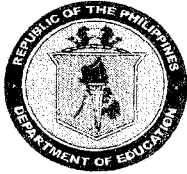
ENCLOSURE I

(DATES & VENUES ROLL- OUT OF VOLUMES 1-4 OF THE CUSTOMIZED AGENCY PROCUREMENT MANUAL)

CLUSTER	REGION	DATE	VENUE	PARTICIPANTS
1	Luzon	June 9-10, 2009	Within the area of Subic, Olongapo City	HOPE – Luzon* (I, II, III, IV-A, IV-B, V, CAR, NCR)
2	Visayas	June 18-19, 2009	Within the area of Cebu City	HOPE – Visayas* (VI, VII, VIII)
3	Mindanao	June 23-24, 2009	Within the area of Davao City	HOPE – Mindanao* (IX, X, XI, XII, CARAGA, ARMM)
4	NCR	June 29-July 3, 2009	Within the area of Subic Olongapo City	2 BAC Members and 2 BAC Secretariat of each Region and Division.
5	II & III	June 29-July 3, 2009	Within the area of Tagaytay City	
6	CAR & I	July 7-9, 2009	Baguio City	
7	IVA & IVB	July 7-9, 2009	Within the area of San Mateo Rizal	
8	V	July 14-16, 2009	Within the area of Legaspi City	
9	VI	July 21-23, 2009	Within the area of Iloilo City	
10	VII & VIII	July 28-30, 2009	Within the area of Cebu City	
11	ARMM & IX	August 4-6, 2009	Within the area of Zamboanga City	
12	X & XIII	August 11-13, 2009	Within the area Cagayan de Oro City	
13	XI & XII	August 11-13, 2009	Within the area of Davao City	

ENCLOSURE II

ROLL- OUT OF VOLUMES 1-4 OF THE CUSTOMIZED AGENCY PROCUREMENT MANUAL



Republic of the Philippines
DEPARTMENT OF EDUCATION
Meralco Avenue, Pasig City



CONFIRMATION SLIP

REGION : _____

DIVISION: _____

CONTACT NOS.: AREA CODE (_____) TEL. NOS.: _____

CLUSTER*: *(Mark with an "x")

- _____ HOPE (Head of Procuring Entity)
_____ BAC Members & BAC Secretariat

	NAME/S (Print legibly: Surname, Full Name, M.I)	OFFICE (REGION/DIVISION)	POSITION/DESIGNATION
1.			
2.			
3.			

Approved by:

Signature over printed name
Authorized Official

Note: Confirmation shall be two (2) weeks before the event. ONLY Confirmed participants will be accommodated
(Please send at 02-6337237 / 6388638)

ENCLOSURE IIIA

PROGRAM OF ACTIVITIES
Roll-Out of the Customized Agency Procurement Manual (Volumes 1 -4)
Head Of Procuring Entities (HOPE)

DAY 1

8:00 AM - 8:30 AM	Registration of Participants
8:30 AM - 8:45 AM	Opening Program
8:45 AM - 10:00 AM	Leveling of Expectations
10:00 AM - 10:15 AM	Snacks
10:15 AM - 11:30 AM	General Provisions of R.A. 9184
11:30 AM - 12:00 Nn	Open Forum
12:00 Nn - 1:00 PM	LUNCH BREAK
1:00 PM - 1:30 PM	Overview of the Customized Agency Procurement Manual
1:30 PM - 2:15 PM	Volume I – Procurement Systems & Organizations
2:15 PM – 2:45 PM	Open Forum
2:45 PM - 4:00 PM	Volume II – Procurement of Goods & Services
4:00 PM – 5:00 PM	Open Forum

DAY 2

8:00 AM - 8:15 AM	Recap
8:15 AM - 9:30 AM	Volume III : Procedures for the Procurement of Infrastructure Projects
9:30 AM - 10:00 AM	Open Forum
10:00 AM - 10:15 AM	Snacks
10:15 AM - 11:00 AM	Volume IV – Procurement of Consulting Services
11:00 AM - 11:30 AM	Open Forum
11:30 AM – 12:00 Nn	Closing Ceremonies

...HOME SWEET HOME...

ENCLOSURE IIIB

PROGRAM OF ACTIVITIES
Roll-Out of the Customized Agency Procurement Manual (Volumes 1 -4)
BAC Members & BAC Secretariat

DAY 1

8:00 AM - 8:30 AM	Registration of Participants
8:30 AM - 8:45 AM	Opening Program Invocation National Anthem Welcome Remarks
8:45 AM - 12:00 Nn	Leveling of Expectations
12:00 Nn - 1:00 PM	LUNCH BREAK
1:00 PM - 1:30 PM	Overview of the Customized Agency Procurement Manual
1:30 PM - 2:15 PM	Volume I : Procurement Systems and Organizations
2:15 PM - 2:45 PM	Open Forum
2:45 PM - 3:00 PM	Snacks
3:00 PM - 4:30 PM	Volume II : Procedures for the Procurement of Goods and Services
4:30 PM - 5:30 PM	Open Forum

DAY 2

8:30 AM - 8:45 AM	Recap
8:45 AM - 10:30AM	Volume III : Procedures for the Procurement of Infrastructure Projects
10:30 AM - 10:45 AM	Snacks
10:45 AM - 12:00 Nn	Open Forum
12:00 Nn - 1:00 PM	LUNCH BREAK
1:00 PM - 2:00 PM	Volume 4: Procedures for the Procurement of Consulting Services
2:00 PM - 2:30 PM	Open Forum
2:30 PM - 2:45 PM	Snacks
2:45 PM - 4:00 PM	Delivery & Payment
4:00 PM - 5:00 PM	Open Forum

DAY 3

8:30 AM - 8:45 AM	Recap
8:45 AM - 12:00 Nn	R.A. 6713 – Anti-Graft & Corruption Law
12:00 PM - 1:00 PM	LUNCH BREAK
1:00 PM - 2:30 PM	Alternative Methods of Procurement
2:30 PM - 3:30 PM	Open Forum
3:30 PM - 3:45 PM	Snacks
3:45 PM - 4:15 PM	Closing Ceremonies

HOME SWEET HOME. . . .