



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 14, 2024

OFFICE MEMORANDUM
 No. 171, s. 2024

**ORIENTATION AND COORDINATION MEETING OF ALL PERSONNEL INCLUDED
 IN THE SDO PROCUREMENT PROCESS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 OSDS Unit Heads and Program Owners
 All Others concerned

1. For common understanding of the procurement processes in the SDO, an orientation and coordination meeting of all personnel involved in the procurement process will be conducted on May 24, 2024 at the SDO Terrace.

2. The participants to this activity are the following:

a. From the Functional Divisions

CID	SGOD	OSDS
Chief Education Supervisor	Chief Education Supervisor	AO V Administrative Services
Education Program Supervisors	Education Program Supervisor	AO V Budget
PMIS In-charge	Medical Officer	Division Accountant
	Nurses	AO IV HRMO
	Division Engineer	AO IV Property & Supply Officer
	All SEPS	AO IV Records Officer
	All EPS II	AO IV Cashier
	PMIS In-charge	PMIS In-charge

b. All Canvassers

CID	SGOD	OSDS
Ma. Rita SR. Tablate	Rey C. Bonayon	Cristy De Leon
Lorena D. Chavez	Achilles V. Alberto I	Roderick Geromo



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c. All Inspectorate Team members

Infrastructure	Mary Jean S. Romero Engr. Rodger A. Matienzo Angelo James O. Aguinalde Cristina T. Barrameda
Goods	Gina B. Pantino Angelo James O. Aguinalde Cristina T. Barrameda
Learning Materials, supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Pechie Roschelle Chavez
Food and Medicines, dental Tools and Supplies and Other health Supplies	Dr. Kristine G. Santelices
Sports-Related Goods and Equipment	Fidel Vegim
Training/seminar Kits	Ma. Gina Templonuevo
Furniture and Related Goods	Achilles V. Alberto I
DCP Packages, IT-Related Goods and Internet Services	Jennifer B. Metica
DRRM Supplies and Materials	Maria Audrea L. Vivo
Service Vehicles	Rodderick S. Geromo
Security, Janitorial and Other General Services	Gerry Bonavente

3. The Bids and Awards Committee and the BAC Secretariat shall comprise the technical working group of the orientation/coordination meeting.
4. Snacks for the activity shall be charged to the Division MOOE subject to the relevant accounting and auditing rules and procedures.
5. Dissemination of and compliance with this memo is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

ASDS/AMBA/OM- ORIENTATAIION/COORDINATION MEETING OF ALL PERSONNEL
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