



Republic of the Philippines
Department of Education

15 OCT 2019

DepEd MEMORANDUM
No. **137**, s. 2019

**FIELD CONSULTATIONS, COMPETENCY NEEDS ASSESSMENT, RISK
PROFILING AND ROOT CAUSE MAPPING ANALYSIS OF REGIONAL
AND SCHOOLS DIVISION OFFICES**

To: Regional Directors
Minister, Basic, Higher and Technical Education, BARMM
Schools Division Superintendents
All Others Concerned

1. The Office of the Assistant Secretary for Procurement and Administration will conduct **Field Consultations, Competency Needs Assessment, Risk Profiling and Root Cause Mapping Analysis of Regional and Schools Division Offices** in the following clusters:

Cluster	Region	Date	Venue
1	National Capital Region I, II, III, IV-A, IV-B, Cordillera Administrative Region and Central Office	October 21-25, 2019	Within Subic Bay Metropolitan Authority
2	VI, VII, VIII, IX, X, XI, XII, Caraga, Bangsamoro Autonomous Region of Muslim Mindanao, and Central Office	November 5-9, 2019	

2. The activity aims to identify and assess the strengths, weaknesses and possible systems gaps in the procurement operations of the various DepEd regional offices (ROs) and schools division offices (SDOs). The goal is to provide a framework for necessary interventions to ensure that bottlenecks in procurement operations are minimized, if not eliminated.

3. The launching of the **Center-led, Center-guided Approach** to DepEd field procurement is integral in the implementation of the DepEd Procurement Performance Enhancement Program (PPEP), which is envisioned to strengthen DepEd management systems and promote good governance. This is aimed at implementing a streamlined and standardized procurement management systems, customized to the operations of the DepEd Central Office, ROs, and SDOs, and in professionalizing procurement functions.

4. The DepEd PPEP is designed to set off from preliminary assessment and consultation activities to gain a broader understanding of the realities of the procurement functions and issues in the field offices.

5. The activity expects to gather members of the Bids and Awards Committee (BAC), members of the BAC Secretariat, members of the Technical Working Group, and Heads of the Procuring Entities.

6. ROs are enjoined to send five participants each, while the SDOs are encouraged to send two each from their offices. Walk-in registrations shall not be entertained.

7. No registration fee shall be collected from the participants. However, transportation expenses will be charged to local Maintenance and Other Operating Expenses (MOOE) Funds, subject to the usual accounting and auditing rules and regulations.

8. The first meal to be served will be dinner on Day 0, **October 21, 2019** for Cluster 1 and **November 5, 2019** for Cluster 2 and the last meal will be breakfast of Day 4, **October 25, 2019** for Cluster 1 and **November 9, 2019** for Cluster 2. Check-out shall be in the morning of Day 4 and participants staying in excess will do so at their own expense.

9. The Confirmation Slips of the participants must be submitted **at least five working days** before the scheduled activity to facilitate billeting, meals, and accommodations and send through email at asec.pa@deped.gov.ph.

10. The Confirmation Slip and Program of Activities are enclosed.

11. Participants are advised to register via the link for faster processing: oua.deped.gov.ph/oua-confirmation/user/. All concerned are advised to read the instructions and accomplish the Entry Form. After completing the pre-registration, a ticket containing the participants information and Quick Response code will be provided, which the participant must present upon arrival. Digital copies are preferred.

12. For more information, please contact either **Ms. Haidee Malana**, Executive Assistant III or **Ms. Angelina Baustista**, Senior Technical Assistant II, Office of the Assistant Secretary for Procurement and Administration, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at haidee.malana@deped.gov.ph or angelina.bautista002@deped.gov.ph or at telephone no. (02) 634-1169.

13. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

N o n e

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

BUREAUS AND OFFICES
CONFERENCE
OFFICIALS
PROCUREMENT
SCHOOLS

CONFIRMATION FORM

Attention: Ms. Haidee Malana and Ms. Angelina Bautista

Telefax no: (02) 643-1169

E-mail Address:

haidee.malana@deped.gov.ph,

angelina.bautista002@deped.gov.ph

This is to confirm our attendance in the conduct of field consultations, competency needs assessment, risk profiling and root cause mapping of regional and division offices scheduled on _____, 2019.

Region: _____ Division: _____

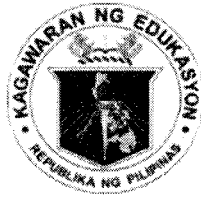
Office contact details: _____

Telephone number: _____

Fax number: _____

Office e-mail address: _____

NAME	DESIGNATION	OFFICE/UNIT	CONTACT NUMBER	E-mail Address



Republic of Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY
FOR PROCUREMENT AND ADMINISTRATION

**FIELD CONSULTATION, PROCUREMENT COMPETENCY NEEDS ASSESSMENT AND
WORKSHOP ON PROCUREMENT RISK PROFILLING AND ROOT CAUSE MAPPING**
ANALYSIS – CLUSTER I and CLUSTER II
October 2019

Day 0	
2:00 – 5:00 pm	Registration and check-in of participants
6:00 – 7:00 pm	Dinner

Day 1	
8:00 – 8:30 am	Registration
8:30 – 9:00 am	Opening Program
9:00 – 10:00 am	DepEd Procurement Performance Enhancement Program (Overview)
10:00 – 10:15 am	BREAK
10:15 – 11:00am	Procurement Road Map
11:00 – 12:00 nn	Plenary Feedback Gathering and Open Forum
12:00 – 1:00 pm	LUNCH
1:00 – 1:15 pm	Group Dynamics
1:15 -3:00 pm	Procurement Law and the Latest GPPB Resolutions and Issuances
3:00 – 3:15 pm	BREAK
3:15 – 4:00 pm	Procurement Competency Needs Assessment (An Overview)
4:00 – 5:00 pm	Conduct of Procurement Competency Needs Assessment
6:00 – 7:00 pm	Dinner

Day 2	
8:00 – 8:30 pm	Registration
8:30 – 9:00 am	Procurement Performance Scoping: Understanding Issues and Gaps in the Systems and Processes (Introduction of Activity and Methodology)
9:00 – 10:00 am	Breakout Sessions Problem Identification and Procurement Risk Profiling
10:00 – 12:00 nn	Processing of Results
12:00 – 1:00 pm	LUNCH
1:00 – 1:15 pm	Group Dynamics
1:15 -3:00 pm	Root Cause Analysis/Mapping Analysis
3:00 – 3:15 pm	BREAK
3:15 – 6:00 pm	Presentation and Processing
6:00 – 7:00 pm	Dinner

Day 3	
8:00 – 8:30 am	Registration
8:30 – 10:00 am	Presentation of Initial Report (CNA)
10:00 – 10:30 am	BREAK
10:30 – 12:00 nn	Plenary Feedback Gathering and Open Forum
12:00 – 1:00 pm	Lunch
1:00 – 1:15 pm	Group Dynamics
1:15 -3:00 pm	Regional and Division Office Consultation Cluster I (NCR, CAR, R1, R2) Cluster II (R6, R7, R8 and R9)
3:00 – 3:15 pm	Break
3:15 – 4:30 pm	Regional and Division Office Consultation Cluster I (R3, R4-A, R4-B, R5) Cluster II (R10, R11, R12, R13 and BARMM)
4:30 – 5:00 pm	Closing Remarks
6:00 – 7:00 pm	Dinner

Day 4	
8:00 – 11:30 pm	Check-out of participants