



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

August 7, 2026

DIVISION MEMORANDUM

No. 367 s. 2026

**TRAINING WORKSHOP ON PROCUREMENT PROCESS AND WORKFLOW FOR
NON-IMPLEMENTING SCHOOLS**

To: Assistant Schools Division Superintendent
OIC – Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary (Non-IUs) and Integrated Schools
All Others Concerned

1. In line with Department of Education's commitment to promote transparency, accountability, efficiency, and compliance in the utilization of government funds, this Office shall conduct an activity entitled **"Training Workshop on Procurement Process and Workflow for Non-Implementing Schools"** on **August 27 & 28, 2026**.
2. The activity aims to strengthen the capability of school personnel involved in the procurement of goods and services using the School Maintenance and Other Operating Expenses (MOOE), ensuring that procurement activities are carried out in accordance with existing government procurement laws, policies, and DepEd issuances.
3. At the end of the activity, the participants are expected to:
 - Enhance understanding of the procurement process and workflow, applicable to Non-Implementing Schools, from procurement planning up to payment and liquidation;
 - Ensure compliance with the provisions of the New Government Procurement Act (RA No. 12009), its Implementing Rules and Regulations (IRR), and applicable DepEd policies governing school procurement;
 - Strengthen documentation and internal controls by familiarizing participants with the required procurement, accounting, and liquidation documents to avoid audit observations and ensure timely liquidation of school funds; and
 - Promote uniform implementation of procurement procedures across Non-Implementing Schools through standardized process, proper



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coordination with the Schools Division Office, and adherence to prescribed timelines.

4. A **registration fee of Five Hundred Pesos (Php 500.00)** shall be collected from each participant coming from Non-Implementing Schools to cover expenses for food chargeable against downloaded School MOOE, along with their travel and incidental expenses. Meanwhile, expenses of the Program Management Team (PMT) involved in the activity shall be charged to Division MOOE. Both are subject to usual accounting and auditing rules and regulations.
5. This **Memorandum will serve as the Authority to Travel** of the participants.
6. All concerned personnel are hereby directed to attend and actively participate in the said activity. **Specific details regarding the venue, participants, and program shall be communicated through a separate memorandum.**
7. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO,
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

TRAININGS WORKSHOPS CAPACITY BUILDING